goskills

Keynote for Mac

GoSkills online course syllabus

Friday, April 19, 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

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

Working with Objects

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

8 Inserting and Manipulating Audio Clips

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

Working with Video

9 Inserting and Manipulating Video Clips

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

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.

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.

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

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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