

Adobe Captivate Level I

Module 1 – Navigating the Captivate Interface

- What is Captivate?
- Examining Existing Captivate Projects
- The Captivate Workspace
- The Object Tools
- Working with Panels
- Customizing the Workspace

Module 2: Creating a Project

- Getting Started on a Captivate Project
- Recording a New Project
- Saving the Project
- Previewing the Project
- Recording Additional Slides
- Set Recording Preferences

Module 3: Modifying a Project

- Making Changes to a Captivate Project
- Adding Slides
- Editing Slides
- Deleting Slides
- Changing Slide Order
- Changing Slide Properties
- Adding Slide Notes & Labels
- Locking, Hiding, and Deleting Slides
- Grouping Slides
- Adding Slide Transitions
- Adding Background Artwork
- Add Slide Transitions

Module 4: Adding & Modifying Slide Objects

- Using the Captivate Timeline
- Adding and Modifying Captions
- Adding Images to Slides
- Mouse Objects
- Adding Text Captions
- Rollover Captions
- Highlight Boxes & Zoom Areas
- Insert Animations
- Inserting Audio

Module 5: Publishing a Project

- Project Preferences
- Prepare to Publish a Project
- Publish the Project

Adobe Captivate Level II

Module 1: Creating a Quiz

- What is a Quiz?
- Types of Quiz Slides and Questions
- Setting Quiz Preferences
- Inserting Question Slides
- Setting up Question Slides
- Creating a Question Pool
- Random Question Slides
- Setting Preferences

Module 2: Interactive Objects

- Types of Interactive Objects
- Adding Buttons
- Adding Click Boxes
- Adding Text Entry Boxes
- Setting the Timing of Interactive Objects
- Using Interactive Objects for Project Navigation

Module 3: Working with Objects

- Managing Objects
- Applying Shadows to Objects
- Working with Object Libraries
- Setting Object Visibility
- Setting and Creating Object Styles
- Merge Objects into a Slide
- Aligning Objects

Module 4: Advanced Project Options

- Combining Multiple Files with Aggregator
- Changing Project Size
- Linking Projects
- Creating a Table of Contents
- Importing PowerPoint Presentations