



Keynote Training

The application layout has gone through a few changes which unifies the layout with the iOS and iCloud Platform. This presentation package is beyond powerful. Learn how to use existing templates or create your own. The world is your oyster; change colours, insert any media and media browser, apply slide and object transitions, animate, use different views and get a thorough overview of the complete package.

Prerequisite: A basic understanding of the macOS
Duration: 4 Hours
R1550.00 incl. vat

Understanding the user-interface

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

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

Animations and transitions

- Adding a transition to slide
- Adding an object build
- 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

Play options on presentation

- Applying presenter notes and screen setup
- Customizing presenter display
- Using iPhone / iPad as remote
- Make a Kiosk using links
- Play recorded slideshow

Saving & exporting presentation

- Export options
- Movie exporting features
- Saving methods
- Browse all versions