



Keynote

Training: From Templates to Transitions

For people who have a basic understanding of the macOS.

Duration: 4 hours

Price: R1 550 incl. VAT



Overview:

With a refreshed layout that now aligns seamlessly across macOS, iOS and iCloud, Keynote offers a powerful and intuitive platform for creating stunning presentations. In this session, you'll learn how to use existing templates or build your own. Explore how to customise colours, insert media using the media browser, apply slide and object transitions, animate elements and navigate between different views. You'll gain a complete overview of Keynote's full feature set and unlock creative potential.



File management:

- Creating/saving/opening files
- Creating & managing templates
- Personalize slides using master-slides option



Slides handling:

- Adding slides
- Grouping slides
- Skip slides



Inserting and editing objects:

- Text boxes
- Shapes
- Working with editable shapes
- Tables and Charts



Understanding the user-interface:

- Toolbar, menu-bars
- Inspector side bar
- Setting preference



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Animations and transitions:

- Adding a transition to slide
- Adding an object build
- Make a Kiosk using links
- Play recorded slideshow



Saving & exporting presentations:

- Export options:
- Movie exporting features
- Saving methods
- Browse all versions
- Editing animations, workflow and durations



Sharing Options:

- Collaboration
- Using Email / Messages / Airdrop



Inserting and editing media:

- Photos:
 - Using Mask tool
 - Using Instant Alpha
- Editing movies in Keynote
- Music:
 - Single slide music
 - Entire presentation music options
- Movies:
 - Rolling editing
 - Set Poster Frame
 - Setup of Live Video



Play options on presentation:

- Applying presenter notes and screen setup
- Customizing presenter display
- Using iPhone / iPad as remote

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