Course : Keynote for dynamic presentations on the Mac

Design clear, attractive media
Practical course - 2d - 14h00 - Ref. MOH
Price : 890 CHF E.T.

Create powerful slides with multimedia content. Apply dynamic animations and transitions. Customize graphics. Collaborate and share easily. Bring your ideas to life with Keynote on macOS, with presentations that captivate.

Teaching objectives

At the end of the training, the participant will be able to:

- Master the interface and functions of the Keynote presentation tool
- Creating attractive slides with multimedia content
- Apply animation and transition effects to liven up presentations
- Use graphs to visualize data clearly and effectively
- Collaborate easily with your contacts
- Share and distribute presentations effectively

Intended audience
Anyone who wants to create professional presentations with Keynote on macOS.

Prerequisites
Basic knowledge of the macOS environment.

Practical details
Hands-on work
Discussions, practical exercises and training to prepare you for Keynote on macOS.

Course schedule

PARTICIPANTS
Anyone who wants to create professional presentations with Keynote on macOS.

PREREQUISITES
Basic knowledge of the macOS environment.

TRAINER QUALIFICATIONS
The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

ASSESSMENT TERMS
The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more.
Participants also complete a placement test before and after the course to measure the skills they've developed.

1 Introducing Keynote

- Introduction to Keynote's interface and key features.
- Work environment configuration.
- Document management: create, open and save documents.

Hands-on work
Explore the interface with the different elements of the main window and create a new Keynote document.

2 Creating slides

- Application of different slide types: title, text, image, table, etc.
- Background and theme management.
- Insert multimedia content: images, videos, audio.
- Use editing tools to organize and format slide elements.

Hands-on work
Create a slide containing text, an image and a table. Apply different backgrounds and themes to personalize the slide.

3 Slide formatting and animation

- Text formatting, choice of fonts and colors
- Use animation and transition effects to make slides more dynamic.
- Create smooth transitions between slides.

Hands-on work
Insert a shape or graphic object on a slide and modify its properties (color, size, position, etc.). Create graphs to visualize data.

4 Managing graphic objects and charts

- Insert and modify graphic objects: shapes, lines, arrows, etc.
- Create and customize graphs to visualize data.
- Use alignment and distribution tools to organize objects on slides.

Hands-on work
Insert a shape or graphic object on a slide and modify its properties (color, size, position, etc.). Create graphs to visually represent data.

5 Collaborate and share presentations

- Use real-time collaboration features.
- Export and share presentations in various formats: PDF, video, etc.
- Configure privacy and sharing options.

Hands-on work
Share the presentation with another participant and collaborate in real time on a specific slide. Then export the presentation in PDF or video format to share with others.

6 Advanced presentation techniques

- Management of the presentation function with speaker notes.
- Creation of a recorded narration to accompany the presentation.
- Use presenter mode to manage and control the presentation during broadcast.

Hands-on work

Use the presentation function with speaker notes and use presenter mode to manage the display of the presentation on another screen.