Keynote-4-iPad™ (LIVE!) 2012

Kevin D. Jones, Author
"Keynote for iPad (Enhanced eBook) 2012

:: Introduction ::

An estimated 30 million presentations are given every day in offices around the world (New York Times). In *Keynote-4-iPad*, Kevin will help transform the way you think about your style and technique when developing and delivering your final presentation.   He will inspire you to create simple, clean and coherent presentations so that you will connect with your audience. Learn how to impact your audience with dynamic presentations in no time. Kevin will teach you a structured yet flexible system to take you from concept, through design and development, and into delivery. In his Keynote-4-iPad™ (LIVE!) 2012, Kevin tackles the complete process - from defining your mission and weaving a story, to the on-screen options for presenting data, selecting images, and understanding when to use animations, transitions and techniques that will help prepare to deliver your presentation.
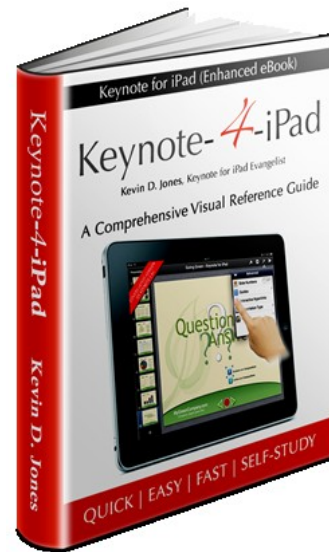
:: Overview ::

Learning Keynote-4-iPad *with Kevin Jones is an interactive training session designed for iPad users who want to build presentations with rich graphics and clear concise messages. The training begins with an overview of the iPad, hand gestures, the Keynote interface and basic techniques for working with text and graphics, then quickly advances to cover adding multimedia files, tables, charts, and transitions to Keynote presentations. We end the session by reviewing the critical steps for preparing and final delivery of your presentation.*

Instructor	Kevin D. Jones
Subject	Business, Presentations
Software	Keynote for iPad
Prerequisites	Users must already own a configured iPad with Keynote for iPad installed. General iPad knowledge is required.

:: **Outline** ::

- ➢ Introduction   15 minutes
- ➢ iPad Basics   20 minutes
- ➢ Keynote interface   15 minutes
- ➢ Creating & Organizing Presentations   10 minutes
- ➢ Working with Text   20 minutes
- ➢ Working with Graphics   20 minutes
- ➢ Working with Tables & Graphs   15 minutes
- ➢ Animation Basics   20 minutes
- ➢ Slide Transitions   15 minutes
- ➢ Preparing & Presenting   30 minutes
- ➢ Breaks   30 minutes
- ➢ Q&A & Class Presentation   30 minutes

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- ➢ Total Time   4:00 minutes

:: **What you will learn** ::

- • iPad overview
- • How to navigate to, open and install Keynote
- • Creating documents
- • Open Documents
- • Importing & Exporting Documents
- • Working with text
- • Working with images & shapes
- • Arranging objects and text
- • Working with Charts, Graphs and Tables
- • Transitions and Animations
- • Preparation and final delivery techniques

Keynote 4 **iPad**