Welcome to Keynote MacOS Course Outline:
Duration: 4 Hours

Prerequisites:
A basic understanding of the MacOS environment.

Course Objectives
This presentation package is beyond powerful. Learn how to use existing templates or create your own. The world is your oyster; change colours, insert any media and media browser, apply slide and object transitions, animate, use different views and get a thorough overview of the complete package.

Setup Requirements
A Mac device that has been freshly installed with the latest version of OS 10.15 Catalina.

Understanding the user-interface
- Toolbar, menu-bars
- Inspector side bar
- Setting preference

File management
- Creating / saving / opening files
- Creating & managing templates
- Personalize slides using master-slides option

Slides handling
- Adding slides
- Grouping slides
- Skip slides

Inserting and editing objects
- Text boxes
- Shapes
- Working with editable shapes
- Tables and Charts

Animations and transitions
- Adding a transition to slide
- Adding an object build
- Editing animations, workflow and durations

Sharing Options
- Collaboration
- Using Email / Messages / Airdrop

Inserting and editing media
- Photos:
    - Using Mask tool
    - Using Instant Alpha
- Editing movies in Keynote
- Music:
    - Single slide music
    - Entire presentation music options

Play options on presentation
- Applying presenter notes and screen setup
- Customizing presenter display
- Using iPhone / iPad as remote
- Make a Kiosk using links
- Play recorded slideshow

Saving & exporting presentation
- Export options
- Movie exporting features
- Saving methods
- Browse all versions