

Designing a Presentation, Part 3: Keynote

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Prerequisites: This course assumes some familiarity with PowerPoint and Keynote. This course is part of a 3 part learning series. The courses should be taken in the following order; Designing a Presentation: PowerPoint; Designing a Presentation: Enhancing PowerPoint and Designing a Presentation: Keynote.

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Course description: PowerPoint is Microsoft's leading presentation software and Keynote is Apple's presentation solution for the Mac, learn both in this 3 part learning series. Coverage includes working with master slides, inserting tables, photos, and graphics, enhancing PowerPoint and Keynote slides with audio and video, and adding transitions and animation to a presentation.

Course outline:

Add & Format Keynote Slides

- Introduction
- Creating a New Presentation
- Adding a Slide & Slide Data
- Selecting & Rearranging Slides
- Building a Keynote Table
- Formatting Techniques
- Summary
- Self-Playing Slide Show
- Inserting a Link
- Animating Object Onto a Slide
- Animate On Charts & Tables
- Animating an Object Action
- Animating Object Off a Slide
- Animate Off Charts & Tables
- Adding a Slide Transition
- Summary

Master Slides & Themes

- Introduction
- Working with Master Slides
- Saving Presentation Themes
- Formatting Slide Text
- Summary

Graphics in Keynote Slides

- Introduction
- Adding a Photo
- Inserting a Text Box
- Drawing a Shape
- Inserting a Chart
- Chart Types
- Formatting a Picture
- Formatting a Shape
- Summary

Audio/Video in Keynote Slides

- Introduction
- Adding Music to a Slide
- Creating a Soundtrack
- Recording Slide Show Audio
- Adding a Movie to a Slide
- Summary

Dynamic Keynote Presentations

- Introduction