



First in Technology, First in Training.

Intro to Keynote

Business Course \$260 One-day Hands-on Course 9am - 5pm

Overview

Keynote lets you create presentations with powerful yet easy-to-use tools and dazzling effects. In this hands-on course, you will be presented with the concepts and skills for creating multimedia slideshows.

Prerequisites

This course assumes that you are familiar with using personal computers and have used a mouse and keyboard (basic typing skills are recommended). Specifically, you should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders.

Who should attend

This course is for anyone who is looking for a better understanding of Keynote (Apple's presentation application).

Topics

Creating a Presentation

- Choosing a theme and slide size
- Selecting a master size
- Outlining the presentation
- Working with the format bar
- Working with the inspector
- Formatting text on a slide
- Customizing a slide layout
- Copying styles between slides
- Cleaning up the slides
- Adding a table

Adding Media

- Accessing media files
- Working with still photos (iPhoto)
- Adding photos to slides
- Adding audio to a slideshow
- Using video in a slideshow
- Keeping media with your presentation

Converting a Powerpoint

- Importing a PowerPoint
- Animating a title slide
- Working with charts
- Enhancing a table
- Animating a bar chart
- Animating a pie chart
- Changing the style of a chart
- Adding content from Word
- Adding comments rehearsing
- Creating a self-running slideshow

Animating & Viewing

- Creating builds to reveal text
- Creating a sequence build to reveal a table
- Creating interleaved builds
- Creating a smart build
- Watching the presentation so far
- Transitions between slides
- Indexing your presentation
- Running your presentation
- Pausing and resuming a slideshow
- Troubleshooting your presentation

Themes, Graphics & Hyperlinks

- Preparing & applying a custom theme
- Creating a background and formatting text
- Creating a photo cutout
- Saving and sharing themes
- Adding transparency to artwork
- Masking photos with shapes
- Embedding a web page
- Embedding and formatting QuickTime movies
- Adding hyperlinks and navigation
- Running a presentation as a kiosk
- Exporting

Publishing & Presenting

- Reviewing a presentation with Light Table view
- Adding and printing presenter notes
- Printing handouts
- Exporting to: QuickTime, PPT, PDF, Flash, HTML, iPod
- Exporting images Sending to iDVD, iWeb
- Giving your presentation with a laptop

Register online at firsttech.com/training

sales | training | consulting | development | technical support | service & repair

2640 Hennepin Avenue, Minneapolis, MN 55408 | m. 612.374.8000 | f. 612.374.8080 | firsttech.com