

Keynote

Exam Preparation Guide



Contents

About This Guide	3
The Benefits of Apple Certification	3
What is an Apple Certified Pro?	3
How do I become an Apple Certified Pro?	3
What are the benefits of being an Apple Certified Pro?	3
Exam Details	4
Preparing for the Exam	5
Lesson Objectives: Discovering Common Features	6
Review questions	6
Answers	6
Lesson Objectives: Outlining a Presentation	7
Review Questions	7
Answers	7
Lesson Objectives: Making Media-Rich Presentations	9
Review Questions	9
Answers	9
Lesson Objectives: Developing a Custom Theme	11
Review Questions	11
Answers	11
Lesson Objectives: Rehearsing and Delivering a Presentation	13
Review Questions	13
Answers	13

About This Guide

This guide provides all the information that you need to prepare for the Apple Certified Pro - Keynote exam to earn Apple Certified Pro certification.

The Benefits of Apple Certification

Apple Training & Certification programs are designed to keep you at the forefront of Apple's digital media technology. Certification creates a benchmark to assess your proficiency in a specific Apple app. By passing an exam, you earn Apple Certified Pro status, which gives you a competitive edge in today's ever-changing job market.

What is an Apple Certified Pro?

An Apple Certified Pro is a certified user who has reached the highest skill level in the use of Apple apps as recognized by Apple.

How do I become an Apple Certified Pro?

To become an Apple Certified Pro, you must pass an online exam administered at an Apple Authorized Training Center (AATC). Apple Certified Pro certification attests to basic operational knowledge of an app. Apple Certified Pro exams are administered at the end of specific courses at the AATCs. Class attendance is recommended but not required.

If you prefer to learn on your own or believe you already have the necessary skills in an app, you can register to take the Apple Certified Pro exam at an Apple Authorized Training Center for a fee.

What are the benefits of being an Apple Certified Pro?

Certification distinguishes you among applicants to colleges or prospective employers. As an Apple Certified Pro, you'll receive a certificate from Apple recognizing you as a skilled user of the app, and you'll have the right to use the Apple Certified Pro logo on your résumé, business cards, and website—so you can leverage the power of the Apple brand.

After you pass a certification exam, you'll receive an email detailing how to obtain your certificate. The email also includes LinkedIn, Facebook, and Twitter icons to make it easy for you to share your certification news on social media sites.

You'll also receive instructions on how to log in to the Apple Certification Records System, where you can do the following:

- Update your profile information and opt in to display your Apple certifications on the Apple Certified Professionals Registry
- Review your certification progress
- Download certification logos to use on business cards, résumés, websites, and more
- Provide access to employers to verify certifications
- Access numerous resources

Exam Details

The Apple Certified Pro - Keynote exam (Exam no. 9L0-904) is a computer-based test offered at Apple Authorized Training Centers (AATCs).

You have up to 90 minutes to complete the exam, which consists of 59 multiple choice and interactive media questions. The questions are based on the objectives listed in this guide. This exam contains some performance-based questions that require you to perform tasks in Keynote.

The score required to pass is 70 percent. To prepare for the exam, read the objectives in this guide to determine which areas you need to review. The primary reference source for this exam is the Apple Pro Training Series book *Pages, Numbers, and Keynote* by Mark Wood (ISBN 0-13-398706-X).

You aren't allowed to access any resources or references during the exam, but you may have the app open when answering the performance-based questions. Although this guide divides the objectives into knowledge areas, questions are presented randomly during the exam.

Preparing for the Exam

When preparing for a certification exam, it's important to experience the app, review the training materials—including the Apple Pro Training Series curriculum—and study this Exam Preparation Guide. See the next section for objectives from the curriculum.

Consider these recommended steps to help you prepare for your certification exam:

- Review the tutorials, lesson review questions, and lesson files in the Apple Pro Training Series book *Pages, Numbers, and Keynote*. To purchase the book at a 30% discount, go to www.peachpit.com/promotions/welcome-apple-customers-books-138516.
- Gain experience using Keynote.
- Review the Keynote manuals. The complete documentation is available at support.apple.com. It's free, searchable, and linkable. You can also open Keynote Help by choosing Help > Keynote Help.
- Visit training.apple.com for information on the Apple Pro Training Program.

To provide comments and feedback to Apple about Keynote, go to www.apple.com/feedback.

Lesson Objectives: Discovering Common Features

After completing the Discovering Common Features lesson, you should be comfortable performing the following tasks:

- Discuss the basic features of Keynote
- Open, save, close, and manage presentations
- Navigate the theme window
- Edit text, photos, and layout

Review questions

1. How do you choose a theme?
2. How can images found in the Media Browser be placed in Keynote?
3. True or False? Tables in Keynote can contain functions.
4. Although Keynote saves your work automatically, why would you want to manually save versions of your work?
5. What kinds of shadow can be applied to an object in Keynote?

Answers

1. By choosing File > New in Keynote, the templates are presented. By default, the Template Chooser displays all the currently installed templates. Double-clicking one of these will select it. However, the application preferences can be set to always open a document created from a specific template.
2. Images can be dragged from the Media Browser onto a document. To replace a placeholder image, click the placeholder icon on the image, and select a replacement image from the Media Browser.
3. True. Table cells in Keynote can contain functions.
4. Manually saving your work creates versions that you can revert to at any time, enabling you to restore a previous state of your document.
5. Drop, Contact, and Curved are the types of shadows that can be applied in Keynote.

Lesson Objectives: Outlining a Presentation

After completing the Outlining a Presentation lesson, you should be comfortable performing the following tasks:

- Open and create Keynote presentations
- Apply templates to a presentation
- Reorder slides
- Work in outline view
- Introduce presenter notes
- Open and edit PowerPoint presentations
- Add and modify slide transitions

Review Questions

1. In addition to navigator view, what other slide view options are available in Keynote?
2. Describe three ways to create a new slide in Keynote.
3. Which Animate option works only between slides?
4. Describe how to change a presentation's theme.
5. In outline view, if a slide title is selected and you press Tab, what happens?

Answers

1. You can also view Keynote slides in slide only, light table, and outline views.
2. To create a new slide in Keynote, you can:
 1. Click the Add Slide icon in the toolbar.
 2. Choose Slide > New Slide (or press Command-Shift-N).
 3. Control-click a slide in navigator, light table, or outline view, and choose New Slide from the shortcut menu.

4. In the outline view pane, pressing Shift creates new slides or bullet points dependent on the level of indentation. To remove a bullet indentation, press Shift-Tab twice to create a new slide.
3. Transitions are animations that work only between slides.
4. In the Document inspector, click Change Theme and select a theme from the chooser.
5. The slide becomes a bullet point of the preceding slide.

Lesson Objectives: Making Media-Rich Presentations

After completing the Making Media-Rich Presentations lesson, you should be comfortable performing the following tasks:

- Manage animations
- Describe the difference between build in, action, and build out
- Change the build order and timing
- Add and trim a movie
- Add a soundtrack
- Add audio to individual slides

Review Questions

1. Describe a method for dragging media files to create new slides.
2. How can you preview a transition effect without applying it to a slide?
3. If your soundtrack is too short for the expected presentation time, what option might you use to resolve the problem?
4. How do you avoid selecting objects accidentally?
5. Describe how to change a build order.

Answers

1. To create new slides from dragged media files, open a Finder window containing the media files. Select the media files and drag them to the slide navigator in Keynote. In addition you can drag media files to Keynote when it's in light table view.
2. The menu listing the transitions displays a preview option when you position the pointer over the transitions. Click the Preview button to see that transition without applying it to the slide. The menu stays open allowing you to preview other transition effects.
3. If a soundtrack is too short for the expected presentation time, set it to Loop in the Audio inspector.
4. Select them, and choose Arrange > Lock.

5. Change build orders in the Animation inspector by setting the Order pop-up menu. In addition, when the Build Order window is open, you can drag the builds up and down in the list of builds to change their order.

Lesson Objectives: Developing a Custom Theme

After completing the Developing a Custom Theme lesson, you should be comfortable performing the following tasks:

- Modify master slides
- Change paragraph styles
- Identify which design elements are and are not saved in a theme
- Create chart styles using custom colors
- Make placeholder items
- Save and share themes

Review Questions

1. What are master slides?
2. Why is modifying paragraph styles rather than creating new styles a good idea?
3. When you apply an object style to a text box, what happens if its font changes?
4. A client wants you to use a custom icon as a bullet in Keynote. How do you do this?
5. In Keynote presentations, why is using fonts installed with iOS considered best practice?
6. Which Keynote functions are not included in themes?

Answers

1. Master slides are special slides from which presentation slides are created. Any objects placed on master slides appear on the slides created from them and inherit the master slide's style attributes. Objects can include placeholders for text and graphics.
2. Modifying paragraph styles is often better because most master slides contain instances of paragraph styles. If you were to modify a Title paragraph style, any master slide using that style would automatically change.
3. Paragraph styles are nested in object styles that contain text. By applying an object style, you also apply any paragraph style that might be nested within it.

4. To apply a custom icon to a bullet, use the Bullets & Lists section of the Text inspector. Set the Bullet type to Image Bullets. Click the Current Image menu. The pop-up menu that appears contains a Custom Image button. Click it, navigate to the custom icon artwork, and select it.
5. When you play a presentation on devices other than the one on which you built the presentation, Keynote uses the fonts installed on the host device. If the host device doesn't have all the fonts used in that presentation, Keynote will make font substitutions. Although additional fonts can be installed on OS X, they cannot currently be installed on iOS.
6. Animations such as transitions, builds, and actions are not included in themes.

Lesson Objectives: Rehearsing and Delivering a Presentation

After completing the Rehearsing and Delivering a Presentation lesson, you should be comfortable performing the following tasks:

- Describe the controls available when playing a slideshow
- Rehearse presentation timings
- Use an iOS device as a Keynote remote control
- Record narrated self-playing presentations
- Create Keynote handouts
- Present on a separate screen

Review Questions

1. How do you display the Keynote keyboard shortcuts?
2. Describe how to rehearse a 20-minute Keynote presentation.
3. Name two places where you can add and edit presenter notes.
4. When playing a slideshow, how do you jump to a specific slide?
5. When recording narration, which button do you click to stop recording?

Answers

1. When playing a slideshow, pressing Slash (/) will display the keyboard shortcuts. See Keynote Help for a full list of shortcuts.
2. The first rehearsal step is to play the slideshow by choosing Play > Rehearse Slideshow. In the presenter display, set the Timer to show time remaining, with a value of 20 minutes. If the presentation is running long, you can skip slides to trim the time.
3. From the View icon in the toolbar, choose Navigator, Slide Only, or Outline. You can then view and edit presenter notes. You can also edit presenter notes after choosing Play > Rehearse Slideshow.
4. To jump to a specific slide when playing a slideshow, type the slide number. Note that if you guess the wrong number, a navigator appears allowing you to scroll to the desired slide.

5. To end a recording, click the red Record button.



Apple Inc.
Copyright © 2015 Apple Inc.
All rights reserved.

No part of this publication may be reproduced, stored in a retrieval system, or transmitted, in any form or by any means, mechanical, electronic, photocopying, recording, or otherwise, without prior written permission of Apple Inc., with the following exceptions: Any person is hereby authorized to store documentation on a single computer or device for personal use only and to print copies of documentation for personal use provided that the documentation contains Apple's copyright notice.

No licenses, express or implied, are granted with respect to any of the technology described in this document. Apple retains all intellectual property rights associated with the technology described in this document. This document is intended to assist application developers to develop applications only for Apple-branded products.

Apple Inc.
1 Infinite Loop Cupertino, CA 95014
408-996-1010

Apple, the Apple logo, Final Cut, Final Cut Pro, iMovie, iPad, iPhone, iPod, iPod touch, iTunes, Mac, Mac OS, OS X, Passbook, Safari, Sand, and Xcode are trademarks of Apple Inc., registered in the U.S. and other countries.

Retina is a trademark of Apple Inc.

iAd, iCloud, and iTunes Store are service marks of Apple Inc., registered in the U.S. and other countries.

App Store and Mac App Store are service marks of Apple Inc.

iOS is a trademark or registered trademark of Cisco in the U.S. and other countries and is used under license.

SRS and the SRS Symbol are registered trademarks of SRS Labs, Inc.

APPLE MAKES NO WARRANTY OR REPRESENTATION, EITHER EXPRESS OR IMPLIED, WITH RESPECT TO THIS DOCUMENT, ITS QUALITY, ACCURACY, MERCHANTABILITY, OR FITNESS FOR A PARTICULAR PURPOSE. AS A RESULT, THIS DOCUMENT IS PROVIDED "AS IS," AND YOU, THE READER, ARE ASSUMING THE ENTIRE RISK AS TO ITS QUALITY AND ACCURACY.

IN NO EVENT WILL APPLE BE LIABLE FOR DIRECT, INDIRECT, SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES RESULTING FROM ANY DEFECT, ERROR, OR INACCURACY IN THIS DOCUMENT, even if advised of the possibility of such damages.

Some jurisdictions do not allow the exclusion of implied warranties or liability, so the above exclusion may not apply to you.