

Captivate 2019 Essentials & Advance (Duration- 40 Hours)

Essentials

Module 1: Exploring Captivate

- Explore a Finished Captivate Project
- Zoom and Magnify
- Navigate a Project
- Explore and Reset the Workspace
- Preview the Entire Project

Module 2: Create a Blank Project

- Add Images to Placeholders
- Import Images
- Use a Smart Shape as a Button
- Disable Click Sounds

Module 3: Screen Recordings

- Rehearse a Script
- Review Recording Settings
- Review Recording Modes
- Record Using Multiple Modes
- Record a Custom Simulation
- Record a Demonstration that Pans
- Manually Record the Screen
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Module 4: Video Demos

- Record a Video Demo
- Add a Video Zoom
- Add a Video Pan
- Smooth a Mouse Path and Show Visual Clicks
- Split a Video
- Trim a Video

- Insert a Video Project into a Standard Project
- Publish a Video Demo

Module 5: Captions, Styles, Timing, and Round Tripping

- Insert and Edit Text Captions
- Edit the Default Caption Style
- Change a Callout Type Used by a Text Caption
- Control Slide Timing
- Control Slide Object Timing
- Check Spelling
- Align Slide Objects
- Export Captions to Word
- Import Captions from Word into Captivate

Module 6: Control Mouse Effects

- Edit a Mouse Path
- Clone an Object Style
- Insert a Highlight Box
- Insert an Image Button
- Control Appear After Timing

Module 7: Images and Videos

- Insert, Resize, and Restore an Image
- Import Images into the Library
- Resize, Transform, and Align Images
- Manage Unused Library Assets
- Create an Image Slideshow
- Insert a Video
- Set Video Properties

Module 8: Audio

- Work with Rollover Captions
- Import Audio onto a Slide Object
- Import Background Audio

- Add a Slide Note
- Calibrate a Microphone
- Record Slide Audio
- Import Audio onto a Slide
- Edit an Audio File
- Insert Silence
- Convert Text-to-Speech

Module 9: States, Animations, and Object Effects

- Change State Views for a Button
- Add an Animation to a slide
- Insert a Text Animation
- Apply an Effect to a Slide Object
- Apply a Free Fall Effect to an Object

Module 10: Software Simulations

- Hide the Mouse
- Replace Phrases
- Insert a Click Box
- Insert a Text Entry Box

Module 11: Working with PowerPoint

- Create a Project from a Presentation
- Edit the Source Presentation
- Synchronize with Source
- Rescale a Project

Module 12: Quizzing

- Edit Quizzing Object Styles
- Set the Quiz Preferences
- Question Slides
- Insert Question Slides
- Edit a Question Slide
- Compare Submit All to Submit Buttons
- Insert a Knowledge Check

- Review a GIFT File
- Import a GIFT File into a Project
- Create Question Pools
- Move Questions to Pools
- Insert Random Question Slides

Module 13: Publishing

- Apply a Skin
- Edit, Save, and Delete a Skin
- Name Slides
- Check Publish Settings and Add a Loading Screen
- Publish as SWF and PDF
- Run the HTML5 Tracker
- Publish as HTML5

Advance

Module 1 - Interactive Software Simulations and Caption Pre-Editing

- Rehearse a Script
- Set Recording Preferences
- Record a Simulation
- Edit a Text Capture Template

Module 2 - Object Styles Project Sharing and Branching

- Create a New Style
- Apply an Object Style Globally
- Export and Import an Object Style
- Name a Slide
- Copy/Paste Project Assets
- Use Buttons to Create a Branch
- Explore the Branching View
- Create a Branch Group

Module 3 - Variables and Widgets

- Add Project Information
- Insert a System Variable
- Edit a System Variable
- Create a User Variable
- Use a Variable to Gather Learner Data
- Insert and Format a Widget

Module 4 - Interactive Videos and Virtual Reality

- Insert an Interactive Video
- Add Bookmarks
- Add Slide Overlays
- Create a Virtual Reality Project
- Add a Text Hotspot
- Add an Audio Hotspot
- Add a Quiz to a Virtual Reality Project

Module 5 - Interactions

- Insert a Process Circle
- Create a Basic Drag and Drop Interaction
- Manage Drag and Drop Buttons and Write Captions
- Create a “Trick” Retry Slide
- Explore an Advanced Drag and Drop Project
- Create an Advanced Drag and Drop Interaction
- Change the States of a Smart Shape
- Use States to Swap Images

Module 6 - Accessible eLearning

- Set Document Information
- Enable Accessibility
- Add Accessibility Text to Slides
- Import Slide Audio
- Add Shortcut Keys
- Add Closed Captions

- Set a Tab Order

Module 7 – Advanced 7 Conditional Actions

- Use a Completed Action
- Name Objects
- Create a Mask
- Control Object Visibility
- Create a Standard Advanced Action
- Attach an Action to a Button
- Group Timeline Objects
- Create a Variable
- Create a Conditional Action
- Create Decision Blocks

Module 8- Project Templates and Master Slides

- Work with the Main Master Slide
- Work with Content Masters
- Apply a Master to Filmstrip Slides
- Edit a Master
- Apply a Theme
- Create a Custom Theme
- Review a Template
- Create a Project Based on a Template
- Create a Project Template

Module 9 - Responsive Projects

- Customize Breakpoints
- Save a Standard Project As Responsive
- Insert and Name Fluid Boxes
- Resize Fluid Boxes
- Add Content to Fluid Boxes
- Switch Modes
- Use the Position Inspector
- Modify a Single Breakpoint
- Exclude from View

- Add a New Breakpoint
- Position and Link Objects
- Edit Breakpoint Object Styles

Module 10 - Reporting Results

- Set Quiz Reporting Options
- Create a Manifest File
- Report a Button Interaction
- Adjust Slide Object Interaction
- Preview in SCORM Cloud
- Publish a Content Package
- Create an Inquisiq LMS Account
- Create an LMS Course
- Attach a Lesson to a Course
- Test an eLearning Course

Additional topics of 2019 -

- Automatic Branching
- Automatic Navigation & Multistate
- Multi-scorm packager
- Importing Animate CC animations