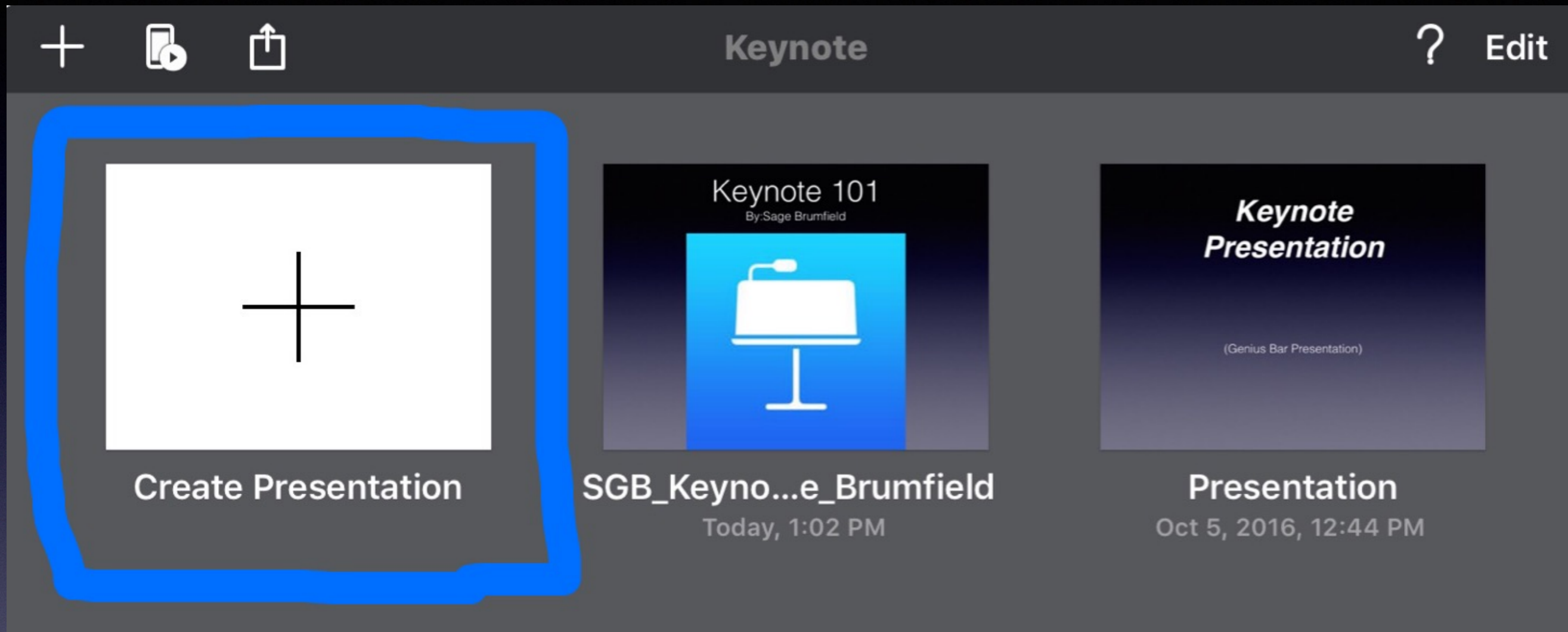


Keynote 101

By: Sage Brumfield



How to Create a Keynote



In order to Create Keynotes you must click on the "**Create Presentation**" on the main screen

Tool Bar

Presentations

Undo

SGB_Keynote_Sage_Brumfield



The Tool Bar at the top of your keynote is probably the most important tool you will use while you're in Keynote

In the tool bar you can go back to the main screen **(Presentations)**. Renaming titles, customize text options and add shapes or diagrams **(Paint Brush)**. Uploading keynote in other app **(Upper Pointing Arrow)**. You can also go through multiple of settings **(Tool Equipment)**. And you can play your presentation **(Pause/Play Button)**.

(You can also click on the Question Mark for Reminders)

Text Box Options

There is many things you can do with the text box. To activate you just need to tap on the text box.

Cut

Copy

Delete

Comment

Animate

Double-tap to edit

When you see these options you have many choices. Cut and Delete will completely get rid of the text box and all the text inside. Copy will copy everything inside the box which you can then paste any where you want, which you can select paste on any writing formats.

Cut

Copy

Delete

Comment

Animate

Double-tap to edit

If you want to add comments just click on the comment option. Comments won't show up during presentations but you can make reminders to your self if there is anything you need to change to that text box. And finally, Animating.

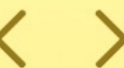
(Comments)

Sage

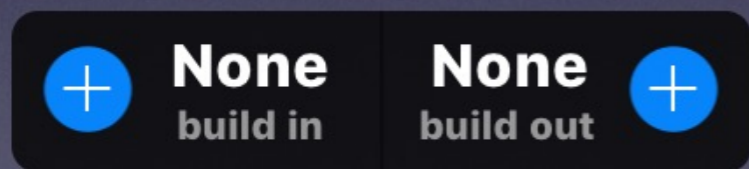
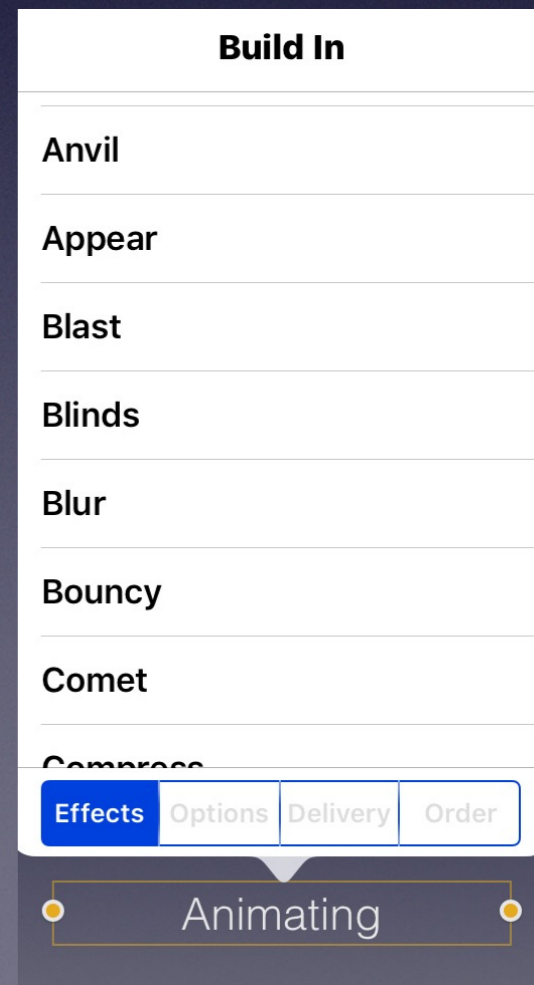
Today, 12:36 PM

Move text box to Page 4

Delete



When you click on animation it will give you a build in option, and a build out option. Then you will get a list of different animations both having the same options. You get to have one animation each Builds. You also get to see all the different animation in order, and can re-arrange them.



Animating

Thanks you for Watching

I hope you've learned something new!