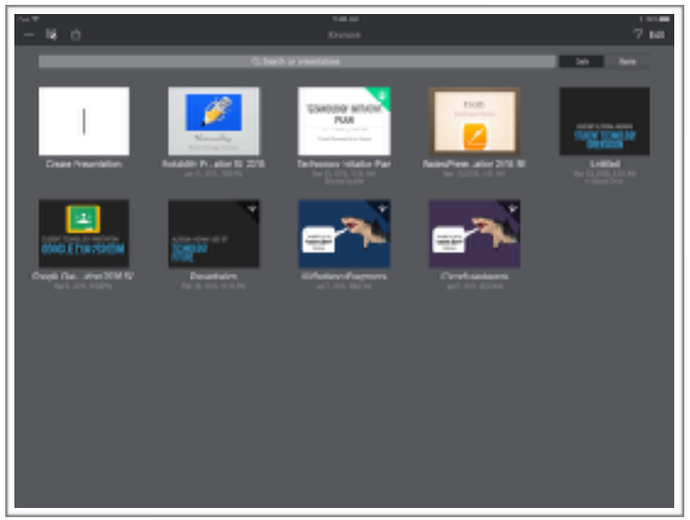
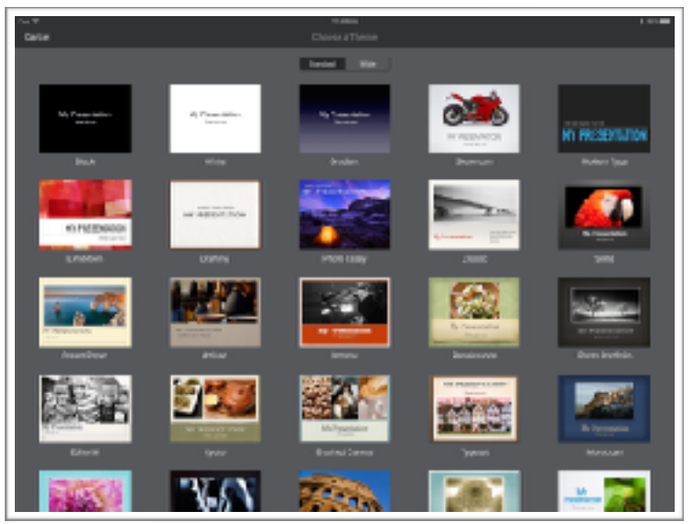
Creating a Presentation

When you open Keynote, you will see all of the presentations you have created. To create a new presentation, click on the "+" in the upper left document.

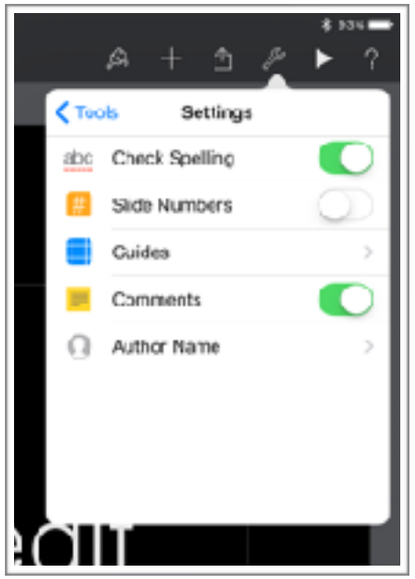


Once you select to create a new presentation, you will see options to make blank presentations or chose a template provided.



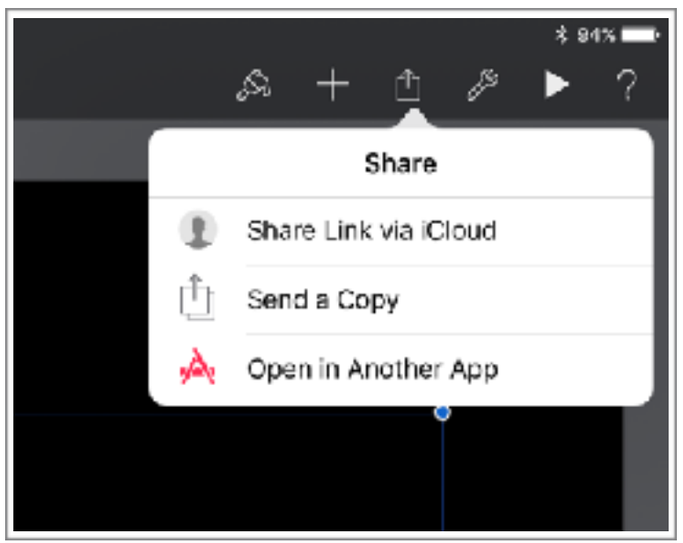
Settings

This is where you can turn off and on different features. The features you will use most often are spell check and word count.



Sharing

Your presentation is automatically saved to your iCloud Drive. From the sharing icon, you can send it via email or open it in another app, such as Google Classrooms or Notability.



Keynote 101

Student Edition 2016

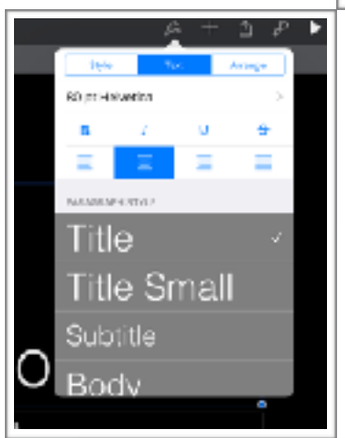
This was created for the students and teachers at USD 387, Altoona-Midway by Crystal Bjorgaard.

For additional technical assistance with Pages, Please visit the *Technology Assistance 101* webpage http://wp.me/P2B2Su-1Xx
or contact the Technology Staff at
techsupport@usd387.org

app icon from: iTunes.apple.com

To change formatting in the document, the paintbrush in the toolbar is where you want to go.

The style section is where you can change the style of the slides in your presentations.



The text section is where you can make basic formatting changes such as font, size, arrangement, and also setting the paragraph style.

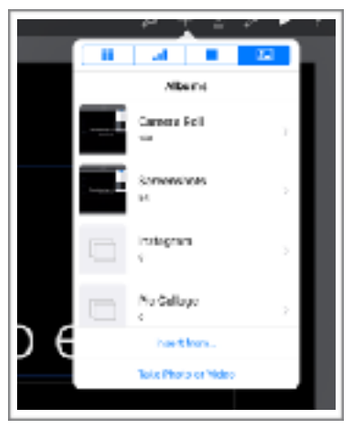
The arrange section is where you can add or remove columns to your document and change the margins.

To add things besides text to your document, the "+" in the toolbar is where you want to go.

The first set of options let you insert a data table from Numbers.

The second set of options let you turn that data table into a graph, or insert a graph from different data.

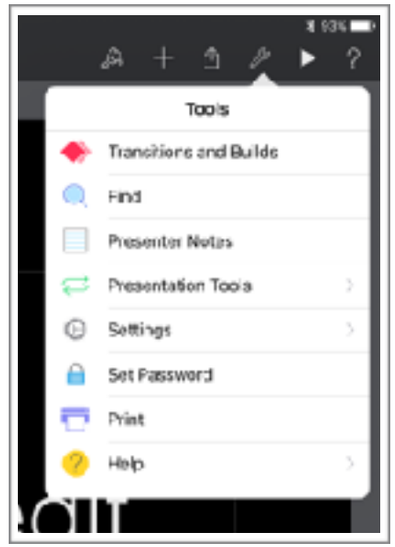
The third set of options let you insert a text box, lines, or shapes.



The forth set of options lets you insert photos from your camera roll.

For settings and other options, the wrench in the toolbar is where you want to go.

This is where you go to search in your presentation, make/ view presenter notes, see settings (more details on reverse side), and get help if needed.



To add a slide, click on the plus '+' in the lower right corner.

Once you click on the '+', you can chose the style of slide that you want.