

Keynote is an application you can use to create multimedia presentations. Text effects and transitions are smooth and elegant. It is also easy to hide graphic backgrounds using alpha transparencies. Animations can be created both using builds and motion paths. There are excellent Keynote tutorials available online at *Atomic Learning* (<http://www.atomiclearning.com>). The district username is **grossmontu** and the password is _____.

Skills Covered:

Workspace Introduction P2 (F 1.1)
 Inspector Window P2 (F 1.2)
 Using Themes P3 (F 2.3)
 Inserting Slides P3 (F 2.1)
 Formatting Slide Backgrounds P4 (F 2.4-2.6)
 Formatting Slides Using “Masters” Layouts P3 (F 2.2)
 Inserting and Formatting Text P5 (F 3.1-3.3)
 Formatting Bullets P5 (F 3.4)
 Previewing Presentation P5 (F 3.5)
 Adding, Resizing and Adjusting Images P6 (F 4.1-4.3) & P7 (F 4.4)
 Using “Smart Builds” P8 (F 4.7)
 Drawing and Using Shapes P9 (F 4.8-4.9) & P10 (F 4.10)
 Masking P7 (F 4.5) & Alpha Masking P11 (F 4.14)
 Using Graphic Strokes (Picture Frames) P8 (F 4.6)
 Inserting Hyperlinks and Web Views P10 (F 4.11, 4.13)
 Inserting Movies, Soundtracks and Special Effect Sounds P11 (F 5.1) & P12 (F 5.2-5.3)
 Using “Build In” Progressive Bullet Disclosure P12 (F 6.1) & P13 (F 6.2-6.4)
 Setting Slide Transitions P13 (F 6.5)
 Using “Action Builds” P14 (F 6.6-6.7)
 Exporting P15 (F 7.1)
 Dual-Display Presenter Mode P15 (F 7.2)

I. Meeting Keynote

One of the strengths of Keynote is its wide variety of professionally designed presentation templates. **Upon launch, choose an attractive design in the Theme Chooser or start with a solid white, black or gradient design.** Keep in mind you can use more than one theme in a Keynote presentation. It is possible to disable the Theme Chooser from appearing at startup by clicking the “Don’t show this dialog box again” in the lower left corner of the window.



