

# Apple Keynote, Part 4: Import, Presenting & Export

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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.

**Runtime:** 01:23:19

**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:

### Import & Edit from PowerPoint

- Introduction
- Importing PowerPoint
- Import Anomalies
- Animate an Imported Slide
- Adjusting the Timing
- Enhance an Imported Chart
- Adjusting the Scales & Graphic
- Adding Content from Word
- Save a Presentation for Export
- Summary

- Export to Video Editing Tools
- Sizing Elements & Settings
- Summary

### Presenting Preparations

- Introduction
- Using Light Table View
- Adding Presenter's Comments
- Working with Presenter Notes
- Presenting with a Portable PC
- Using an iOS Remote Device
- Make a Self-running Slide Show
- Set Up for Running in a Kiosk
- Summary

### Handouts & Exporting

- Introduction
- Preparing Handouts
- Exporting in PDF Format
- Exporting in QuickTime Format
- Exporting in HTML Format
- Saving Slides as Images Files
- Publishing to YouTube
- Setting the Playback Duration