



computer graphics training

Introduction to Apple Keynote

Making your presentation count

Introduction – One Day

DAY ONE - MORNING

Creating Presentations with Keynote

- Overview of interface & Keynote Basics
- The Power of Keynote
- Choosing a Theme
- Creating Slides
- Adding Content
- Adding Graphics
- Organizing Your Slides
- Introducing Slide Items Dynamically
- Making Your Presentation Flow with Transitions
- Previewing Your Slideshow

Recap and Review

Making Your Point with Charts & Graphs

- Creating Tables
- Formatting Tables
- Creating Charts and Graphs
- Changing the Appearance of Charts and Graphs
- Importing Chart Data from Microsoft Excel

Recap & Review

Delivering Your Presentation

- Displaying Your Presentation
- Printing Your Presentation
- Saving Your Presentation as a QuickTime Movie
- Saving Your Presentation as a PDF File
- Using PowerPoint Slides in Keynote

Recap & Review

DAY ONE - AFTERNOON

Working with Media

- Working with Digital Images
- Adding Sound to Your Slides
- Adding Movies to Your Slides
- Using Creative Build Techniques
- Creative Transition Techniques
- Modifying a Master Slide
- Saving Custom Themes
- Using Chart Elements from Other Applications

Recap & Review

Working with Other Applications

- Importing from iPhoto
- Importing from iMovie
- Importing from iTunes
- Photoshop Elements or Photoshop
- Flash and Keynote
- Importing from PowerPoint

Recap & Review

Keynote Tips and Tricks

- Useful tips, tricks and shortcuts
- Creating Voice Over
- Creating Effects

Recap & Review

Discussion Session

End of Course

This course will teach you how to create professional looking presentations. During this day you will set-up new presentations, learn how to make templates, format text, graphics and sound and animate elements!

Opening Microsoft PowerPoint documents within Keynote will also be covered, together with importing text and graphics from various other applications.

At the end of the course, you will be proficient in producing a high-quality presentation that will meet the most exacting demands of the presentation professional.

Rates include lunch & refreshments, free pre-training analysis and post-training support.

Course prerequisites: Basic knowledge of operating systems.

Recommended duration: 1 Day

Who Should Attend?

Anyone wanting to produce exciting presentations, easily and quickly.

Complementary Courses

- Apple iWork
- Apple iLife
- Adobe Photoshop Elements
- Adobe Photoshop
- Microsoft Office & MS PowerPoint

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