

# Create a Presentation with Keynote 2

## By Lorrie Jackson

### WHY A TECHTORIAL?

#### What will I learn today?

You will learn how to create a basic presentation in Keynote 2.

#### What hardware and/or software does the techtorial apply to?

The techtorial applies to any Apple computer with the iWork 05 suite.

#### Which National Educational Technology Standards for Teachers does the techtorial address?

The techtorial will help teachers accomplish standard Vd. in particular.

The International Society for Technology in Education (ISTE) has developed a set of National Educational Technology Standards for Teachers. Standards or Performance Indicators are included for each techtorial to help teachers and administrators improve technology proficiency. For a complete description of the standards indicated, go to [NETS for Teachers](#).

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## CREATE A PRESENTATION IN KEYNOTE 2

Keynote 2, one of two programs in Apple's iWork '05, is the latest version of Apple's presentation software. Similar to Microsoft's PowerPoint, Keynote 2 offers a combination of easy-to-use tools and unique templates and transitions. These tools, templates, and transitions, combined with the program's ability to import movies, photos, and music from Apple's iLife programs (iPhoto, iMovie, and iTunes), make Keynote 2 a top choice for many K-12 teachers.

Note: For a review of this new program, see the Education World Tech Team article [iWork: Did It Pass the Teacher Test?](#)

Let's learn more about Keynote 2 by creating a simple "Intro to our class" presentation that you might give at a Parent's Night, Open House, or first day of class. There's only three steps to this presentation, so let's get started!

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## STEP ONE: CREATE THE BASIC LAYOUT

Begin by opening Keynote and choosing a theme for your presentation. Consider your audience as well as the grade/subject you teach to find the most appropriate theme. For this example, we'll choose Blackboard. Click the Theme and then click Choose. After selecting your theme, follow the steps below to create your presentation.

- In the main text box on Slide 1, click the box and type the name of your class (such as "French 1" or "Mrs. Slayton's First Grade"). Add information about your school, the event you're creating the presentation for (such as Fall Open House), and the date. Notice that if you need more room, a plus sign appears on the border of the text box. Drag the plus sign up or down to adjust the size of the box.
- Add 3 more slides: Find the plus sign at the top left of the window, just below the red radial button.



- Click the plus sign three times to add three new slides. You now have a total of four slides.
- Click Slide 2. In the title box, type the title "Frequently Asked Questions." In the text box on the same slide, type the questions: *How are we graded in this class?* and *What do we need to bring to class?* Hit Return after each question.
- Click Slide 3. In the title box, type "Grading Information." In the text box, type the bulleted list below.
  - Grading Scale: 90-100 A, 80-89 B, 70-79 C, 60-69 D, 59 and below F
  - Unit Projects = 40 percent;; Daily Work = 20 percent; Tests = 20 percent; Class Participation = 10 percent; Folder Check = 10 percent.
- Click Slide 4. In the title box, type "Bring These Things Daily." In the text box, type "Computer folder, pen/pencil, loose leaf paper, computer textbook and workbook."
- Save your presentation as "Intro to Our Class."
- Click the Play button in the top left corner to see your work, and then click the ESC button to return to the Navigator View.

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## STEP TWO: ADD HYPERLINKS

A hyperlink is anything -- a word, phrase, image, and so on -- you click to go to a new location, whether it's to a new Web page, file, or slide. Hyperlinks are helpful to use in lectures because, instead of having to move from one slide to the next, you can make a list of items (such as major battles of World War II) on one slide, and hyperlink each item on the list to another slide. That makes presentations far more interactive and relevant.

Let's link the frequently asked questions on Slide 2 to the answers on 3 and Slide 4.

- Click Slide 2, and then click three times on the question, *How are we graded in this class?* to highlight the entire sentence.
- Click the Inspector button in the menu bar.
- In the Inspector window, click the Hyperlink button (blue circle with curved arrow).
- Click "Enable as Hyperlink," choose "Link to Slide," and then click either "next slide" or the last option, "Slide\_\_" and type "3." Notice that you also can choose to link to a Web page, another Keynote file, or to an e-mail message.



- Close the Hyperlink pane. Your question about grades is now underlined.
- Repeat the steps above to link the question *What do we need to bring to this class?* to Slide 4.
- Save your work.
- Test your hyperlinks by clicking Play. Now, instead of simply clicking the spacebar, mouse, or arrows to move to each subsequent slide, you can click the two questions on Slide 2 to move to the correct answers. Click ESC when you are ready to continue.

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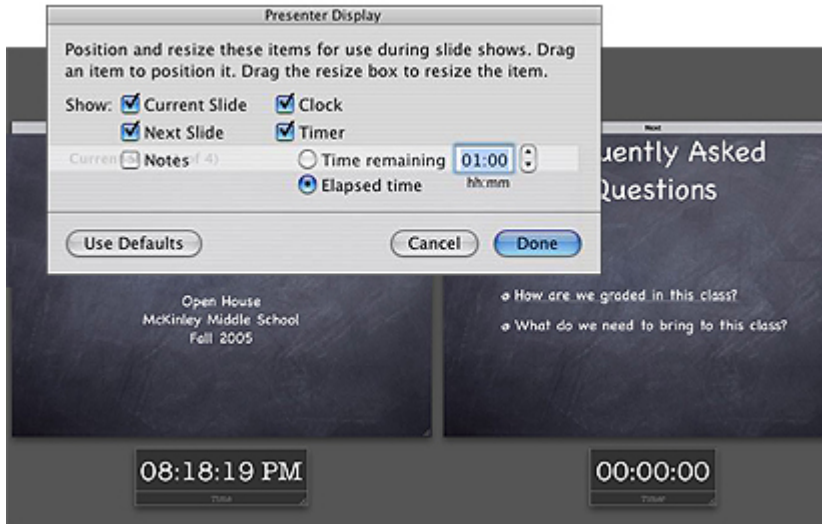
## STEP THREE: JUST YOUR STYLE

You have the basic text and you have hyperlinks to move through the show in a nonlinear fashion. Now, it's time to add a little style to the presentation. A few options are listed below:

- Add basic shapes, tables, or charts by clicking the appropriate button in the menu bar.
- Click the Inspector button to complete any of the following tasks:
  - Add background music from iTunes or have your presentation play by itself over and over again -- great at an Open House! (Document symbol)
  - Choose how each slide moves into the next. (Transitions symbol)
  - Change the attributes of fonts, images, tables, charts, and even Quick Time movies.
  - Insert music, photos, and movies from iTunes, iPhoto, and iMovie. (Media button)

One feature not found in Microsoft PowerPoint is Keynote 2's ability to project one screen for viewing by an audience and another screen for viewing by the presenter. So, your

class might see only Slide 1 on the classroom projector or TV monitor, while you can see both Slide 1 and the next slide, as well as such items as elapsed time, notes, and a clock on your laptop or desktop machine.



Click Keynote>Preferences and then click Presenter Display to explore more options.

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## TELL ME MORE!

### Where can I find more information?

To learn more about Keynote 2, see the Education World review [iWork: Did It Pass the Teacher Test?](#) and [Upping the Odds on Standardized Tests](#), an Education World lesson plan using Keynote 2.