



Course Content and Pre-Assessment

Name: _____

Company: _____

Course Description:

Captivate is a multimedia program used for creating movies for interactive lessons. Captivate can capture screen shots on your computer and quickly turn them into lessons (movies). The movies created can be interactive and images, captions, rollovers, clickable areas, typing areas and sound effects can be added.

Prerequisites:

Windows level 1, experience with internet and graphics helpful

The **Captivate 3 for Windows** course will cover the topics listed below. Please check each item and designate if you already Know, Need Refresher, or Don't Know. Please be honest with yourself as this is a tool to place you in a proper class based on your level of knowledge. This is our method of indicating your level of current knowledge in order to best meet your needs.

K= Know
R= Refresher
DK= Don't Know

K R DK

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Introducing Captivate

- Setting General Preferences
- Opening and Closing Existing Projects
- Viewing Project Information and Opening Slides
- Previewing a Project
- Zooming Closer to a Slide
- Viewing the Library and Timeline

Recording

- Step Through a Script
- Set the Recording Type and Options
- Record a Project Manually
- Record a Demonstration
- Record an Assessment Simulation
- Record a Training Assessment
- Record a Custom Project
- Record a Project in Different Languages
- Record a Project in Multiple Modes at One Time

Text Captions and the Timeline

- Duplicate a Slide and Hide the Mouse
- Insert, Resize and Move Text Captions
- Change Text Caption Properties
- Change an Object's Slide Position and Size
- View the Timeline
- Change a Slide's Display Time
- Change Timeline View Settings
- Use the Timeline to Set Text Caption Display Times
- Show/Hide Timeline Objects
- Use Options to Control Object Timing
- Set Mouse Properties
- Check Spelling
- Align Slide Objects

Images

- Insert and Delete Slides
- Insert an Image
- Set Image Size and Slide Position
- Use the Library
- Manage Unused Images
- Create an Image Transparency
- Create an Image Watermark
- Replace an Image
- Setting Image Timing Options and Transition Effects
- Work with Image Stacks
- Add a Visual Mouse Click and Click Sound

Pointer Paths, Buttons and Highlight Boxes

- Change the Pointer Path
- Edit a Slide and Object Display Times
- Insert a Text Button
- Set a Button's Options
- Insert an Image Button
- Insert and Format a Highlight Box

Converting Demonstrations into Simulations

- Hide the Mouse
- Replace the Phrases
- Insert a Click Box
- Set Click Box Options
- Change a Slide's Display Time
- Set a Text Caption Transition
- Insert a Text Entry Box

Rollovers and Zoom Areas

- Insert a Rollover Caption
- Set Rollover Area Properties
- Insert a Rollover Image



Captivate 3 for Windows

Course ID#: 0403-200-03-W

14 Hrs

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<ul style="list-style-type: none"> • Insert a Zoom Area • Insert a Rollover Slidelet • Set Rollover Slidelet Properties • Format and Position a Slidelet • Insert a Caption into a Slidelet • Insert an Image into a Slidelet 	—	—	—	<ul style="list-style-type: none"> • Enable 508 Compliance • Add Accessibility Text • Add Closed Captions • Link to a Web Site • Set Project Information • Check Bandwidth • Publish a Flash (SWF) • Publish Word Handouts • Export Captions • Perform a "Round Trip" from Word 	—	—	—
<p>Slide Labels, Notes and Audio</p> <ul style="list-style-type: none"> • Add a Slide Label • Add a Slide Note • Add a Sound Effect to an Object • Add Background Music to a Project • Calibrate a Microphone • Record a Slide Note • Edit an Audio File • Insert Silence 	—	—	—	<p>Compliant Movies, Bandwidth and Publishing</p>	—	—	—
<p>Animation and Flash Video</p> <ul style="list-style-type: none"> • Change a Project's Frame Rate • Add Animation to a Slide • Change an Animation's Slide Position • Insert Text Animation • Add Flash Video 	—	—	—	<p>Creating Quizzes</p> <ul style="list-style-type: none"> • Set Quiz Preferences • Insert a Question Slide • Add an Image to a Question Slide • Reuse a Slide Background • Format the Question Title • Use the Slide Grid • Format the Progress Indicator • Create and Rename Question Pools • Add Questions to Question Pools • Insert Random Question Slides 	—	—	—
<p>Importing and Branching</p> <ul style="list-style-type: none"> • Import PowerPoint Animation • Import PowerPoint Backgrounds • Resize a Project • Import Project Slides and Objects • Label a Slide • Use Buttons to Create a Branch • Explore the Branching Tab • Export the Branching View • Create a Slide Show • Work with a Slide Group 	—	—	—	<p>Menu Builder</p> <ul style="list-style-type: none"> • Publish a Standalone Project • Create a MenuBuilder Project • Add Text Items to a Menu • Format Styles • Edit Text Items • Export a MenuBuilder Project 	—	—	—
<p>Skins and Templates</p> <ul style="list-style-type: none"> • Apply a BMP Playbar • Apply a Skin • Edit and Save a Skin • Delete a Skin • Add a Loading Screen • Create a Project Template • Create Record Additional Slides • Edit a Template 	—	—	—	<p>Learning Management Systems</p> <ul style="list-style-type: none"> • Set Reporting Options • Create a Manifest File • Adjust Slide Object Interaction • Publish a Content Package • Create an LMS Account • Create an LMS Lesson • Create an LMS Course • Create an LMS Curriculum • Test an E-Learning Course 	—	—	—