Apple Keynote Training

This course provides a comprehensive guide to using Keynote, Apple's powerful presentation software. From creating themes to customizing animations and sharing your work, this course covers all the basics and more, allowing you to create stunning presentations with ease.

Group classes in NYC and onsite training is available for this course. For more information, email corporate@nobledesktop.com or visit: https://www.nobledesktop.com/classes/keynote

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Course Outline

Section 1

Master Slides
- Choosing Themes
- The Keynote Workspace
- Setting Backgrounds
- Adding Images and Shapes
- Resizing Images, Shapes, and Text Boxes

Master Slides: Part Two
- Setting Theme Colors
- Formatting Text & Bullets
- Duplicating Master Slides
- Adding Text Shadow

Formatting Pasted Text
- Moving Content Between Presentations
- Using Master Slides
- Using Find & Replace to Fix Spelling Errors

Creating Custom Slide Layouts
- Quote Layout
- 3-Column Layout
- Aligning Objects
- Formatting Lines

Working with Images
- Inserting Images

- Using a Mask to Crop Images
- Working with Object Placeholder
- Working with Media Placeholders

Section 2

Working with Shapes
- Adding Guides
- Creating a Default Shape
- Working with Squares, Lines and Circles
- Grouping Shapes
- Using Guides to Position Objects
- Using Highlights to Indicate Upcoming Sections

Applying Gradients
- Creating an Advanced Gradient
- Creating and Aligning Grouped Shapes

Tables
- Selecting Table Cells
- Adding Rows and Columns
- Adding Color to Table Rows
- Styling the Cell Borders

Maps with Placemarks
- Adjusting Images within Keynote
- Creating and Positioning Placemarks
- Flipping Objects

3D Line Charts
- Resizing a 3D Chart
- Formatting Charts
- Chart Inspector: The Axis Tab
- Chart Inspector: The Series Tab

3D Pie Charts
- Inputting Data in the Chart Data Editor
- Changing the Colors in a Pie Chart
- Styling and Positioning a 3D Pie Chart
- Creating a Custom Legend