When first opening Keynote, you will get a prompt to choose a Theme. If you scroll over each theme, you will be able to see a snapshot of what each theme looks like. Click on the theme that you want and then click “Choose.” You can always change your mind later too.

Editing Window

Slide canvas
Create each slide by typing text and adding objects and media.

Toolbar
Customize it to include the tools you use most often.

Slide navigator
See a visual overview of your slide presentation. You can view a thumbnail of each slide or a text outline.

Change the size of the slide thumbnails.

Presenter notes field
Add notes about individual slides. You can refer to these notes during your presentation—the audience won’t see them.

Don’t worry, you may not see your presenter notes at first. To view them, go to “View,” and “Show Presenter Notes.”
The inspector will help you edit images, text, and the slide itself. To make changes to one of the items on your slide, you must select it first and then click on the Inspector.

**Document** - adjust slideshow settings

**Slide** - edit transitions between slides & change slide appearance

**Build** - object animation

**Text** - change text color, alignment, and bullets

**Graphic** - change color and border of an object or image

**Metrics** - rotate objects

**Table** - change the size & format of your table

**Chart** - edit chart color, data, and labels

**Hyperlink** - link objects & text to websites, other slides, and documents

**Quicktime** - edit video options