



An Introduction to iWork

Training Details

Training Time	:	2 Days
Capacity	:	12
Prerequisites	:	There are no prerequisites for this course.

About Training

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In this hands-on course, you will discover the key features and basic interface of iWork, a suite of productivity tools that includes Pages for producing professional-looking documents; Numbers for creating spreadsheets, tables, and charts; and Keynote for developing high-quality presentations. All three applications give you import and export compatibility with Microsoft Office applications.

What You'll Learn

In this course, you will learn how to work with writing and graphics tools to create beautiful documents. You will find out how to effortlessly create stunning presentations, complete with Apple-designed themes, cinema-quality animations, and voiceover narration. You will learn to create compelling spreadsheets, from family budgets and event planning to invoices and complex financial reports.

Who Should Attend

Anyone who prefers hands-on and interactive instruction to best explore the functionality of the iWork applications.

Outline

1. Creating a Basic Presentation

- Launching Keynote

- Choosing a Theme and Slide Size
- Selecting a Master Slide
- Outlining the Presentation
- Working with the Format Bar
- Working with the Inspector
- Formatting Text on a Slide
- Customizing a Slide Layout
- Copying Styles Between Slides
- Cleaning Up the Slides
- Adding a Table
- Fixing Spelling Errors

2. Adding Media to Your Presentation

- Accessing Media Files
- Working with Still Photos in iPhoto
- Adding Photos to Slides
- Adding Audio to a Slideshow
- Using Video in a Slideshow
- Keeping Media with Your Presentation

3. Animating and Viewing Your Presentation

- Creating Builds to Reveal Text
- Creating a Sequence Build to Reveal a Table
- Creating Interleaved Builds
- Creating a Smart Build
- Watching the Presentation
- Creating Transitions Between Slides
- Indexing Your Presentation with Spotlight
- Configuring Preferences for Smooth Playback
- Running Your Presentation
- Pausing and Resuming a Slideshow
- Troubleshooting Your Presentation

4. Converting a PowerPoint Presentation

- Importing a PowerPoint Presentation
- Animating the Title Slide
- Cleaning Up a Chart
- Enhancing a Chart
- Animating a Chart
- Enhancing a Table,
- Animating a Bar Chart
- Animating a Pie Chart
- Changing the Style of the Chart
- Adding Content from a Word Document
- Adding Comments to a Presentation

- Rehearsing the Presentation
- Creating a Self-Running Slideshow

5. Working with Themes, Graphics, and Hyperlinks

- Preparing a Custom Theme
- Creating a Background and Formatting Text
- Creating a Photo Cutout with Photoshop and Keynote
- Saving and Sharing Themes
- Applying a Custom Theme
- Adding Transparency to Artwork
- Masking Photos and Shapes
- Embedding a Web Page
- Embedding and Formatting a QuickTime Movie
- Adding Hyperlinks and Navigation
- Running a Presentation as a Kiosk
- Exporting to CD

6. Publishing and Giving Your Presentation

- Reviewing a Presentation with Light Table View
- Adding and Printing Presenter Notes
- Printing Handouts
- Exporting to QuickTime
- Exporting to PowerPoint
- Exporting to PDF
- Exporting Images
- Exporting to Flash
- Exporting to HTML
- Exporting to an iPod
- Sending to iDVD
- Sending to iWeb
- Creating an Enhanced Audio Podcast with Garageband
- Sending to YouTube
- Giving Your Presentation with a Laptop

7. Word Processing

- Launching Pages
- Choosing a Template
- Replacing Placeholder Text
- Formatting Text and Lists with Styles
- Adding Graphics to a Document
- Adjusting Margins in a Document
- Proofreading a Document
- Using Change Tracking
- Using Comments
- Creating Addressed Envelopes

- Adding a Table of Contents

8. Creating a Newsletter

- Choosing a Newsletter Template
- Working with a Template
- Replacing Placeholder Text
- Editing Image Placeholders
- Cropping Images Using Masks
- Customizing Colors
- Laying Out More Pages
- Inserting a Page into a Layout
- Completing the Layout
- Exporting to PDF

9. Creating a Marketing Package

- Assembling Project Assets
- Creating a Poster
- Creating a Postcard
- Creating a One-Sheet

10. Creating a Spreadsheet

- Launching Numbers
- Choosing a Template
- Organizing Information
- Building the Spreadsheet
- Formatting the Table
- Using Formulas and Functions
- Adding Media
- Printing Your Spreadsheet
- Exporting Your Spreadsheet
- Using Templates

11. Creating an Event Planner

- Choosing a Template
- Adding Media to a Spreadsheet
- Transferring Address Book Contacts to a Spreadsheet
- Editing Data in a Table
- Sorting Data in a Table
- Using Checkboxes, Stepper, and Sliders
- Modifying and Saving Table Styles
- Publishing with iWeb

12. Creating a Script, Storyboard, Budget, and Presentation

- Saving a Template for a Video Script in Pages
- Prepare a Budget with Numbers
- Creating a Storyboard Presentation
- Moving a Chart from Numbers to Keynote

- Publishing a Presentation to MobileMe
- Creating a Storyboard Handout

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