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Adobe Captivate Training Course Outline

Description

This 2-day instructor-led training course covers the basics of Captivate, and the development process of designing software simulations. You will be introduced to the Captivate authoring environment and create actual interactive Flash simulations. You will learn how to control the timing of your movies so that your users really feel like they are interacting with a live application. You will also explore the branching, scoring, and other interactive capabilities built into Captivate. In addition to learning key concepts, students also learn best practices for creating and publishing Captivate projects.

Learning Objectives:

In this course, the participants will learn the following:

- Understand the workflow process and storyboarding.
- Record software demonstrations and simulations.
- Update content by editing captions.
- Use the Timeline feature to change caption and object timing.
- Create handouts for reviewers
- Publish your project to Word documents and SWF files.
- Add narration by recording or importing audio.
- Increase user interactivity with click, highlight, and text entry boxes.
- Add interest by inserting rollover captions and images.
- Insert question slides and scoring options.
- Create interest by branching to different slides and projects.
- Import PowerPoint slides and printable documentation into a project.
- Creating hyperlinks to websites and to another project.
- Create a MenuBuilder project tying all projects together.

Target Audience:

The audience for this course is beginning and intermediate Adobe Captivate users who want to create software demonstrations and interactive simulations. Adobe Captivate appeals to a wide variety of audiences, typically grouped in training and education, sales and marketing, or technical support and documentation.

Unit 1: Captivate Basics

- Record Slides Manually
- Record in Demonstration Mode
- Record a Project in Assessment Simulation Mode
- Record a Project in Training Assessment Mode
- Record a Hybrid Project

Unit 2: Text Captions and The Timeline

- Insert a Text Caption
- Change Text Caption Properties
- Edit an Object's Position and Size
- Use the Timeline to Control Object Timing
- Set Mouse Properties
- Show an Object for the "Rest of Slide"
- Duplicate a Slide
- Hide and Delete Slide Objects
- Check Spelling
- Align Captions

Unit 3: Images

- Insert and Delete Blank Slides
- Insert an Image
- Use the Library
- Set Image Size and Position
- Create a Watermark
- Set Image Timing Options and Transition Effects
- Work with Image Stacks
- Add a Visual Mouse Click and Mouse Click Sound

Unit 4: Pointer Paths, Buttons and Highlight Boxes

- Change the Pointer Path
- Change the Pointer Type
- Insert a Text Button
- Insert an Image Button
- Insert and Format a Highlight Box

Unit 5: “Let Me Try” Projects

Hide the Mouse
Insert a Click Box
Shrink an Object
Use the Timeline to Change Slide Timing
Change a Caption’s Transition Effect
Insert a Text Entry Box

Unit 6: Rollover Captions, Images and Zoom Areas

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

Unit 7: Slide Labels, Notes and Audio

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

Unit 8: Animation and Flash Video

Change a Project’s Frame Rate
Add Animation to a Slide
Change an Animation’s Slide Position
Insert Text Animation
Add Flash Video

Unit 9: Question Slides

Insert a Question Slide
Add an Image to a Question Slide
Copy and Paste a Slide Background
Format the Question Title
Use the Slide Grid
Format the Question Answers
Set Question Slide Options
Edit the Submit Button Text

Unit 10: Importing, Resizing and Exporting

- Import a PowerPoint Presentation
- Resize a Project
- Import Slides from an Existing Captivate Project
- Create a Branch
- Create Word Handouts
- Export Captions
- Import Captions

Unit 11: Skins, Templates, Linking and Publishing

- Set Playback Controls
- Add a Loading Screen
- Create a Project Template
- Use a Template
- Edit a Template
- Create and Edit a Skin
- Set Up a Project to be 508 Compliant
- Add Closed Captioning

Unit 12: Links

- Link a Project to a Web Site
- Link to Other Captivate Projects
- Set Project Properties
- Use the Bandwidth Monitor
- Publish a Project as a Flash Project File

Unit 13: Menu Builder

- Publish Projects
- Create a MenuBuilder Project
- Format Styles
- Edit Items
- Export a MenuBuilder Project

Unit 14: Learning Management Systems

- Publish a Flash Project
- Create an LMS Account
- Add an SCO to an LMS
- Create an LMS Course
- Create an LMS Curriculum
- Test an e-Learning Course

Plus there are two modules containing information on the following:

Unit 15: e-Learning Basics

Building a Successful e-Learning Program

Strategies of e-Learning

Project Management

Analysis, Design and Development

Implementation and Evaluation

Instructional and Technological Building Blocks

Training Techniques

Management Systems

Open Standards

Course Design and Content

Unit 16: Human-Computer Interaction

The History of Human-Computer Interaction

What is HCI?

Affordance

HCI on the Internet

HCI and Help Systems

HCI and Captivate Projects

On-line Meetings and Distance Learning

END



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