



# 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