

Keynote Intermediate (full day)

Level 2.0 intermediate

Course outline

Keynote Intermediate (full day) is an ideal course for people who currently use Keynote and wish to increase their skills to understand this powerful program to a depth appropriate for the corporate environment and to stand out amongst their colleagues.

Course duration

Full day (9am to 4pm)

Covered in this course

Subjects covered in this course include:

- Working with slide masters
- Working with tables and charts
- Creating templates
- Adding and editing slide transitions
- Working with descriptive graphics
- Importing from Microsoft programs
- Creating text / object animations
- Adjusting slide layouts
- Exporting your presentation
- Adding audio and video to your presentation
- Adding slide numbering to slides
- Building organisational charts (org charts).

and much more including our T7 Tips and Tricks section.

Is this course for me?

Before enrolling into this course, you must be comfortable and familiar with the skills covered in *Keynote Basics* such as adding and copying slides, changing slide layouts, adding and formatting shapes, working with bullets and numbering, working with slide backgrounds and formatting text. If you are not familiar with these skills, you will need to attend and complete *Keynote Basics* prior to attending *Keynote Intermediate*.

Further study

One-on-one training is available for those who wish to learn advanced skills with Keynote.

T7 Training Systems

For bookings or enquiries, visit:

www.OnsiteTrainingCourses.com.au

or visit www.T7.net.au



