



Refine-IT

OUTLINE: Lectora 2007 Introduction Course

Overview and Goals -. To be able to plan and to accommodate requirements for an e-learning title.

Course Objectives – To be able to create a new title with content using text and objects. To understand Lectora's 3 fundamental concepts. To be able to publish a title.

Who Should Attend – delegates with experience of Windows and using a mouse.

Duration- 1 day

Getting started

- Introduction
- Planning ahead
- Wizards and templates
- Menu structure
- Fundamental concepts

The Basics

- Left hand pane
- Navigation
- Table of Contents
- Object handling
- Page numbering and progress bar
- Title properties
- Background wizard

Working with Objects and text

- Adding text
- Transitions
- Adding motion to objects
- Creating Pop Ups
- Hyperlinks
- Toggling visibility
- Transparent buttons
- Eye Dropper

Working with a title

- Page Layouts
- Showing visibility in the left pane
- Styles
- Creating a form
- Importing text
- Adding audio and video
- More on inheritance
- Using variables to change contents

Testing

- Creating a test
- Test properties
- Adding questions
- Test results
- Submitting results

Publishing

- HTML
- CD
- Single file executable

Many more courses are available including MS Word, PowerPoint, Internet, Access, Project, Outlook, VBA and Lotus Notes at all levels and versions. We also run Personal Development courses such as Professional Selling Skills and Presenting Professional Presentations with PowerPoint