go skills

Keynote for Mac

GoSkills online course syllabus

Saturday, September 13, 2025

Skill level	**Lessons**	**Accredited by**
Beginner	30	CPD

Pre-requisites	**Video duration**	**Estimated study time**
None	2h 12m	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.

Design Tips

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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