



Information Technology

Apple Keynote Training Course

Course Introduction

This training course is designed to provide participants with the basic knowledge on how to create visually stimulating presentations using Apple's Keynote Presentation software. This course covers topics such as importing graphics, creating type, using master pages, choosing page transitions, and animating items within the presentation. This will allow participants to prepare their own presentation and save the same in various file formats within a short period of time.

Target Audience

1. IT Trainer
2. UI/UX Designer
3. Graphic Designer
4. Digital Marketing Specialist
5. Content Creator
6. Presentation Designer
7. Product Manager
8. Business Analyst
9. IT Consultant
10. Corporate Trainer

Learning Objectives

- Gain a comprehensive understanding of the applications and functions of Apple Keynote.
- Create engaging presentations and multiple slides with ease.
- Add animations, text, pictures, videos and shapes to your presentation.
- Import presentation from PowerPoint and working with Charts
- Gain confidence in preparing and delivering your presentation.

Course Outline

- **Day 01**

- Module 1: Creating a presentation**

- Opening Apple Keynote
 - Choosing a theme and slide size in Keynote
 - Selecting a master slide
 - Outlining a presentation in Keynote
 - Pasting text into an outline
 - Formatting text in Keynote
 - Customizing a slide layout
 - Adding a table in Keynote
 - Calculating the value of table cells
 - Fixing spelling errors

- Module 2: Adding photos, charts and sound**

- Adding imagery to your Keynote presentation

- Enhancing photos in Keynote
- Customizing photo layouts
- Making part of a photo transparent
- Adding hyperlinks and navigation
- Adding a chart
- Adding audio to a Keynote presentation
- Adding a global transition in Keynote
- Reducing the file size of your Keynote presentation
- Saving media with your Keynote presentation

• Day 02

Module 3: Adding Video and Animation to your Keynote presentation

- Creating builds to reveal text in your Keynote presentation
- Revealing a Table in Keynote
- Creating interleaved builds in Keynote
- Revealing graphics and charts in Keynote
- Creating a Smart Build
- Creating custom animations into your Keynote presentation
- Adding sound to a build
- Creating transitions between slides
- Creating 2D and 3D transitions in Keynote
- Creating object effects transitions
- Using text effects transitions
- Using Magic Move
- Using video in a slideshow in Keynote
- Configuring preferences for smooth playback
- Running your Keynote presentation
- Pausing and resuming a slideshow in Keynote
- Troubleshooting your Keynote presentation

• Day 03

Module 4: Creating a custom theme

- Creating an themes in Keynote
- Creating a title slide for your Keynote presentation
- Creating a Photo Master
- Saving and sharing themes in Keynote

- Applying a custom theme to your Keynote presentation

Module 5: Importing from PowerPoint and working with Charts

- Importing a PowerPoint presentation in Keynote
- Animating a title slide in Keynote
- Creating and enhancing charts in your Keynote presentation
- Animating a table in Keynote
- Adding content from a MSWord document into your Keynote presentation
- Saving a PowerPoint or PDF File from Keynote

• Day 04

Module 6: Rehearsing and delivering your presentation

- Reviewing a presentation with Light Table View
- Adding comments to a Keynote presentation
- Working with presenter notes in Keynote
- Indexing your presentation with spotlight
- Rehearsing your presentation
- Giving your keynote presentation with a portable computer
- Using an iPhone or iPod as a remote control
- Creating a self-running slideshow
- Running a presentation as a kiosk

• Day 05

Module 7: Publishing your presentation

- Exporting a PDF
- Printing handouts
- Exporting to PowerPoint
- Exporting Images
- Making a movie: Exporting to QuickTime
- Exporting to iPod and HTML
- Sending to iWeb and YouTube

- Sharing a presentation with iWork.com and iChat Theater
- Making a DVD: Exporting to iDVD
- Exporting a presentation for editing in Final Cut Pro
- New Font rendering choices

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
May 5, 2025	May 9, 2025	5 days	4250.00 \$	UAE - Dubai
July 14, 2025	July 18, 2025	5 days	4950.00 \$	Spain - Madrid
Nov. 10, 2025	Nov. 14, 2025	5 days	4250.00 \$	UAE - Abu Dhabi