Apple Keynote, Part 1: Text and Photos

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Prerequisites: This course assumes very little familiarity with Keynote. This course is part of a 4 part learning series. The courses should be taken in the following order; Apple Keynote: Text and Photos; Apple Keynote: A/V, Charts and Animated; Apple Keynote: Transitions and Themes; and Apple Keynote: Import, Presenting, and Export.

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Course description: Master Keynote for the Mac with this 4 part learning series, Keynote for the Mac is Apple's software solution for creating and delivering beautiful and compelling presentations. Explore the Keynote interface, choose a theme, or customize your own layout. Learn how to format text, add graphics and photos, and interactive elements like audio, video, and website links. Impress your audience with data charts, slide transitions, and animation effects.

Course outline:

Interface, Add Text & Shapes
• Introduction
• User Interface Features
• The Toolbar
• The Theme Chooser
• Selecting a Master Slide
• Adding Text with Outline View
• Add Text from External Sources
• Adding Shapes
• Styling Shapes
• Summary

Text, Tables, & Spell Checking
• Introduction
• Adding Text Manually
• Add Text via Copy & Paste
• The Formatting Toolbar
• Adding Tables
• Populate & Format the Table
• Creating Formulas in a Table
• Using Spell Checking
• Summary

Adding & Editing Photos
• Introduction
• The Media Chooser
• Insert Photos into Placeholder
• Photo Editing
• Customize the Master Layout
• Adjusting the Mask
• The Instant Alpha Tool
• Summary