Training and Certification
Pages, Numbers, and Keynote
Course Description

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In this three-day hands-on course, students become familiar with the key features and functionality of Pages, Numbers, and Keynote. Students work with real-world content and scenarios to learn practical approaches to creating documents, spreadsheets, and presentations.

The skills students learn in this course will help prepare them to take the following certification exams:

• Apple Certified Pro - Pages

• Apple Certified Pro - Numbers

• Apple Certified Pro - Keynote

Who Should Attend

This class is designed for anyone who wants to create professional-quality documents, spreadsheets, and presentations.

What You'll Learn

• How to create engaging, informative documents that convey information clearly through the effective presentation of content, including rich media

• How to store, analyze, and present data in an informative and interactive format using formulas, charts and graphs, and rich media

• How to create influential presentations that incorporate photographs, diagrams, animations, and other rich media to connect with and engage the intended audience

Prerequisites

Knowledge of OS X and basic computer navigation

Course Outline

Getting Started

• Learning methodology

• Understanding course structure

• System requirements

• Downloading and installing lesson files

• Additional resources

Discovering Common Features

• Before you start

• Opening Pages, Numbers, and Keynote

• Swapping between open applications

• Choosing themes

• Editing text in Pages

• Customizing your workspace

• Repeating image styles

• Reverting documents

• Distributing your work

• Working with tables

• Illustrating data using charts

• Adding comments

• Adding photos

• Adjusting layouts

• Trimming a movie clip

• Securing your files

Approaches to Word Processing

• Creating a new document using a template

• Customizing page design

• Creating and applying styles

• Saving styles for bullets and lists

• Making a table of contents

- Managing headers and footers

- Changing the page order

- Keeping headers with the following paragraph

- Saving to Microsoft Word and PDF formats

- Opening and editing a Word document

- Tabulating text

Working with Charts and Data

- Opening a Pages '09 document

- Using a table to add data

- Formatting tables

- Creating list structures

- Presenting data using charts

- Creating chart styles

- Using footnotes and endnotes

- Checking a document for errors

Designing a Brochure

- Changing to page layout

- Making a logotype

- Changing page order

- Enhancing images

- Creating shape styles

- Formatting table styles

- Preparing for print

- Taking part in a document review

Building Promotional Materials

- Creating business cards

- Making posters

- Starting with a blank canvas

- Defining placeholder images

- Defining placeholder text

- Saving designs as templates

Creating Rich Media ePubs

• Preparing a document for ePub

• Working with inline graphics

• Creating character styles

• Adding movies to Pages

• Adding audio to Pages

• Exporting to ePub

• Previewing in iBooks

Day 2

Organizing Data Using Numbers

• Assessing templates

• Working with sheets

• Making a budget sheet

• Adding calculations

• Working with multiple tables

• Printing from Numbers

Making Interactive Spreadsheets

• Opening and upgrading a Numbers '09 document

• Opening and editing an Excel workbook

• Formatting tables

• Referencing data

• Evaluating data formats

• Adding conditional highlighting

• Using password protection

Making Customized Calculators

Understanding relative and absolute cell referencing

• Concatenating cells

• Sorting tables

• Filtering tables

• Making a pricing calculator

Illustrating Data Using Charts

- Opening a CSV file

- Creating a stacked bar chart

- Making a mixed chart

- Using interactive chart types

- Showing a margin of error

- Building a scatter chart

- Saving a template

Outlining a Presentation

- Creating a presentation

- Customizing your workspace

- Adding slides

- Opening a PowerPoint presentation in Keynote

- Recording and deleting slides

- Working in outline view

- Adding slide transitions

- Using builds

- Applying themes

Making Media-Rich Presentations

- Making a slide background

- Updating a paragraph style

- Creating new slides by dragging files

- Reordering slides using the light table

- Using transitions to create moods

- Adding an audio soundtrack

- Controlling a presentation with builds

- Layering objects with master slides

- Build animations using actions

Developing a Custom Theme

- Selecting master slides

- Updating paragraph styles

- Modifying image placeholders

- Placing objects on master slides

- Saving themes

Rehearsing and Delivering a Presentation

- Playing a slideshow

- Rehearsing a slideshow

- Using an iOS device as a remote control

- Recording a narrated, self-playing presentation

- Creating a self-playing slideshow

- Designing a presentation with links

- Making Keynote handouts

- Performing presentation preflight checks

Pages, Numbers, and Keynote for iOS

- Signing in to iCloud

- Managing Pages documents in iOS

- Formatting documents

- Working with tables

- Using Keynote for iOS

- Adding photos and video

- Setting a document password

Moving Between iOS, iCloud, and OS X

- Opening an iOS document on your Mac

- Moving a Mac document to iCoud Drive

- Editing Pages without an Apple device

- Using Numbers forms on iOS

- Tidying up

Get trained

Check the training schedule for a list of courses available at LearnQuest, an Apple Authorized Training Provider.

The book for this course is Apple Pro Training Series: Pages, Numbers, and Keynote by Mark Wood. You can save 30 percent on the book price by using coupon code PP-APL-DISC at the Peachpit online store.

Get Certified

Demonstrate your knowledge by passing the Pages, Numbers, and Keynote exams and earning Apple Certified Pro certification. Certification exams may be offered as part of the course or separately.