

# Keynote for Mac

GoSkills online course syllabus

Saturday, May 4, 2024

**Skill level**

Beginner

**Lessons**

30

**Accredited by**

CPD

**Pre-requisites**

None

**Video duration**

2h 12m

**Estimated study time**

15h for all materials

**Instructor**

Kevin Allgaier

## Introduction

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1

### User Interface

This lesson will help you to become familiar with the User Interface of Apple Keynote.

## Working with Objects

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2

### Inserting and Manipulating Text Boxes

How to add and customize a new text box.

3

### Inserting and Manipulating Shapes

How to add and customize new shapes (circle, square, etc).

4

### Inserting and Manipulating Tables

How to add and customize tables to a Keynote presentation.

5

### Inserting and Manipulating Charts

How to add and customize charts to a Keynote presentation.

6

### Inserting and Manipulating Images

How to insert and manipulate images on our Keynote slides.

7

### Creating and Modifying an Image Mask

We'll walk through how to apply a custom mask to an image.

## Working with Audio

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# 8

## Inserting and Manipulating Audio Clips

This lesson will show you how to insert an audio file onto our Keynote canvas.

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# Working with Video

# 9

## Inserting and Manipulating Video Clips

This lesson will show you how to insert a video file onto our Keynote canvas.

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# Working with Motion

# 10

## Working with Builds and Actions

Creating builds and actions to add motion to your slide deck.

# 11

## Working with Transitions

Applying a transition from one slide to the next.

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# Presenting

# 12

## Keyboard Shortcuts That Will Save You Time

Learning Keyboard Shortcuts.

# 13

## Using Presenter Notes and the Presenter Display

Learn how and when to use Presenter Notes and the Presenter Display.

# 14

## Integrating with GoToMeeting for Online Presentations

Learn how to use Keynote in conjunction with GoToMeeting for presenting to multiple locations at once.

# 15

## Using an iPhone and Apple Watch to Present

Learn how to use your Apple Watch to present a Keynote presentation from your Apple iPhone.

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# Exporting and Sharing

# 16

## Exporting as a PDF

Learn how and why to export a Keynote slideshow to a PDF format.

- 17 **Exporting as a Microsoft PowerPoint**  
Learn how to export a Keynote file to a PowerPoint format.
- 18 **Saving with Password-Protection**  
Learn how to save a Keynote file with password protection.
- 19 **Embedding Your Slide Deck into a Web Page Using HTML**  
We'll learn how to embed a Keynote slide deck into a web page.
- 20 **Exporting as a Self-Playing Kiosk Slide Deck**  
We'll learn how to export a Keynote file for a self-playing kiosk.
- 21 **Creating a Narrated, Self-Timed Video of Your Slide Deck**  
We'll learn how to create a self-playing slide deck including custom slide transition times and our own spoken voice to accompany the slides.
- 22 **Sharing using iCloud**  
We'll learn how to use Apple's online service called iCloud to sync Keynote between multiple devices and share documents with others.
- 23 **Sharing Using Dropbox and Other Cloud Storage Systems**  
We'll learn how to use cloud-based storage solutions like Dropbox to share Keynote files with others.

## Design Tips

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- 24 **Mastering the Color Picker**  
This lesson will walk you through how to use the Color Picker.
- 25 **Working with Fonts**  
This lesson will walk through effective ways of working with fonts in Keynote.
- 26 **Working with Layers**  
This lesson will help you to better understand how layers work in Keynote.
- 27 **Alignment guides**  
This lesson will teach you what alignment guides are and how you can use them.
- 28 **Working with Master Slides**  
This lesson will help you to understand what Master Slides are and how to use them.

## 29 Creating Your Very Own Keynote Theme

This lesson will guide you through the process of creating and sharing your very own Keynote theme.

## 30 Presentation Tips

This lesson will cover tips and tricks for creating and delivering great presentations using Keynote.

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