

think
BIG
Learn ● Smart

THINKB!G COURSES

A-Z

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A

6 Acrobat 508 Compliance

Acrobat Section 508 Accessibility Compliance Training

MARYLAND, VIRTUALLY ONLINE LIVE & ON-SITE

Duration: 2 days

In Person Price:\$795

Online Live Price: \$600

GSA In Person:\$640.81

GSA Online Live: \$453.40

EDU/Nonprofit In Person: \$695

EDU/Nonprofit Online Live: \$550

**Request a Quote for
Private On-site Training**

COURSE DESCRIPTION

This Adobe Acrobat Section 508 accessibility training course will help you to become familiar with, and come into compliance with the Federal Government's ADA Section 508 accessibility regulations. The course will cover software features that are designed to help you meet those requirements. Students are expected to be familiar with Acrobat already, as no time is allotted to review any basics of the application. This material is applicable to all recent versions of MS Office and Adobe Acrobat.

COURSE PREREQUISITES

People who have the ability to work in a PC and/or Mac OS environment. We recommend that students should be proficient using Acrobat Pro, a mouse, opening and saving files, and the general operations of computers.

COURSE OBJECTIVES

- What is accessibility in publications?
- What are the Section 508 requirements?
- Evaluating existing PDF publications, forms, and archived documents
- Workflow adjustments to comply with accessibility standards
- Authoring documents for accessibility

- Applying the best design practices to yield accessibility
- Adding alternate text to images and charts
- Working with tables, figures and captions
- Preserving accessibility features when exporting to PDF
- Using the Accessibility Checker and the Tags panel in Acrobat
- Creating a PDF from Microsoft Word
- Create an Accessible PDF file from Adobe InDesign

RELATED TRAINING AND CERTIFICATION COURSES

- Acrobat XI Pro Advanced
- Acrobat XI Pro Intro

COURSE OUTLINE

1. PDF Accessibility Overview

- Overview of Portable Document Format (PDF)
- Determine the Accessibility Path for each PDF Document
- Start with an Accessible Document
- Characteristics of Accessible PDF files
- Adobe Acrobat and Adobe Reader Accessibility Features
- Accessibility Features of Adobe XI Reader, Adobe XI Standard, and Adobe XI Pro
- The Acrobat XI Pro Accessibility Guide Series

2. Using the Acrobat XI Pro Accessibility Checker

- The Make Accessible Action Wizard
- Accessibility Checker (Full Check)
- Additional Functional Validation Techniques
- WCAG 2.0 Mapng to PDF/UA

3. Acrobat XI Pro PDF Accessibility Repair Workflow

- Step 1: Examine the PDF File
- Step 2: Add Document Properties and Interactive Features
- Document Title, Subject, Author, and Keywords
- Set Security That Permits Accessibility
- Create Accessible Links
- Add Bookmarks
- Set Initial View/Open Options
- Step 3: Perform OCR on Scanned Document
- How to Determine if a PDF File is a Scanned Document
- Perform OCR on a Scanned Document
- Step 4: Add Form Fields and Set the Tab Order
- Step 5: Set the Document Language
- Step 6: Add Tags to the Document
- Determine if the Document has been Tagged
- Add Tags to an Untagged Document
- Step 7: Examine and Repair the Tag Structure
- Touch Up Reading Order Tool (TURO)
- Tips for using the Touch Up Reading Order Tool
- Checking Read Order with the Touch Up Read Order Tool
- Edit Tags with the Touch Up Reading Order Tool
- Using the Touch Up Reading Order Tool Table Editor
- Editing Table Tags
- Remove or Replace Document Structure Tags using the Touch Up Reading Order Tool
- Tags Panel
- Adobe® Acrobat® XI Pro Accessibility Guide: Best Practices for PDF Accessibility
- Correct Table Tags with the Tags Panel

- Step 8: Add Alternative Text
- Add Alternate Text and Supplementary Information to Tags
- Step 9: Use the Accessibility Checker to Evaluate the PDF File

4. Create an Accessible PDF File From InDesign

- Structuring content
- Paragraph and Character Styles
- Defining Export Tags
- Controlling Reading Order
- The Articles panel
- The Layers panel
- Object Export Options
- Adding Alternate text
- Working with Tables
- Adding Links
- Adding bookmarks
- Exporting

5. Acrobat XI Pro Accessible Forms and Interactive Documents

- Types of interactive PDF Form Fields
- Automatic Field Detection using the Acrobat Form Wizard
- Creating a Form without the Forms Wizard
- Forms Editing Mode
- Selecting a New Form Field to Create
- Form Field Properties
- Setting Tooltips for Form Fields
- Editing or Modifying an Existing Form Field
- Deleting a Form Field
- Field Actions
- Validation and Error Messages

- Set the Tab Order
- Provide Instructions and Onscreen Labels
- Other Accessibility Considerations

6. Create an Accessible Microsoft Word Document

- Use Styles
- Columns
- Lists
- Tables
- Links
- Add Alternative Text
- Microsoft Word 2010 Accessibility Checker
- Adobe Acrobat XI PDF Maker
- Show or activate PDF Maker in Microsoft Word
- View PDFMaker conversion settings
- PDF Settings for Other Microsoft Office Applications
- Convert the Word Document to Accessible PDF
- If the Word Document is a Form Check the Resulting PDF With Acrobat XI Pro
- Changes to the Conversion Settings
- Repairs You Should Make in the Source File
- Repairs You Should Make in the PDF File
- Use Acrobat Action Wizards to Streamline Repetitive Taskspractice Lab

DISCLAIMER:

All course objectives and outlines are a guide for students. To ensure student satisfaction, these course topics and order may be modified or added to ensure the latest information is covered to support real world use of the technology.

DATES

Location	Start Date	End Date	Time
Columbia, MD - In Person & Online Live	Monday, Feb 23, 2015	Tuesday, Feb 24, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, May 04, 2015	Tuesday, May 05, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Jul 13, 2015	Tuesday, Jul 14, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Sep 28, 2015	Tuesday, Sep 29, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Dec 21, 2015	Tuesday, Dec 22, 2015	8:30 am EDT - 3:30 pm EDT

8 Acrobat Pro

Acrobat Pro - Introduction Training

MARYLAND, VIRTUALLY ONLINE LIVE & ON-SITE

Duration: 2 days

In Person Price: \$795

Online Live Price: \$600

GSA In Person: \$640.81

GSA Online Live: \$453.40

EDU/Nonprofit In Person: \$695

EDU/Nonprofit Online Live: \$550

**Request a Quote for
Private On-site Training**

COURSE DESCRIPTION

In this introduction to Adobe Acrobat Pro training course, you will learn the basics of Adobe Acrobat. Adobe Portable Document Format (PDF) is a universal file format that preserves all of the fonts, formatting, colors, and graphics of any source document. Anyone using the free Adobe Reader can view, navigate, comment on, and print a PDF file.

TARGET STUDENT

Designers, web developers, and print professionals will all find value in Adobe Acrobat Pro training. While each audience can find features in Acrobat Pro of specific interest, they are

all increasingly interested in delivering content both digitally and in print, and PDF is the most convenient format for both of these worlds. From easy client review to near-foolproof print production and web distribution — and many steps in between — Acrobat XI Pro can boost your productivity and help you achieve better results.

COURSE PREREQUISITES

You should have a good working knowledge of your computer and its operating system. Make sure that you know how to use the mouse and standard menus and commands, and also how to open, save, and close files, and navigate to other folders. You should be familiar with at least one software package, for example: Microsoft Word, Microsoft Excel, or Adobe InDesign.

COURSE OBJECTIVES

- An overview to the workspace
- Create PDFs from Word, Excel, PowerPoint, InDesign, scanned images, and other types of files
- Combine files into a single PDF
- Control the opening view of the document
- Rearrange, delete, rotate, crop, and renumber pages
- Create links and bookmarks for navigation
- Make simple edits (when possible) to text and images
- Export from Acrobat XI to Word, Excel, and PowerPoint
- Use Acrobat in a Review cycle

RELATED TRAINING AND CERTIFICATION COURSES

- Acrobat XI Pro Advanced
- Acrobat Section 508
- LiveCycle Designer Intro
- LiveCycle Designer Advanced

COURSE OUTLINE

1. Introducing Adobe Acrobat XI

- About PDF, Acrobat, and Reader
- Opening a PDF file
- Working with the toolbars and task panes
- Using keyboard shortcuts to select tools
- Navigating PDF documents
- Viewing PDF presentations in full screen
- Viewing PDF files in Read Mode
- Designing documents for online viewing
- Customizing the Quick Tools toolbar
- Using Help

2. Creating Adobe PDF Files

- Using the Create command
- Converting different types of files
- Using PDFMaker
- Using the Print command to create Adobe PDF files
- Reducing file size
- Optimizing PDF files
- Making scanned text editable and searchable
- Converting web pages to Adobe PDF
- 3. Reading and Working with PDF Files
- Changing the opening view
- Reading, searching and printing PDF documents
- Filling out PDF forms
- About flexibility, accessibility and structure
- Working with accessible documents
- Making files flexible and accessible
- Using Acrobat accessibility features

4. Enhancing PDF Documents

- Moving pages with page thumbnails
- Manipulating and renumbering pages
- Working with links and bookmarks
- Setting document properties and metadata

5. Editing Content in PDF Files

- Editing text and images in a PDF file
- Copying text and images from a PDF file
- Exporting PDF content to PowerPoint presentations
- Saving PDF files as Word documents
- Extracting PDF tables as Excel spreadsheets

6. Using Acrobat with Microsoft Office Files

- About Acrobat PDFMaker
- Converting Microsoft Word files to Adobe PDF
- Converting web pages from Internet Explorer

7. Combining Files into one PDF

- Selecting and adding files
- Arranging pages and merging the files

8. Using Acrobat in a Review Cycle

- About the review process
- Adding comments to a PDF document
- Importing and viewing comments

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Location	Start Date	End Date	Time
Columbia, MD - In Person & Online Live	Monday, Dec 01, 2014	Tuesday, Dec 02, 2014	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Feb 02, 2015	Tuesday, Feb 03, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Mar 16, 2015	Tuesday, Mar 17, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Apr 27, 2015	Tuesday, Apr 28, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Jun 08, 2015	Tuesday, Jun 09, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Jul 20, 2015	Tuesday, Jul 21, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Tuesday, Sep 08, 2015	Wednesday, Sep 09, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Oct 19, 2015	Tuesday, Oct 20, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Nov 30, 2015	Tuesday, Dec 01, 2015	8:30 am EDT - 3:30 pm EDT

Acrobat Pro - Advanced Training

MARYLAND, VIRTUALLY ONLINE LIVE & ON-SITE

Duration: 2 days

In Person Price: \$795

Online Live Price: \$600

GSA In Person: \$640.81

GSA Online Live: \$453.40

EDU/Nonprofit In Person: \$695

EDU/Nonprofit Online Live: \$550

**Request a Quote for
Private On-site Training**

COURSE DESCRIPTION

This Adobe Acrobat Pro Training class will build on the basics covered in Level I and will include important features of Adobe Acrobat. Adobe Portable Document Format (PDF) is a universal file format that preserves all of the fonts, formatting, colors, and graphics of any source document.

TARGET STUDENT

Designers, web developers, and print professionals will all find value in Adobe Acrobat Pro training. While each audience can find features in Acrobat Pro of specific interest, they are all increasingly interested in delivering content both digitally and in print, and PDF is the most convenient format for both of these worlds. From easy client review to near-foolproof print production and web distribution — and many steps in between — Acrobat XI Pro can boost your productivity and help you achieve better results.

COURSE PREREQUISITES

Acrobat Level I or equivalent experience, plus the prerequisites for Level I.

COURSE OBJECTIVES

- Add signatures and security to your PDF
- Create, edit, and fill out forms in Acrobat

- Create and edit forms using the new FormCentral
- Use predefined actions and create your own actions to automate repeated tasks
- Learn to remove sensitive information the correct way from a PDF by using the redaction tools

RELATED TRAINING AND CERTIFICATION COURSES

- Acrobat XI Pro Intro
- Acrobat Section 508
- LiveCycle Designer Intro
- LiveCycle Designer Advanced

COURSE OUTLINE

1. Adding Signatures and Security

- About security and viewing security settings
- Adding security to PDF files
- Creating digital signatures and signing a document
- Certifying PDF files and signing certified documents
- Using security envelopes

2. Working with Forms in Acrobat

- Converting PDF files to interactive PDF forms
- Adding and formatting form fields
- Distributing forms and collecting form data
- Working with form data
- Calculating and validating numeric fields

3. Using FormCentral (Acrobat Pro)

- Creating a form using FormCentral from a template
- Distributing and tracking a form
- Creating a form from scratch

4. Using Actions (Acrobat Pro)

- Using predefined actions
- Creating an action

5. Using Acrobat in Professional Printing

- Creating PDF files for printing and prepress
- Preflighting files (Acrobat Pro)
- Working with transparency (Acrobat Pro)
- Setting up color management
- Previewing your print job (Acrobat Pro)
- Advanced printing controls
- Legal Features
- Defining and applying Bates numbering
- Remove Hidden Information
- Applying redaction
- Changing the appearance of redactions
- Searching the text for redactions

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DATES

Location	Start Date	End Date	Time
Columbia, MD - In Person & Online Live	Wednesday, Feb 04, 2015	Thursday, Feb 05, 2015	8:30 am EDT - 8:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, Mar 18, 2015	Thursday, Mar 19, 2015	8:30 am EDT - 8:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, Apr 29, 2015	Thursday, Apr 30, 2015	8:30 am EDT - 8:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, Jun 10, 2015	Thursday, Jun 11, 2015	8:30 am EDT - 8:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, Jul 22, 2015	Thursday, Jul 23, 2015	8:30 am EDT - 8:30 pm EDT
Columbia, MD - In Person & Online Live	Thursday, Sep 10, 2015	Friday, Sep 11, 2015	8:30 am EDT - 8:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, Oct 21, 2015	Thursday, Oct 22, 2015	8:30 am EDT - 8:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, Dec 02, 2015	Thursday, Dec 03, 2015	8:30 am EDT - 8:30 pm EDT

12 Adobe Connect

Adobe Connect Pro Training

MARYLAND, VIRTUALLY ONLINE LIVE & ON-SITE

Duration: 2 days

**Request a Quote for
Private On-site Training**

COURSE DESCRIPTION

In ThinkBIGLearnSmart's instructor-led Virtual Online Live Training (VOLT)™ students will learn how to create and host an Adobe Acrobat Connect Professional meeting, and will cover topics including scheduling meetings; displaying content in meetings; using audio and video during meetings; customizing the meeting room; interacting with participants; recording meetings; and creating and managing Adobe Acrobat Connect Events. In addition to teaching methodology, ThinkBIGLearnSmart's Adobe Connect course focuses strongly on best practices for hosting meetings and managing associated content. The Connect course also includes optional content for recording a demonstration and interactive simulation using the Adobe Captivate application.

TARGET STUDENT

ThinkBIGLearnSmart's (VOLT)™ Virtual Online Live Adobe Connect course is for people who plan on creating and hosting Adobe Acrobat Connect Professional meetings. New features will be discussed and hands-on exercises will give the student the ability to see the many features of Adobe Acrobat Connect Professional in action.

COURSE OBJECTIVES

- Managing Adobe Acrobat Connect Meetings
- Sharing Presentations

- Using Screen Sharing
- Sharing Flash Content
- Customizing Pod Display
- Using Audio and Video
- Recording Acrobat Connect Meetings
- Questions Files, Polls, and Web Links

COURSE PREREQUISITES:

Because of the amount of material ThinkBIGLearnSmart covers in class, we do require students to be comfortable using a mouse, opening and saving files, and the general operations of computers. While we will make every reasonable effort to help, students with insufficient skills may be required to observe the class lessons or do their best to keep up without slowing down the rest of the class.

COURSE OUTLINE

1. Introducing Adobe Connect Enterprise Applications

- Introducing Adobe Acrobat Connect Professional
- Introducing Adobe Presenter
- Navigating an Adobe Presentation
- Introducing Adobe Connect Training
- Introducing Adobe Connect Events
- Introducing the Adobe Connect Enterprise Manager

2. Creating an Adobe Acrobat Connect Professional Meeting

- Creating a Meeting Room
- Selecting Participants
- Sending Invitations
- Navigating Within a Meeting Room

3. Managing an Adobe Acrobat Connect Professional Meeting

- Controlling Access to a Meeting Room
- Managing Attendees
- Setting and Viewing Connection Properties

4. Sharing Presentations

- Loading PowerPoint Slides
- Using Presentation Controls
- Changing a Participant's View
- Sharing an Adobe Presentation
- Sharing a Quiz in an Adobe Presentation

5. Customizing the Viewing Experience

- Maximizing Pods within the Acrobat Connect Pro Application Window
- Maximizing Acrobat Connect Pro Application Window on Computer Screen
- Maximizing the Share Pod on the Computer Screen
- Reviewing Full Screen Best Practices
- Reviewing Ways to Maximize Pods

6. Using a Whiteboard

- Using a Whiteboard
- Collaborating Using a Whiteboard
- Using a Whiteboard Overlay
- Saving Whiteboard Content

7. Using Screen Sharing

- Introducing Screen Sharing
- Sharing your Desktop
- Controlling the Screen Share View as a Participant
- Sharing an Application

- Sharing Multiple Applications or Windows
- Pausing and Annotating a Snapshot
- Previewing your Screen Share
- Granting Remote Control of Applications
- Reviewing Best Practices for Optimizing the Experience

8. Sharing Static Text and Images

- Displaying Static Text
- Sharing Images

9. Sharing Flash Content

- Using FlashPaper to Share a Document
- Sharing Adobe Captivate Content
- Showing Videos in an Acrobat Connect Professional Meeting
- Sharing Other Types of Flash Content

10. Managing the Meetings Library

- Understanding the Structure of the Meeting Library
- Managing and Organizing Meetings
- Viewing and Editing Meeting Information
- Managing Associated Meeting Room Content
- Viewing Meeting Reports
- Introducing Seminars

11. Customizing Pod Display

- Customizing Pods
- Hiding and Showing Pods
- Deleting and Adding Pods
- Renaming Pods
- Making Pods Visible Only to Presenters
- Reviewing Best Practices for Customizing Meeting Rooms

12. Customizing and Saving Layouts

- Customizing Layouts
- Reordering Layouts
- Creating, Renaming, and Deleting Layouts
- Adding a Background Image
- Preparing Other Layouts During a Meeting
- Saving a Room as a Template
- Customizing All Meeting Rooms (Administrator Only)
- Reviewing Best Practices for Customizing Meeting Rooms

13. Using Audio and Video

- Using Audio and Video
- Broadcasting Presenter Audio
- Using Voice Over IP for Conversations
- Reviewing Best Practices for Broadcasting Audio
- Broadcasting Presenter Video
- Broadcasting Multiple Videos
- Reviewing Best Practices for Broadcasting Video

14. Managing Text Messages and Questions Files, Polls, and Web Links

- Sending Text Messages
- Moderating Chat
- Sharing Files
- Running a Poll
- Opening Web Pages in Attendee Browsers

15. Recording Acrobat Connect Professional Meetings

- Recording Acrobat Connect Professional Meetings
- Locating Meeting Recordings
- Playing Meeting Archives
- Searching Meeting Archives
- Managing Meeting Archives
- Understanding Archive Storage Requirements

16. Integrating with Microsoft Outlook

- Integrating Adobe Acrobat Connect with Microsoft Outlook
- Installing the Adobe Acrobat Connect Add-in for Microsoft Outlook
- Creating Instant Meetings
- Creating Scheduled Meetings

17. Creating and Managing Adobe Connect Events

- Introducing Adobe Connect Events
- Performing Pre-Event Tasks
- Creating a New Connect Event
- Performing In-Event Tasks
- Performing Post-Event Tasks
- Managing Connect Events
- Reviewing Best Practices for Creating Events

18. Introducing Adobe Captivate 2

- Introducing Adobe Captivate 2
- Previewing a Sample Project
- Exploring Adobe Captivate's Working Environment

19. Recording a Demonstration

- Understanding the Workflow Process
- Recording an Application Demonstration
- Previewing and Saving a Demonstration
- Reviewing Best Practices for Recording Projects
- Working with Text Captions
- Recording Audio for an Existing Project
- Importing Audio Files
- Publishing Your Project

20. Recording a Simulation

- Recording an Assessment Simulation
- Importing PowerPoint Slides
- Inserting Buttons
- Inserting a Question Slide and Creating Multiple Paths

DISCLAIMER:

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DATES

Please call **301-362-2250** or email sales@thinkbiglearnsmart.com to request dates & GSA pricing for this class.

14 After Effects

After Effects - Introduction Training

MARYLAND, VIRTUALLY ONLINE LIVE & ON-SITE

Duration: 2 days

In Person Price: \$795

Online Live Price: \$600

GSA In Person: \$640.81

GSA Online Live: \$453.40

EDU/Nonprofit In Person: \$695

EDU/Nonprofit Online Live: \$550

**Request a Quote for
Private On-site Training**

COURSE DESCRIPTION

ThinkBIG's Introduction to After Effects course will introduce you to the fundamental concepts and features to master the program. We also recommend this course for those planning to obtain the Adobe Certified Expert (ACE) status

Adobe After Effects provides a comprehensive set of 2D and 3D tools for compositing, animation, and effects that motion-graphics professionals, visual effects artists, web designers, and film and video professionals need. After Effects is widely used for digital post-production of film, video, DVD, and the web. You can composite layers in various ways, apply and combine sophisticated visual and audio effects, and animate both objects and effects.

Take your creativity to new heights with the industry standard for motion graphics and visual effects. Digital filmmaking and motion design have opened up new worlds of possibility for visual storytelling. Adobe After Effects gives you the tools to work dynamically in 3D with precision and control in an integrated, collaborative workflow. Shape images in space and time—and deliver results that dazzle and inspire.

TARGET STUDENT

Motion-graphics professionals, visual effects artists, web designers, and film and video professionals.

COURSE PREREQUISITES

You should have a working knowledge of your computer and its operating system. You should know how to use the mouse and standard menus and commands, and also how to open, save, and close files.

COURSE OBJECTIVES

- An overview to the workspace
- Creating a basic animation using effects and presets
- Animating text
- Working with shape layers
- Animating a multimedia presentation
- Animating layers
- Working with masks

RELATED TRAINING AND CERTIFICATION COURSES

- After Effects Advanced
- Premiere Pro Advanced
- Premiere Pro Intro
- Audition
- DSLR Video Training
- Videography Fundamentals
- Production Premium by Adobe
- Maya Intro
- Maya Advanced

COURSE OUTLINE

1. Getting to Know the Workflow

- Getting started
- Creating a project and importing footage
- Creating a composition and arranging layers
- Adding effects and modifying layer properties
- Animating the composition
- Previewing your work
- Optimizing performance in After Effects
- Rendering and exporting your composition
- Customizing workspaces
- Controlling the brightness of the user interface
- Finding resources for using After Effects
- Review questions and answers

2. Creating a basic animation using effects and presets

- Getting started
- Importing footage using Adobe Bridge
- Creating a new composition
- Working with imported Illustrator layers
- Applying effects to a layer
- Applying an animation preset
- Previewing the effects
- Adding transparency
- Rendering the composition
- Review questions and answers

3. Animating text

- Getting started
- About text layers
- Creating and formatting point text
- Using a text animation preset
- Animating with scale keyframes
- Animating using parenting
- Animating imported Photoshop text
- Animating text using a path animation preset
- Animating type tracking
- Animating text opacity
- Using a text animator group
- Cleaning up the path animation
- Animating a nontext layer along a motion path
- Adding motion blur
- Review questions and answers

4. Working with Shape Layers

- Getting started
- Adding a shape layer
- Creating custom shapes
- Creating stars
- Positioning layers with snapping
- Incorporating video and audio layers
- Applying a Cartoon effect
- Adding a title bar
- Using Brainstorm to experiment
- Review questions and answers

5. Animating a Multimedia Presentation

- Getting started
- Animating the scenery using parenting
- Adjusting an anchor point
- Masking video using vector shapes
- Keyframing a motion path
- Animating additional elements
- Applying an effect

- Creating an animated slide show
- Adding an audio track
- Zooming in for a final close-up
- Review questions and answers

6. Animating Layers

- Getting started
- Simulating lighting changes
- Duplicating an animation using the pick whip
- Animating movement in the scenery
- Adjusting the layers and creating a track matte
- Animating the shadows
- Adding a lens flare effect
- Animating the clock
- Retiming the composition
- Review questions and answers

7. Working with Masks

- About masks
- Getting started
- Creating a mask with the Pen tool
- Editing a mask
- Feathering the edges of a mask
- Replacing the content of the mask
- Adding a reflection
- Creating a vignette
- Adjusting the color
- Review questions and answers

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DATES

Location	Start Date	End Date	Time
Columbia, MD - In Person & Online Live	Monday, Nov 17, 2014	Tuesday, Nov 18, 2014	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Jan 05, 2015	Tuesday, Jan 06, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Tuesday, Feb 17, 2015	Wednesday, Feb 18, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Mar 30, 2015	Tuesday, Mar 31, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, May 11, 2015	Tuesday, May 12, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Jun 22, 2015	Tuesday, Jun 23, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Aug 03, 2015	Tuesday, Aug 04, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Sep 14, 2015	Tuesday, Sep 15, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Oct 26, 2015	Tuesday, Oct 27, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Nov 30, 2015	Tuesday, Dec 01, 2015	8:30 am EDT - 3:30 pm EDT

After Effects - Advanced Training

MARYLAND, VIRTUALLY ONLINE LIVE & ON-SITE

Duration: 2 days

In Person Price: \$795

Online Live Price: \$600

GSA In Person: \$640.81

GSA Online Live: \$453.40

EDU/Nonprofit In Person: \$695

EDU/Nonprofit Online Live: \$550

**Request a Quote for
Private On-site Training**

COURSE DESCRIPTION

ThinkBIG's Advanced After Effects training class will help you master the concepts and features to the program. It includes many advanced features, including tips and tricks using the latest version. We also recommend this course for those planning to obtain the Adobe Certified expert ACE status.

Adobe After Effects provides a comprehensive set of 2D and 3D tools for compositing, animation, and effects that motion-graphics professionals, visual effects artists, web designers, and film and video professionals need. After Effects is widely used for digital post-production of film, video, DVD, and the web. You can composite layers in various ways, apply and combine sophisticated visual and audio effects, and animate both objects and effects.

After Effects brings sophisticated motion graphics and cinematic visual effects to your desktop. Use it alongside other Adobe production tools, such as Adobe Premiere Pro and Photoshop, and discover how simple it can be to get great results quickly and efficiently. Offering best-in-class applications for editing, motion design, color-grading, audio, and much more!

TARGET STUDENT

Motion-graphics professionals, visual effects artists, web designers, and film and video professionals.

COURSE PREREQUISITES

After Effects CC Intro or equivalent experience, plus the prerequisites for the intro.

COURSE OBJECTIVES

- Distorting Objects with the Puppet Tools
- Using the Roto Brush Tool
- Performing Color Correction
- Using 3D Features
- Working with the 3D Camera Tracker
- Advanced Editing Techniques
- Rendering and Outputting

RELATED TRAINING AND CERTIFICATION COURSES

- After Effects Intro
- Premiere Pro Advanced
- Premiere Pro Intro
- Audition
- DSLR Video Training
- Videography Fundamentals
- Production Premium by Adobe
- SpeedGrade
- Maya Intro
- Maya Advanced

COURSE OUTLINE

1. Distorting Objects with the Puppet Tools

- Getting started
- About the Puppet tools
- Adding Deform pins
- Defining areas of overlap
- Stiffening an area
- Animating pin positions
- Recording animation
- Review questions and answers

2. Using the Roto Brush Tool

- About rotoscoping
- Getting started
- Creating a segmentation boundary
- Fine-tuning the matte
- Freezing your Roto Brush tool results
- Changing the background
- Adding animated text
- Outputting your project
- Review questions and answers

3. Performing Color Correction

- Getting started
- Adjusting color balance
- Replacing the background
- Removing unwanted elements
- Correcting a range of colors
- Warming colors with the Photo Filter effect

- Review questions and answers

4. Using 3D Features

- Getting started
- Creating 3D Text
- Using 3D Views
- Importing a background
- Adding 3D Lights
- Adding a camera
- Repositioning layers
- Adding a text layer
- Working with Cinema 4D Lite
- Review questions and answers

5. Working with the 3D Camera Tracker

- About the 3D Camera Tracker effect
- Getting started
- Tracking the footage
- Creating a ground plane, a camera, and the initial text
- Creating realistic shadows
- Adding ambient light
- Creating additional text elements
- Locking a layer to a plane with a null object
- Animating the text
- Adjusting the camera's depth of field

- Rendering the composition
- Review questions and answers

6. Advanced Editing Techniques

- Getting started
- Using Warp Stabilizer VFX
- Using single-point motion tracking
- Using multipoint tracking
- Creating a particle simulation
- Retiming playback using the Timewarp effect
- Review questions and answers

7. Rendering and Outputting

- Getting started
- Creating templates for the Render Queue
- Exporting using the Render Queue
- Rendering movies with Adobe Media Encoder
- Review questions and answers
-

DISCLAIMER:

All course objectives and outlines are a guide for students. To ensure student satisfaction, these course topics and order may be modified or added to ensure the latest information is covered to support real world use of the technology.

DATES

Location	Start Date	End Date	Time
Columbia, MD - In Person & Online Live	Wednesday, Nov 19, 2014	Thursday, Nov 20, 2014	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, Jan 07, 2015	Thursday, Jan 08, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Thursday, Feb 19, 2015	Friday, Feb 20, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, Apr 01, 2015	Thursday, Apr 02, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, May 13, 2015	Thursday, May 14, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, Jun 24, 2015	Thursday, Jun 25, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, Aug 05, 2015	Thursday, Aug 06, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, Sep 16, 2015	Thursday, Sep 17, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, Oct 28, 2015	Thursday, Oct 29, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, Dec 02, 2015	Thursday, Dec 03, 2015	8:30 am EDT - 3:30 pm EDT

Apple Mac Mavericks OS X - Introduction for End Users Training

MARYLAND, VIRTUALLY ONLINE LIVE & ON-SITE

Duration: 1 day

**Request a Quote for
Private On-site Training**

COURSE DESCRIPTION

Apple Mac OS X Mavericks Training – Support Essentials is a one-day course that provides a brief exploration of OS X Mavericks. This course is designed to give you a tour of the breadth of functionality of OS X Mavericks and the best methods for effectively using your OS X Mavericks system.

TARGET STUDENT

Users that are new to Mac OS X

COURSE PREREQUISITES

- Basic knowledge of computers

COURSE OBJECTIVES

Features and functionality of OS X Mavericks, including how to find additional information

RELATED TRAINING AND CERTIFICATION COURSES

- Apple Mac Mavericks OS X Intro for IT Professionals
- Apple Mac Mavericks OS X Technical Coordinator Bootcamp
- Apple Mac Mavericks OS X Server Essentials
- Apple Mac Mavericks OS X Support Essentials

COURSE OUTLINE

1. Installation

- Prepare and partition the drive
- Install OS X Mavericks
- Use the installer log files to verify a successful installation
- Configure OS X Mavericks with the Setup Assistant
- Update software with Software Update and Installer
- Tips and techniques for troubleshooting an installation problem.

2. User Accounts

- Create and manage user accounts
- Create and manage administrator accounts
- Locate directory attributes
- Security
- Password selection
- Keychain
- FileVault.

3. File Systems

- File systems supported by OS X Mavericks
- File and directory ownership and permissions
- Disk Utility and file repair
- Using the command line for file management.

4. Data Management

- The root volume
- File system layout
- Preferences
- Frameworks
- File types unique to OS X Mavericks (i.e., resource forks and packages)
- Spotlight
- File archives
- Disk images
- Archiving and restoring data with Time Machine
- Managing backup data
- How to access the data outside of Time Machine

5. Applications and Processes

- Applications supported in OS X Mavericks
- Applications created with different developer APIs, The UNIX concept of a process
- The relationship of processes and applications
- Tools to monitoring and managing processes
- Application preferences
- Troubleshooting
- Boot Camp.

6. Network Configuration

- Basic networking configuration
- TCP/IP networking
- Ethernet
- AirPort
- Multiple network connections Appropriate use of network locations
- Isolating and troubleshooting network elements.

7. Network Services

- Connecting to common network resources
- Network Users accounts with Directory Services
- AFP, SMB, SSH, FTP, and WebDAV connections
- Bonjour
- NetBIOS
- The network browser
- Isolating client software issues from network issues
- Enabling network services on a OS X Mavericks client
- Peer-to-peer collaboration
- Sharing files between Macs and Windows

- Sharing web documents
- Screen sharing
- Firewall as well as techniques to isolate server issues from client and network issues.

8. Peripherals and Printing

- Connecting peripherals to a Mac
- Cabling
- Connections
- Device drivers for common peripherals
- Managing printers
- Print-job management
- Printer PPDs and PDF workflow
- Techniques for isolating cabling
- Driver for application issues

DISCLAIMER:

All course objectives and outlines are a guide for students. To ensure student satisfaction, these course topics and order may be modified or added to ensure the latest information is covered to support real world use of the technology.

DATES

Please call **301-362-2250** or email sales@thinkbiglearnsmart.com to request dates & GSA pricing for this class.

Apple Mac Mavericks OS X - Introduction for IT Professionals

MARYLAND, VIRTUALLY ONLINE LIVE & ON-SITE

Duration: 1 day

**Request a Quote for
Private On-site Training**

COURSE DESCRIPTION

This class is intended for IT professionals that do not have the time to attend the three-day Mavericks 101 class.

OS X Support Essentials is a one-day course that provides a brief exploration of support and troubleshooting on OS X Mavericks. This course is designed to give you a tour of the breadth of functionality of OS X Mavericks and the best methods for effectively supporting users of OS X Mavericks systems.

TARGET STUDENT

- Help desk specialists, technical coordinators, service technicians, and others who support Mac users
- Technical support personnel in businesses that use Mac computers
- Technical coordinators or power users who manage networks of computers running OS X — such as teachers and technology specialists who manage networks or computer labs

COURSE PREREQUISITES

- Knowledge of OS X and basic computer navigation

COURSE OBJECTIVES

- Features and functionality of OS X Mavericks, including how to find additional information

RELATED TRAINING & CERTIFICATION COURSES

- Apple Mac Mavericks OS X Intro for End Users
- Apple Mac Mavericks OS X Technical Coordinator Bootcamp
- Apple Mac Mavericks OS X Server Essentials
- Apple Mac Mavericks OS X Support Essentials

COURSE OUTLINE

1. Installation

- Prepare and partition the drive
- install OS X Mavericks
- use the installer log files to verify a successful installation
- configure OS X Mavericks with the Setup Assistant
- update software with Software Update
- Installer tips and techniques for troubleshooting an installation problem.

2. User Accounts

- Create and manage user accounts
- create and manage administrator accounts
- locate directory attributes
- security
- password selection
- Keychain
- FileVault

3. File Systems

- File systems supported by OS X Mavericks
- file and directory ownership and permissions
- Disk Utility and file repair
- using the command line for file management

4. Data Management

- The root volume
- file system layout, preferences
- frameworks
- file types unique to OS X Mavericks i.e., resource forks and packages)
- Spotlight
- file archives
- disk images
- archiving and restoring data with Time Machine
- managing backup data
- how to access the data outside of Time Machine

5. Applications

- Applications supported in OS X Mavericks
- managing processes
- application preferences
- troubleshooting
- Boot Camp

6. Network Configuration

- Basic networking configuration
- TCP/IP networking, Ethernet
- AirPort
- multiple network connections
- appropriate use of network locations
- isolating and troubleshooting network elements

7. Peripherals and Printing

- Connecting peripherals to a Mac
- cabling
- connections
- device drivers for common peripherals

- managing printers
- print-job management
- printer PPDs and PDF workflow
- techniques for isolating cabling, driver, or application issues.

8. Questions?

- Discuss with your instructor issues that are pertinent to your workflow.

DISCLAIMER:

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may be modified or added to ensure the latest information is covered to support real world use of the technology.

DATES

Please call **301-362-2250** or email sales@thinkbiglearnsmart.com to request dates & GSA pricing for this class.

Apple Mac Mavericks 201 OS X Server Essentials Training

MARYLAND, VIRTUALLY ONLINE LIVE & ON-SIT-

Duration: 3 days

In Person Price:\$1595

**Request a Quote for
Private On-site Training**

COURSE DESCRIPTION

OS X Server Essentials is a three-day course designed to give technical coordinators and entry-level system administrators the skills, tools, and knowledge to implement and maintain a network that uses OS X Server on Mavericks. Students learn how to install and configure OS X Server to provide network-based services, such as file sharing, web and wikis. Tools for efficiently managing and deploying OS X are also covered. The course is a combination of lectures and hands-on case study exercises that provide practical real-world experience.

TARGET STUDENT

This course is designed for help desk specialists, technical coordinators, and entry-level system administrators who implement and maintain networks using OS X Server.

COURSE PREREQUISITES

- Understanding of OS X
- Experience with OS X in a network environment
- Basic OS X troubleshooting experience or complete the course: Mavericks 101

COURSE OBJECTIVES

- The features and functionality of OS X Server on Mavericks

- How to configure essential services on OS X Server on Mavericks
- How to use OS X Server tools to monitor and troubleshoot services
- Effective use of OS X Server to manage a small network of Mavericks computers and users
- How to manage access to files and services
- How to prepare for Apple Certified Technical Coordinator (ACTC) 10.9 certification

RELATED TRAINING AND CERTIFICATION COURSES

- Apple Mac Mavericks OS X Intro for End Users
- Apple Mac Mavericks OS X Intro for IT Professionals
- Apple Mac Mavericks OS X Technical Coordinator Bootcamp
- Apple Mac Mavericks OS X Support Essentials

COURSE OUTLINE

1. Configuring and Monitoring OS X Server

- Installing OS X Server
- Providing DNS
- Exploring the Server app
- Configuring SSL certificates
- Using status and notifications
- Backing up OS X Server

2. Configuring Accounts

- Managing local accounts
- Configuring Open Directory services
- Managing local network accounts

3. Managing Devices with Configuration Profiles

- Configuring OS X Server to provide device management
- Managing with Profile Manager

4. Providing File Services

- Providing file sharing services
- Understanding file access

5. Implementing Deployment Solutions

- Leveraging NetInstall
- Caching content from Apple
- Implementing Software Update Service

6. Providing Network Services

- Offering Time Machine network backup
- Providing security via the VPN service
- Providing DHCP Service
- Hosting websites

7. Using Collaborative Services

- Providing Mail Service
- Configuring the Wiki Service
- Implementing Calendar Service
- Providing Messages Service
- Managing Contacts Service

DISCLAIMER:

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DATES

Location	Start Date	End Date	Time
Columbia, MD - In Person & Online Live	Monday, Mar 30, 2015	Wednesday, Apr 01, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, May 11, 2015	Wednesday, May 13, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Aug 10, 2015	Wednesday, Aug 12, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Oct 19, 2015	Wednesday, Oct 21, 2015	8:30 am EDT - 3:30 pm EDT

Apple Mac Mavericks 101 OS X Support Essentials Training

MARYLAND, VIRTUALLY ONLINE LIVE & ON-SITE

Duration: 3 days

In Person Price:\$1595

Request a Quote for Private On-site Training

COURSE DESCRIPTION

OS X Mavericks Support Essentials is a three-day, hands-on course that provides an in-depth exploration of troubleshooting on OS X Mavericks. This course is designed to give students a tour of the breadth of OS X Mavericks and the best methods for effectively supporting users of OS X Mavericks systems. The course is a combination of lectures and hands-on exercises that provide real-world experience.

TARGET STUDENT

- Help desk specialists, technical coordinators, service technicians, and others who support Mac users
- Technical support personnel in businesses that use Mac computers
- Technical coordinators or power users who manage networks of computers running OS X —
- such as teachers and technology specialists who manage networks or computer labs

COURSE PREREQUISITES

Knowledge of OS X and basic computer navigation

COURSE OBJECTIVES

- The troubleshooting process and how to become more efficient with available tools and resources

- Features and functionality of OS X Mavericks, including how to find additional information
- How to prepare for Apple Certified Support Professional (ACSP) certification

RELATED TRAINING & CERTIFICATION COURSES

- Apple Mac Mavericks OS X Intro for End Users
- Apple Mac Mavericks OS X Intro for IT Professionals
- Apple Mac Mavericks OS X Technical Coordinator Bootcamp
- Apple Mac Mavericks OS X Server Essentials

COURSE OUTLINE

1. Installation and Configuration

- Install OS X Mavericks
- Setup and configuration
- OS X recovery
- OS X software updates

2. User Accounts

- User accounts
- User home folders
- System security
- Keychain management

3. File Systems

- File systems and storage
- FileVault 2
- Permissions and sharing
- File system troubleshooting

4. Data Management

- Hidden items and shortcuts
- System resources
- Metadata and Spotlight
- File archives
- Time Machine

5. Applications and Processes

- Application installation
- Document management
- Application management and troubleshooting

6. Network Configuration

- Network essentials
- Advanced network configuration
- Network troubleshooting

7. Network Services

- Network services
- Host sharing and personal firewall

8. System Management

- Peripherals and drivers
- Print and scan
- System troubleshooting

DISCLAIMER:

All course objectives and outlines are a guide for students. To ensure student satisfaction, these course topics and order may be modified or added to ensure the latest information is covered to support real world use of the technology.

DATES

Location	Start Date	End Date	Time
Columbia, MD - In Person & Online Live	Monday, Feb 09, 2015	Wednesday, Feb 11, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Apr 20, 2015	Wednesday, Apr 22, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Jun 08, 2015	Wednesday, Jun 10, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Sep 14, 2015	Wednesday, Sep 16, 2015	8:30 am EDT - 3:30 pm EDT

Apple Mac Mavericks OS X Technical Coordinator Bootcamp Training

MARYLAND & ON-SITE

Duration: 5 days

**Request a Quote for
Private On-site Training**

COURSE DESCRIPTION

The Apple Technical Coordinator (ACTC) 10.9 Boot Camp is a combined delivery of the Mavericks 101 and Mavericks 201 courses. This hands-on course provides an in-depth exploration of functionality and troubleshooting in OS X and the best methods for effectively supporting users of OS X systems.

This course also gives technical coordinators and entry-level system administrators the skills, tools, and knowledge to implement and maintain a network that uses OS X Server. Students learn how to install and configure OS X Server to provide network-based services, such as file sharing, authentication, and printing. Tools for efficiently managing and deploying OS

X and software updates are also covered.

TARGET STUDENT

This course is a compressed delivery of 2 courses, and should be attended only by those who are already familiar with the concepts and comfortable working at a quick pace. Bootcamp is designed for help desk specialists, technical coordinators, service technicians, and entry-level system administrators who implement and maintain networks using OS X Server or support Mac users, technical support personnel in businesses that use Mac computers for general productivity or creative design, and technical coordinators or power users who manage networks of computers running OS X — such as teachers and technology specialists who manage classroom networks or computer labs.

COURSE PREREQUISITES

- Basic OS X knowledge
- Basic troubleshooting experience
- Experience with OS X in a network environment

RELATED TRAINING & CERTIFICATION COURSES

- Apple Mac Mavericks OS X Intro for End Users
- Apple Mac Mavericks OS X Intro for IT Professionals
- Apple Mac Mavericks OS X Server Essentials
- Apple Mac Mavericks OS X Support Essentials

COURSE OUTLINES

Refer to Mavericks 101 and Mavericks 201 outlines.

DATES

Please call **301-362-2250** or email sales@thinkbiglearnsmart.com to request dates & GSA pricing for this class.

Apple Mac OS X Essentials Training

MARYLAND, VIRTUALLY ONLINE LIVE & ON-SITE

Duration: 1 day

**Request a Quote for
Private On-site Training**

COURSE DESCRIPTION

This class is designed for those who want to get up to speed on a Mac quickly. This course focuses on getting to know the foundations of Mac OS X, with topics ranging from efficient window and application management to system customization. You'll also learn how to configure user accounts and manage files.

TARGET STUDENT

This class is designed for those new to the Mac OS X . This could include Windows users, entry level IT personnel in businesses that use Mac OS X systems for general productivity or creative design. This class is also designed to be customized for large organizations/teams who are migrating from PC to the Apple Mac.

COURSE PREREQUISITES

We recommend that students should be proficient using a mouse, opening and saving files, and the general operations of computers.

COURSE OUTLINE

1. Basic Training

- Turning It On
- Choosing Menus and Commands
- Learning about the Finder and the structure built into the Macintosh
- Loading Apps and Files
- Customizing the Dock
- Manipulating Windows
- Navigating Folders with the Finder
- Managing and Viewing Files and Folders
- Naming, copying, deleting, and using spring-loaded folders to move files
- Making aliases in the Places Sidebar, on the Dock, and on the Desktop
- Setting System Preferences

2. Making Life Easier with Shortcuts

- Working Faster with Shortcut Commands
- Learning to Drag and Drop
- Hitting the Hot Corners
- Using Exposé
- Finding Files Fast with Spotlight
- Organizing Files and Folders by Color and Buzzwords
- Running multiple applications
- Putting Widgets to Work on Your Dashboard
- Adding and customizing Widgets

3. Putting Your Macintosh to Work

- iCal
- Jotting Down Notes
- Turning the Mac into an Electronic Reminder
- Making Calendars within Calendars
- iTunes
- Playing Audio CDs and Files
- Ripping and Burning Audio CDs
- Watching What You Want on a DVD
- Storing Files on a CD or DVD
- iPhoto
- Transferring Images to Your Mac
- Organizing Digital Photos
- Tagging and Sorting Your Photos
- Editing Photos
- Photo Booth, iChat, and iMovie

4. Caring for Your Mac

- Learning to Love Your Mac
- Installing, Updating, or Removing Software
- Ejecting Stuck Discs
- Using Disk Utility
- Password Protecting Your Mac
- Encrypting Your Data
- Creating new User accounts

DATES

Please call 301-362-2250 or email sales@thinkbiglearnsmart.com to request dates & GSA pricing for this class.

Articulate Studio- Introduction Training

MARYLAND, VIRTUALLY ONLINE LIVE & ON-SITE

Duration: 2 days

In Person Price:\$795

Online Live Price: \$600

GSA In Person:\$640.81

GSA Online Live: \$453.40

EDU/Nonprofit In Person: \$695

EDU/Nonprofit Online Live: \$550

**Request a Quote for
Private On-site Training**

COURSE DESCRIPTION

ThinkBIG's Introduction to Articulate Studio training course provides students with the knowledge and hands-on practice that they need to quickly develop e-Learning course modules, as well as create compelling Flash presentations & simulations. Users will also learn how to add interactivity and narration to Powerpoint presentations. In addition to learning key concepts, students will also learn best practices for creating quizzes with Articulate Quizmaker and publishing Articulate projects.

TARGET STUDENT

People who have the ability to work in a PC and/or Mac OS environment.

COURSE PREREQUISITES

We recommend that students are proficient using a mouse, opening & saving files, and the general operations of computers.

COURSE OBJECTIVES

- Automatic Tasks
- Overview of Effective Elearning
- Different Ways to Utilize Articulate Studio
- Articulate Studio as an Integrated Toolbox

- Integration of Powerpoint into Articulate Studio
- Key Powerpoint Features to Use with Articulate Studio
- Introducing Articulate Studio
- Working with Special Media Types
- Audio Basics
- The Audio Timeline Editor
- Annotations
- Learning Games
- Tabs
- Introducing Quizmaker
- Introducing Engage
- Creating a Course
- Publishing

RELATED TRAINING AND CERTIFICATION COURSES

- Articulate Studio Advanced
- Articulate Storyline
- Articulate Storyline Advanced
- Presenter
- Captivate Advanced
- Captivate Intro
- Captivate 8 Advanced
- Captivate 8 Intro

COURSE OUTLINE

1. Overview of Effective e-Learning

- Different Ways to Utilize Articulate Studio
- Courses, e-Learning, Tutorials, Presentations, Promotional/ Marketing Communication

2. Articulate Studio as an Integrated Toolbox

- Presenter
- Quizmaker
- Engage
- Video Encoder

3. Integration of Microsoft Powerpoint into Articulate Presenter

- Powerpoint vs Presenter (Where one ends and the other begins)
- Graphics
- Shapes & Objects
- Setting Up Animations
- 4. Working With Presenter
- The Articulate Ribbon Overview

5. Setting Up Your Player Template

- Player Elements & Options
- Creating Your Own Look & Feel
- Presentation Options (Setting Up Your Defaults)
- Adding Logos
- Adding Presenters

6. Setting Up Your Background Music (Playlists)

- Determining the best quality settings for publishing

7. Animations

- Setting Up Single and Multiple animations
- Syncing Animations to Audio

8. Annotations (Highlighting Important Information)

- Recording Annotations
- Recording Multiple Annotations
- Annotations Best Practices

9. Learning Games

- Learning Game Types
- Creating A New Learning Game
- Editing An Existing Learning Game

10. Working With Web Objects

- Attaching Files To Your Presentation
- Inserting Flash Movies
- Previewing Your Work

11. Slide Properties

- Navigation Titles
- Player View Modes
- Levels
- Locking Slides
- Adding Background Audio
- Working with Branching
- Hiding Slides From Your Navigation Area
- Setting Up Your Slide Advance

12. Working with Video Encoder

- Converting Video Formats
- Recording With Your Webcam
- Trimming, Cropping And Making Edits to Your Video

13. Working with Audio

- Setting Up Your Narration Script/ Slide Notes
- Recording Your Narration
- Importing Audio for Single & Multiple Slides
- Editing Volume
- Editing Audio waveforms
- Adding Silence
- Recording New Audio Using The Timeline
- Zooming In or Out of the Waveform
- Removing a Portion of a Slide's Audio
- Inserting Silence
- Audio Recording Tips & Best Practices

14. Introducing Quizmaker

- Exploring The Quizmaker Ribbon
- Understanding Quiz Types
- Exploring Question Types
- Creating Your Own Player Template
- Layout & Color Schemes

- Quiz player elements
- Setting Up Quiz Defaults
- Creating A Question
- Working In Form View
- Working In Slide View
- Working With Blank Slides
- Importing Questions
- Branching In Quizmaker
- Dealing with Question Groups
- Setting Up a Question Bank

15. Introducing Engage

- Understanding How Interactions Work
- Choosing An Interaction
- Player Template
- Specific Interaction Properties
- Adding Your Content
- Working With Community Interactions

16. Creating a Course

- What Do You Need? Gathering Your Assets
- Setting Up Your Course Flow
- Basic Storyboarding (Understanding Instructional Design)
- Look & Feel Is Important: Some Graphic Design Best Practices
- Building A Simple Course
- Building A Scenario-Based, Branched Course

17. Combining The Suite

- Inserting Quizmaker Into Presenter
- Inserting Engage Into Presenter
- Interaction Properties In Presenter
- Inserting Interactions as a Player Tab
- Other Player Tab Elements
- 18. Publishing
- Publishing Formats
- Learning Management System Tips
- Publishing for Review
- Publishing for Low Bandwidth Environments
- 19. Best Practices for Collaborative Developing & Sharing Files

DISCLAIMER:

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DATES

Location	Start Date	End Date	Time
Columbia, MD - In Person & Online Live	Monday, Dec 15, 2014	Tuesday, Dec 16, 2014	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Feb 02, 2015	Tuesday, Feb 03, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Apr 06, 2015	Tuesday, Apr 07, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Jun 15, 2015	Tuesday, Jun 16, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Aug 17, 2015	Tuesday, Aug 18, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Oct 05, 2015	Tuesday, Oct 06, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Dec 07, 2015	Tuesday, Dec 08, 2015	8:30 am EDT - 3:30 pm EDT

Articulate Studio- Advanced Training

MARYLAND, VIRTUALLY ONLINE LIVE & ON-SITE

Duration: 2 days

In Person Price: \$795

Online Live Price: \$600

GSA In Person: \$640.81

GSA Online Live: \$453.40

EDU/Nonprofit In Person: \$695

EDU/Nonprofit Online Live: \$550

**Request a Quote for
Private On-site Training**

COURSE DESCRIPTION

Learn Articulate Studio! Elevate and refine your Articulate Studio skills in our two day Advanced Articulate Studio training class. Students will refresh and enhance their skills by learning layout elements from a graphic design perspective, building and enhancing templates, interactivity, leverage more features in PowerPoint, and using Articulate Studio with Adobe Captivate. These and many more tools of the trade will be taught for more visual and engaging modules and quizzes.

TARGET STUDENT

Professionals using Articulate Studio Pro for e-Learning content development, including training managers, instructional designers, trainers, product managers and marketing & communication professionals.

COURSE PREREQUISITES

You should have completed the Articulate Studio Introduction course or have an equivalent skill level.

COURSE OBJECTIVES

- Principles of Basic Graphic Design
- Revisiting The Basics
- PowerPoint Tips & Tricks for Articulate Studio Users
- Articulate Presenter: Under The Hood

- Quizmaker Tips & Tricks
- Quizmaker: Under the Hood
- Using One inside the Other
- Articulate Studio 09 and Adobe Captivate
- Web Objects To the Rescue
- Using Screenr in your course

RELATED TRAINING AND CERTIFICATION COURSES

- Articulate Studio Intro
- Articulate Storyline
- Articulate Storyline Advanced
- Presenter
- Captivate Advanced
- Captivate Intro

COURSE OUTLINE

1. Principles of Basic Graphic Design

- Layout elements

2. Revisiting The Basics

- Player Templates
- Slide Masters
- Basic Branching

3. PowerPoint Tips & Tricks for Articulate Studio Users

- Motion Paths
- Combining animations for effect
- Working with Graphics
- Background removal
- Combining Shapes

4. Articulate Presenter: Under The Hood

- Creating A Custom CD Menu
- Grouping Presentations With A Menu
- Removing The Skin

5. Quizmaker Tips & Tricks

- Using Zoom Tool For Hints
- Tracking Multiple Quizzes in Articulate Online
- Creating Video Questions
- Creating Audio Questions

6. Quizmaker: Under the Hood

- Creating Custom Certificates

7. Using One inside the Other

- Gain a little more control by embedding Quizmaker or Engage inside of Presenter (the other way)
- Embedding Engage inside of Quizmaker
- Embedding Quizmaker inside of Engage

8. Articulate Studio and Adobe Captivate

9. Web Objects To the Rescue

- Importing Engage as Web Object
- Importing Quizmaker as a Web Object
- Linking To Another Presentation as a Web Object

10. Using Screenr in your course

- Watermarking your Screenr Video with Encoder
- Adding Screen Recording

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may be modified or added to ensure the latest information is covered to support real world use of the technology.

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Columbia, MD - In Person & Online Live	Wednesday, Apr 08, 2015	Thursday, Apr 09, 2015	8:30 am EDT - 3:30 pm EDT
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Columbia, MD - In Person & Online Live	Wednesday, Aug 19, 2015	Thursday, Aug 20, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, Oct 07, 2015	Thursday, Oct 08, 2015	8:30 am EDT - 3:30 pm EDT

Audition Training

MARYLAND, VIRTUALLY ONLINE LIVE & ON-SITE

Duration: 2 days

In Person Price: \$795

Online Live Price: \$600

GSA In Person: \$640.81

GSA Online Live: \$453.40

EDU/Nonprofit In Person: \$695

EDU/Nonprofit Online Live: \$550

**Request a Quote for
Private On-site Training**

COURSE DESCRIPTION

Our Adobe Audition training course provides you with the tools to shape sound the way you want—and the workflows to deliver your projects quickly and efficiently. Sound your best with our Adobe Audition training, the high-performance, cross-platform application that streamlines audio editing and production. Well-crafted audio dramatically enhances video content and brings broadcasts to life for the listener.

Adobe Audition is a cross-platform audio editor that speeds up production for video, radio, music, games, and more, thanks to uncompromising sound quality and intuitive workflows. Integrate with Adobe Premiere Pro and exchange files with other digital audio workstations and nonlinear editors for smooth collaboration. Edit efficiently, mix using control surfaces, fine-tune with powerful audio restoration tools, and quickly deliver projects that comply with the latest loudness standards.

TARGET STUDENT

Video editors and filmmakers, broadcasters and podcasters, and audio professionals.

COURSE PREREQUISITES

You should have a good working knowledge of your computer and its operating system. Make sure that you know how to

use the mouse and standard menus and commands, and also how to open, save, and close files, and navigate to other folders. You will also need the knowledge and ability to get audio in and out of your computer.

COURSE OBJECTIVES

- Audio Interfacing
- The Audition Environment
- Basic Editing
- Signal Processing
- Audio Restoration
- Mastering
- Sound Design
- Creating and Recording Files
- Multitrack Editor Orientation
- The Multitrack Mixer View
- Editing Clips
- Creating Music With Sound Libraries
- Recording in the Multitrack Editor
- Automation
- Mixing

RELATED TRAINING AND CERTIFICATION CLASSES

- After Effects Intro
- After Effects Advanced
- Premiere Pro Advanced
- Premiere Pro Intro
- Production Premium by Adobe

COURSE OUTLINE

1. Audio Interfacing

- Audio interface basics
- Mac OS X audio setup
- Windows setup
- Testing inputs and outputs with Audition
- (Mac or Windows)
- Using external interfaces

2. The Audition Environment

- Audition's dual personality
- The Audition Workspace
- Navigation

3. Basic Editing

- Opening a file for editing
- Selecting a region for editing and changing its level
- Cutting, deleting, and pasting audio regions
- Cutting and pasting with multiple clipboards
- Extending and shortening musical selections
- Simultaneous mixing and pasting
- Repeating part of a waveform to create a loop
- Showing waveform data under the cursor
- Fading regions to reduce artifacts

4. Signal Processing

- Effects basics
- Using the Effects Rack
- Amplitude and Compression effects
- Delay and echo effects
- Filter and EQ effects
- Modulation effects
- Noise reduction/restoration
- Reverb effects
- Special effects
- Stereo imagery effects
- Time and Pitch effect
- Third-party effects (VST and AU)
- Using the Effects menu
- Managing presets

5. Audio Restoration

- About audio restoration
- Reducing hiss
- Reducing crackles
- Reducing pops and clicks
- Reducing broadband noise
- De-humming a file
- Removing artifacts
- Manual artifact removal
- Alternate click removal
- Sound removal

6. Mastering

- Mastering basics
- Step 1: equalization
- Step 2: dynamics
- Step 3: ambience
- Step 4: stereo imaging
- Step 5: "push" the drum hits; then apply the changes
- Mastering diagnostics

7. Sound Design

- About sound design

- Creating rain sounds
- Creating a babbling brook
- Creating insects at night
- Creating an alien choir
- Creating sci-fi machine effects
- Creating an alien drone flyby
- Extracting frequency bands

8. Creating and Recording Files

- Recording into the Waveform Editor
- Recording into the Multitrack Editor
- Checking remaining free space
- Drag-and-dropping into an Audition Editor
- Importing tracks as individual files from an audio CD
- Importing tracks as a single file from an audio CD
- Saving a template

9. Multitrack Editor Orientation

- About multitrack production
- Multitrack and Waveform Editor integration
- Changing track colors
- Loop selections for playback
- Track controls
- Channel mapping in the Multitrack Editor
- Side-chaining effects

10. The Multitrack Mixer View

- Mixer view basics

11. Editing Clips

- Creating a DJ-style continuous music mix (mixtape) with crossfading
- Mixing or exporting a collection of clips as a single file
- Selecting and merging all clips in a track into a single file
- Editing for length
- Clip edits: Split, Trim, Volume
- Extending a clip via looping

12. Creating Music With Sound Libraries

- About sound libraries
- Getting started
- Building a rhythm track
- Adding percussion
- Adding melodic elements
- Using loops with different pitch and tempo
- Adding effects

13. Recording in the Multitrack Editor

- Getting ready to record a track
- Setting up the metronome
- Recording a part in a track
- Recording an additional part (overdub)
- "Punching" over a mistake
- Composite recording

14. Automation

- About automation
- Clip automation
- Track automation

15. Mixing

- About mixing
- Testing your acoustics
- The mixing process
- Exporting a stereo mix of the song
- Burning an audio CD of the song
- Exporting to SoundCloud

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Columbia, MD - In Person & Online Live	Monday, Jan 26, 2015	Tuesday, Jan 27, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Apr 06, 2015	Tuesday, Apr 07, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Jun 15, 2015	Tuesday, Jun 16, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Aug 24, 2015	Tuesday, Aug 25, 2015	8:30 am EDT - 3:30 pm EDT

C

Camtasia Training

MARYLAND, VIRTUALLY ONLINE LIVE & ON-SITE

Duration: 2 days

In Person Price:\$795

Online Live Price: \$600

GSA In Person:\$640.81

GSA Online Live: \$453.40

EDU/Nonprofit In Person: \$695

EDU/Nonprofit Online Live: \$550

**Request a Quote for
Private On-site Training**

COURSE DESCRIPTION

In ThinkBIGLearnSmart's Camtasia training course for E-Learning, students will learn how to teach and demonstrate visually with TechSmith's Camtasia Studio. Learn to: answer questions with screen recordings explaining how to use software and Web sites, post PowerPoint presentations on the Web, complete with Picture-in-Picture for virtual learning, demonstrate features and new versions of software, Web sites and other applications, and rollout online training to the entire company and let them learn at their own pace.

TARGET STUDENT

Professionals using TechSmith Camtasia Studio 8 who need an essential understanding of using this product for eLearning, online presentations, and integration with Power Point, Video, and Adobe Flash.

COURSE PREREQUISITES

Because of the amount of material ThinkBIGLearnSmart covers in class, we do require students to be proficient using a mouse, opening and saving files, and the general operations of computers. We highly recommends working with the TechSmith Camtasia Studio application tutorial before coming to the course.

COURSE OBJECTIVES

- eLearning and Camtasia
- Recording Videos
- Videos, Images and PIP
- Callouts, Animations and Transitions
- Audio
- Produce and Share
- Zooming, Focus, Markers and Hotspots
- Quizzes and Screencast.com
- PowerPoint and MenuMaker

RELATED TRAINING & CERTIFICATION COURSES

- Adobe Flash Intro
- Articulate Studio Advanced
- Articulate Studio Intro
- Articulate Storyline Intro
- Articulate Storyline Advanced
- Presenter
- Captivate Advanced
- Captivate Intro

COURSE OUTLINE

1. eLearning and Camtasia

- Planning eLearning Lessons
- The Development Process
- The Camtasia Studio Interface
- Open a Camtasia Studio Project
- Explore the Camtasia Tools
- The Clip Bin and Library
- Explore the Clip Bin
- Explore the Library
- The Stage
- Preview Media

2. Recording Videos

- Display Resolution and Recording Area
- Rehearsals Rehearse a Script
- Set Camtasia Tools Options
- Recording Screen Actions
- Select a Recording Area
- Record a Video
- Annotations
- Add a System Stamp and Caption
- Recording Effects
- Add Effects While Recording

3. Videos, Images and PIP

- Working with the Studio
- Import a Camrec Video
- Add Media to the Timeline
- Images
- Import Images
- Multi-Track Videos
- Insert a New Track
- Create a Watermark

- Cursor Effects
- Add Cursor Effects

4. Callouts, Animations and Transitions

- Callouts
- Create a Group
- Add a Text Callout
- Add More Text Callouts
- Modify Visual Properties
- Add a Pointy Circle Callout
- Add a Sketch Motion Rectangle
- Animations
- Add an Animation to a Callout
- Transitions
- Add Slide Transitions

5. Audio

- Importing Audi Files
- Add Background Music to a Video
- Fade Audio In and Out
- Recording Narration
- Record Voice Narration
- Splitting
- Split a Music Clip
- Audio Editing
- Cut a Segment of Unwanted Audio

6. Produce and Share

- Producing BasicsProduce a Standalone Video
- Share to YouTube
- Flash/HTML5
- Produce Flash/HTML5 Output
- Watermarks
- Add a Watermark to a Produced Video

7. Zooming, Focus, Markers and Hotspots

- Hide and Show the Cursor

- Control Mouse Visibility
- Zoom-n-Pan
- Add a Zoom-n-Pan
- SmartFocus
- Apply SmartFocus
- Markers
- Add a Marker
- TOCs
- Add a TOC
- Hotspots
- Add a Hotspot to a Callout

8. Quizzes and Screencast.com

- Quizzes
- Add a Quiz and Multiple Choice Question
- Add a Fill In the Blank Question
- Preview Quiz
- Screencast.com
- Share to Screencast.com

9. PowerPoint and MenuMaker

- PowerPoint as a Starting Point
- Record PowerPoint
- MenuMaker
- Create a Menu
- Customize a Menu

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Columbia, MD - In Person & Online Live	Monday, Feb 09, 2015	Tuesday, Feb 10, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Mar 23, 2015	Tuesday, Mar 24, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, May 04, 2015	Tuesday, May 05, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, Jun 17, 2015	Thursday, Jun 18, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Jul 27, 2015	Tuesday, Jul 28, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Tuesday, Sep 08, 2015	Wednesday, Sep 09, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Oct 19, 2015	Tuesday, Oct 20, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Dec 07, 2015	Tuesday, Dec 08, 2015	8:30 am EDT - 3:30 pm EDT

Captivate 7- Introduction Training

MARYLAND, VIRTUALLY ONLINE LIVE & ON-SITE

Duration: 2 days

In Person Price: \$795

Online Live Price: \$600

GSA In Person: \$640.81

GSA Online Live: \$453.40

EDU/Nonprofit In Person: \$695

EDU/Nonprofit Online Live: \$550

**Request a Quote for
Private On-site Training**

COURSE DESCRIPTION

In this introduction to Captivate training course, students will learn the core Adobe Captivate skills needed to create interactive eLearning and mLearning content. With our hands on training you will learn how to record and produce software demonstrations, interactive training simulations, and soft skills training. You'll learn how to control the mouse pointer and add such standard objects as text captions, images, and highlight boxes. You'll learn to record, import and edit audio, and further enhance the learner experience by adding interactivity via click boxes, buttons and text entry boxes. You'll learn to leverage and enrich existing Microsoft PowerPoint presentations by importing and linking into new or existing Captivate projects. Finally, you'll learn to publish your project in SWF and HTML5 formats so that your content can be uploaded to a web server for consumption on virtually any device, including the iPad, iPhone and other mobile devices.

Adobe Captivate software helps you rapidly author a wide

range of interactive and HTML5-based eLearning content without programming. Easily create application simulations, product demos, drag-and-drop modules, and soft skills and compliance training materials that meet accessibility standards. Transform Microsoft PowerPoint presentations into attractive eLearning content using actors, learning interactions, and quizzes. Publish to the web, desktops, and leading Tin Can-, SCORM-, and AICC-compliant LMSs, and deliver to mobile devices, including iPad.

COURSE PREREQUISITES

We recommend that students should be proficient using a mouse, opening and saving files, and the general operations of computers.

COURSE OBJECTIVES

- eLearning and Captivate
- Recording Demos and Sims
- Captions, Styles and Timing
- Images and Drawing Objects
- Pointers, Buttons, and Highlight Boxes
- Rollovers and Zoom Areas
- Audio
- Video, Animation and Effects
- Converting Demonstrations Into Simulations
- Working With PowerPoint
- Introduction to Question Slides
- Publishing

RELATED TRAINING AND CERTIFICATION COURSES

- Captivate 8 Advanced
- Captivate 8 Intro
- Captivate 7 Advanced
- Articulate Storyline Intro
- Articulate Storyline Advanced
- Articulate Studio Advanced
- Articulate Studio Intro
- Presenter
- Camtasia

COURSE OUTLINE

1. eLearning and Captivate

As your class ramps up, you won't just learn how to start Captivate and click each tool, you'll begin the process of creating eLearning lessons from the ground up. You'll not only learn how to create effective eLearning, but why those lessons will be effective.

- In This Module You Will Learn About:
 - Education Through Pictures
 - Planning eLearning Projects
 - The Captivate Environment
 - Workspaces
 - Previewing
 - Blank Projects
- And You Will Learn To:
 - Explore a Finished Captivate Project
 - Explore the Default Workspaces
 - Modify and Reset a Workspace
 - Create a Workspace
 - Zoom and Magnify
 - Navigate a Project
 - Preview a Project
 - Create a New, Blank Project
 - Insert Standard Objects onto Slides

2. Recording Demos and Sims

Recording your desktop actions is one of Captivate's key features... and you'll cover the hottest recording modes: demo, assessment, training and custom.

- In This Module You Will Learn About:
 - Resolution and Recording Size
 - The Development Process
 - Preparing to Record
 - Access for Assistive Devices
 - Multi-Mode Recording
 - Custom Recordings
- And You Will Learn To:
 - Rehearse a Script
 - Review Recording Settings
 - Enable Access for Assistive Devices
 - Review Default Recording Mode Settings
 - Record Using Multiple Modes
 - Record a Custom Simulation

3. Captions, Styles and Timing

Once you've recorded your lessons, the real work begins. During these lessons, you will learn how to add text caption, set object styles and control the timing of slides objects.

- In This Module You Will Learn About:
 - Text Captions
 - Caption Styles
 - Callout Types
 - The Timeline
- And You Will Learn To:
 - Insert, Resize and Move Text Captions
 - Modify Text Caption Properties
 - 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

4. Images and Drawing Objects

Adding images to your project will enhance the lesson. These lessons will teach you how to add images, manipulate them and manage them.

- In This Module You Will Learn About:
 - Images
 - The Library
 - Image Editing
 - Smart Shapes
 - Image Slideshows
- And You Will Learn To:
 - Insert, Resize and Restore an Image
 - Transform an Image's Size and Position
 - Use the Library
 - Manage Unused Project Assets
 - Crop and Rename an Image
 - Remove a Background Color
 - Insert a CloudCallout
 - Create an Image Slideshow

5. Pointers, Buttons, and Highlight Boxes

If you've created a demonstration, that pesky mouse can sometimes have a mind of its own. You'll learn how to tame that wild mouse during these lessons. Then you'll learn how to add some basic interactivity to a lesson via buttons.

- In This Module You Will Learn About:
 - Mouse Effects
 - Pointer Paths and Types,
 - Buttons
 - Highlight Boxes
- And You Will Learn To:
 - Add a Visual Click and Sound
 - Modify the Mouse Pointer
 - Insert and Format a Text Button
 - Set a Button's Pause After Timing
 - Work With Image Buttons
 - Insert and Format a Highlight Box

6. Rollovers and Zoom Areas

Rollovers and Zoom Areas enhance the eLearning experience by encouraging interactivity (rollovers) and grabbing the learners attention (zoom areas). Learn them both during these lessons.

- In This Module You Will Learn About:
 - Rollover Captions
 - Rollover Images
 - Zoom Areas
 - Rollover Slidelets
- And You Will Learn To:
 - Insert a Rollover Caption
 - Insert a Rollover Image
 - Insert a Zoom Area
 - Insert a Rollover Slidelet

7. Audio

eLearning lessons that contain voiceover audio and sound effects are more effective than lessons that don't... and that's just a fact! Learn how to add, edit and record audio during these lessons. And if that's not enough, you'll also learn how to convert Text-to-Speech, which is just cool!

- In This Module You Will Learn About:
 - Object Audio
 - Slide Notes
 - Recording Audio
 - Slide Audio
 - Silence
 - Text-to-Speech
- And You Will Learn To:
 - Import Audio onto a Slide Object
 - Import Background Audio
 - Add a Slide Note
 - Calibrate a Microphone

40 Captivate

- Record Slide Audio
- Import a Voiceover onto a Slide
- Edit an Audio File
- Insert Silence
- Convert Text-to-Speech

8. Video, Animation and Effects

In a word, Flash Video is cool! Learn how to add Flash Video to your eLearning lessons. There are lessons for adding Animation and special effects too.

- In This Module You Will Learn About:
 - Video
 - Animation
 - Text Animation
 - Object Effects
- And You Will Learn To:
 - Insert a Flash Video
 - Set Flash Video Properties
 - Add Animation to a slide
 - Insert Text Animation
 - Apply an Effect to a Slide Object
 - Apply a Glow Filter Effect
 - Modify Effect Properties
 - Save and Import Effects

9. Converting Demonstrations Into Simulations

Interactive eLearning is generally thought to be more effective than passive demonstration videos. During these lessons, learn how to convert an existing demonstration into a highly engaging, interactive powerhouse.

- In This Module You Will Learn About:
 - Demonstrations versus Simulations
- Find and Replace
- Click Boxes
- Text Entry Boxes
- And You Will Learn To:
 - Hide the Mouse
 - Replace Phrases
 - Insert a Click Box
 - Insert a Text Entry Box

10. Working With PowerPoint

Often times the eLearning project begins in Microsoft PowerPoint. Why not use that content in your Captivate project? These lessons will help you master the PowerPoint to Captivate workflow.

- In This Module You Will Learn About:
 - PowerPoint as a Starting Point
 - PowerPoint Collaboration
 - Rescaling Projects
- And You Will Learn To:
 - Import PowerPoint slides

- Resize One Object and Apply to All
- Round-Trip PowerPoint Edits
- Synch With Source
- Rescale a Project

11. Introduction to Question Slides

Captivate sports some robust quizzing tools. You'll learn how to setup, create and edit question slides.

- In This Module You Will Learn About:
 - Quiz Setup
 - Applying a Theme
- And You Will Learn To:
 - Edit Quizzing Object Styles
 - Set the Quiz Preferences
 - Apply a Theme
 - Hide a Slide Image
 - Insert Question slides
 - Add an Image to a Question slide

12. Publishing

No project is finished until it's published so that it can be consumed by your learners. Learn the best publishing format to use for the widest audience (including SWF and the new HTML5 output). Learn how to add a TOC to your lessons and the ideal settings for publishing.

- In This Module You Will Learn About:
 - URL Actions
 - Skins
 - Preloaders
 - Publishing
 - Round Tripping
- And You Will Learn To:
 - Create a Link to a Web Site
 - Apply a Skin
 - Edit, Save and Delete a Skin
 - Create a TOC
 - Check Publish Settings and Add a Loading Screen
 - Publish a SWF and PDF
 - Run the HTML5 Tracker
 - Publish as HTML5
 - Export Captions
 - Perform a "Round Trip"

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DATES

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Columbia, MD - In Person & Online Live	Monday, Jan 12, 2015	Tuesday, Jan 13, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Mar 02, 2015	Tuesday, Mar 03, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Apr 13, 2015	Tuesday, Apr 14, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Jun 01, 2015	Tuesday, Jun 02, 2015	8:30 am EDT - 3:30 pm EDT

Captivate 7- Advanced Training

MARYLAND, VIRTUALLY ONLINE LIVE & ON-SITE

Duration: 2 days

In Person Price: \$795

Online Live Price: \$600

GSA In Person: \$640.81

GSA Online Live: \$453.40

EDU/Nonprofit In Person: \$695

EDU/Nonprofit Online Live: \$550

**Request a Quote for
Private On-site Training**

COURSE DESCRIPTION

In this advanced Captivate training class you will improve your screen recording skills via project templates and by pre-editing your text captions. You'll learn how to create and produce video projects that will enable you to record screen actions in real-time. Then, after learning how to import questions into Captivate using the GIFT format, you'll learn how to create a random quiz using question pools and random question slides.

As your learning adventure continues, you'll fine-tune your production skills by learning about object styles, master slides, themes, and advanced actions. You'll learn to engage the learner like never before by using variables. You will learn how to create branching scenarios that will enable learners to plot their own learning path.

Finally, you'll ensure your eLearning and mLearning output can be used by people with disabilities by adding such 508-compliant features as accessibility text and closed captions. You'll learn about SCORM, AICC, TinCan, SCOs, Manifests, and how to upload a published lesson into a Learning Management System.

COURSE PREREQUISITES

We recommend that students should be proficient using a mouse, opening and saving files, and the general operations

of computers.

We also recommend users be proficient with the basic features of Captivate 7, or have taken our Captivate 7 Intro training.

COURSE OBJECTIVES

- Essential Skills with a Twist
- Plan eLearning Projects
- Video Demos
- Custom Styles, Branching and Aggregating
- Question Pools
- Accessible eLearning
- Variables, Widgets and Interactions
- Actions
- Reviewing and Background Editing
- Master Slides, Themes and Project Templates
- Reporting Results

RELATED TRAINING AND CERTIFICATION COURSES

- Captivate 8 Advanced
- Captivate 8 Intro
- Captivate 7 Intro
- Articulate Storyline
- Articulate Storyline Advanced
- Articulate Studio Advanced
- Articulate Studio Intro
- Presenter
- Camtasia

COURSE OUTLINE

1: Essential Skills with a Twist

You'll get your advanced class started with a bit of a review. You'll record a software simulation using Captivate's Custom recording mode. Where's the twist? You'll edit a little-known language file and control the text that appears in future Captivate text captions. The time you'll save by pre-editing this little file just might pay for this class.

- In This Module You Will Learn To:
- Plan eLearning Projects
- Check Captivate's Recording Settings
- Rehearse a Script
- Record a Custom Simulation
- Edit a Text Capture Template

2: Video Demos

If you worked through our "Adobe Captivate 7: The Essentials" book, you learned how to record individual screen actions using Captivate's demonstration and simulation modes. However, if you need to record seamless, real-time screen actions, nothing beats Captivate's Video recording mode. This session will teach you how to effectively capture videos, but you'll get a jump start on publishing your videos for use on video sites such as YouTube.

- In This Module You Will Learn To:
- Record a Video Demo
- Zoom and Pan
- Smoothen a Mouse Path and Show Visual Clicks
- Split a Video

- Trim a Video

3: Custom Styles, Branching and Aggregating

If you've created several small projects, you'll learn that you can easily combine them into one master project. Once you've combined projects, you'll learn how to create jumps (branches) between different parts of the bigger lesson. And if you've created large lessons that are too big to combine, you'll learn how to use the Aggregator to allow independent lessons to share a TOC.

- In This Module You Will Learn To:
- Create a Text Caption Style
- Apply a Style Globally
- Export and Import a Style
- Name a Slide
- Copy/Paste Project Assets
- Use Buttons to Create a Branch
- Explore the Branching Tab
- Create a Slide Group
- Publish SWFs
- Aggregate SWFs

4: Question Pools

As you begin this module, you'll learn how to import questions into Captivate using the GIFT format. Then you will learn to create question pools and random question slides that will make it difficult for learners to share quiz content with each other.

- In This Module You Will Learn To:
- Import a Question from a GIFT File
- Rename and Create Question Pools
- Add Questions to Question Pools
- Insert Random Question Slides

5: Accessible eLearning

Creating eLearning lessons and courses that are accessible to citizens with disabilities may be a requirement in your organization. During these lessons, you'll learn some Section 508 best practices, and how to implement them within a Captivate project.

- In This Module You Will Learn To:
- Set Document Information
- Enable Accessibility
- Add Accessibility Text to Slides
- Import Slide Audio
- Add Shortcut Keys
- Add Closed Captions
- Set a Tab Order

6: Variables, Widgets and Interactions

Variables will allow you to customize an eLearning lesson for every student. And you don't have to know a single programming code to work with variables. You'll also learn about widgets and how to add them to a project.

- In This Module You Will Learn To:
- Add Project Information
- Insert a System Variable
- Edit a System Variable
- Create a User Variable
- Use a Variable to Gather Data
- Insert and Format a Widget
- Insert and Format an Interaction

7: Actions

When a learner clicks on a button or click box, an Action occurs. But what if you want multiple, conditional actions to occur? You'll be introduced to Captivate's Advanced Actions that will allow objects to perform multiple tricks for every learner click.

- In This Module You Will Learn To:

- Name Objects
- Control Object Visibility
- Create a Simple Action
- Attach an Action to a Button
- Group Objects
- Create a Variable
- Create a Conditional Action
- Create Decision Blocks
- Create, Export and Import a Shared Action

8: Reviewing and Background Editing

We live in an age where long-distance collaboration is king. Learn how to use Captivate's free built-in collaboration tools. You will be able to get feedback about your project from team members located just about anywhere in the world.

- In This Module You Will Learn To:
- Send a Project for Shared Review
- Add Comments to a Review File
- Review and Reply to Comments
- Create an Image Mask
- Delete a Slide Background
- Work With Photoshop Layers

9: Master Slides, Themes and Project Templates

Efficiency doesn't reach much higher than this... learn to keep the look and feel of your Captivate projects consistent across slides and projects when you create master slides, apply and customize Themes, and create and use Project Templates.

- In This Module You Will Learn To:
- Add an Image to a Master Slide
- Insert a Content Master Slide
- Apply a Master Slide to Project Slides
- Edit a Master Slide
- Apply a Theme to a Project
- Edit and Save a Theme
- Use and Create a Project Templates

10: Reporting Results

If you've included a quiz in your eLearning lesson, it's likely you'll need to track the quiz results. No Learning Management System (LMS)? No worries. You'll learn how to use the free Captivate Quiz Results Analyzer to track quiz results over the cloud... no LMS or server needed. And if working with an LMS is a requirement, we've got you covered there too. You'll learn how to prepare a Captivate project so that it will work with an LMS, and actually upload a lesson to an LMS and test it.

- In This Module You Will Learn To:
- Configure Acrobat.com as an LMS Alternative
- Post Quiz Results to Acrobat.com
- Use The Quiz Results Analyzer
- Review and Chart Quiz Data Posted to Acrobat.com
- Set Quiz Reporting Options for an LMS
- Create a Manifest File
- Report a Button Interaction
- Adjust Slide Object Interaction
- Publish a Content Package to an LMS
- Create a Live LMS Account
- Create an LMS Lesson
- Create an LMS Course
- Create an LMS Curriculum (Catalog)
- Test an eLearning Course from within an LMS

44 Captivate

DISCLAIMER:

All course objectives and outlines are a guide for students. To ensure student satisfaction, these course topics and order may be modified or added to ensure the latest information is covered to support real world use of the technology.

DATES

Location	Start Date	End Date	Time
Columbia, MD - In Person & Online Live	Wednesday, Dec 10, 2014	Thursday, Dec 11, 2014	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, Jan 14, 2015	Thursday, Jan 15, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, Mar 04, 2015	Thursday, Mar 05, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, Apr 15, 2015	Thursday, Apr 16, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, Jun 03, 2015	Thursday, Jun 04, 2015	8:30 am EDT - 3:30 pm EDT

Captivate 8 - Introduction Training

MARYLAND, VIRTUALLY ONLINE LIVE & ON-SITE

Duration: 2 days

In Person Price: \$795

Online Live Price: \$600

GSA In Person: \$640.81

GSA Online Live: \$453.40

EDU/Nonprofit In Person: \$695

EDU/Nonprofit Online Live: \$550

**Request a Quote for
Private On-site Training**

COURSE DESCRIPTION

Adobe Captivate 8 software re-imagines mobile learning. Easily author multiscreen responsive eLearning using the all-new, simplified UI. Create simulations, demos, and compliance training materials for screens of varying sizes. Transform PowerPoint slides into engaging eLearning using out-of-the-box assets. Leverage best-in-class HTML5 publishing to deliver any content to mobile devices, the web, desktops, and leading Learning Management Systems.

In this introduction to Adobe Captivate 8 training, users that are new to Captivate and/or users who are familiar with previous versions of Captivate will walk through each step to building great eLearning.

TARGET STUDENT

Corporate training professionals, educators, instructional designers, and all types of business users with limited programming capabilities who want to create product demos, application simulations, and soft skill and compliance training.

COURSE PREREQUISITES

Students should be proficient using a mouse, opening and saving files, and the general operations of computers.

COURSE OBJECTIVES

- Getting to Know Captivate
- Creating New Projects
- Adding and Managing Slides
- Adding Content Objects
- Audio and Video
- Managing Objects
- Actions & Interactions

RELATED TRAINING & CERTIFICATION COURSES

- Captivate 8 Advanced
- Captivate 7 Intro
- Captivate 7 Advanced
- Articulate Storyline Intro
- Articulate Storyline Advanced
- Articulate Studio Advanced
- Articulate Studio Intro
- Presenter
- Camtasia

COURSE OUTLINE

1. Getting to Know Captivate

- The Captivate Interface
- Main Toolbar
- Customize the Interface
- Creating Customized Workspaces
- The Properties Panel
- Objects and the Timeline
- File Management
- Open an Existing Project
- Moving Around a Project
- Save a Project
- Close a Project
- Preview a Project
- Preview in Adobe Edge Inspect

2. Creating New Projects

- Blank Projects
- PowerPoint Projects
- Image Slideshows
- Software Stimulations
- Preparing for a Screen Recording Session
- Record a Software Stimulation
- Change Recording Preferences
- Video Demos

3. Adding and Managing Slides

- Inserting New Slides
- Insert a Content or Blank Slide
- Insert a PowerPoint Slide
- Edit a PowerPoint Slide in Captivate
- Update an Imported Slide
- Add an Image Slide
- Slide Properties
- Slide Properties Panel
- Timing Panel

- Slide Notes
- Master Slides
- Show/Hide the Master Slide Panel
- Modify a Main Master Slide
- Create a Content Master Slide
- Add Placeholders to a Content Master
- Insert a New Slide Using a Content Master
- Apply a Content Master to an Existing Slide
- Themes
- Managing Slide
- Hide Slides
- Delete Slides
- Move Slides
- Copy, Paste, and Duplicate Slides
- Lock Slides
- Group Slides

4. Adding Content Objects

- Working With Captions
- Add a New Caption
- Edit Caption Text
- Change Caption and Callout Type
- Formatting Caption Text
- Exporting and Importing Captions
- Export Captions
- Import Captions
- Working with Images
- Add an Image to a Slide
- Image Properties
- Editing Images
- Using Photoshop Files
- Characters
- Drawing Spaces
- Draw a Shape
- Add a Highlight Box
- Adding Animations
- Add an Animation Slide
- Add an Animation
- Add a Text Animation
- Zoom Areas
- Web Objects

5. Audio and Video

- Working with Audio
- Import Audio to the Background
- Import Audio to an Object

- Import Audio to One or More Slides
- Distribute Audio Across Slides
- Configure Audio Compression
- Calibrate Audio Input
- Record Audio to a Slide or Object
- Record Audio Across Slides or to Background
- Record Audio While Capturing
- Edit Audio
- Export Audio
- Other Audio Management Options
- Remove Audio
- Audio-Related Properties
- Create Audio With Text-to-Speech
- Closed Captioning
- Create Closed Captions
- Changed Closed Caption Settings
- Adding Video
- Insert a Multi-Slide Synchronized Video
- Change Slide Distribution
- Insert an Event Video
- Event Video Properties
- Video Management
- Update Project Video

6. Managing Objects

- Object Properties
- Object Information
- Fill Pane and Stroke Pane
- Solid Fill Colors
- Theme Colors
- Color Gradients
- Fill Texture
- Shadow & Reflection Pane
- Transform Pane
- Transition Pane
- Managing Objects
- Cut/Copy/Paste/Duplicate Objects
- Delete Objects
- Group/Ungroup Objects
- Show/Hide Objects in Edit Mode
- Lock Objects in Edit Mode
- Aligning Objects
- Layering
- Styles
- Modify an Existing Style

- Create a New Style
- Set the Default Style
- Apply Styles to and Objects
- Additional Style Options
- Import and Export Styles
- Delete Styles
- Object Effects
- Add a Time-Based Effect
- Add an Action-Based Effect
- Managing Effects
- Time Slide Objects

7. Actions & Interactions

- Learning Interactions
- Add a Learning Interaction
- Configure Interaction Content
- Interaction Gallery
- Rollover Objects
- Insert a Rollover Caption
- Insert a Rollover Image
- Insert a Rollover Smart Shape
- Insert a Rollover Slidelet
- Rollover Slidelet Properties
- Actions
- Action Types
- Adding Actions
- Add Actions to a Slide
- Add a Hyperlink to Text
- Add a Click Box
- Click Box Properties
- Add a Button
- Button Types
- Button Widgets
- Add a Text Entry Box
- Text Entry Box Properties

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DATES

Location	Start Date	End Date	Time
Columbia, MD - In Person & Online Live	Wednesday, Nov 12, 2014	Thursday, Nov 13, 2014	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Jan 05, 2015	Tuesday, Jan 06, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Mar 23, 2015	Tuesday, Mar 24, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, May 11, 2015	Tuesday, May 12, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Jul 13, 2015	Tuesday, Jul 14, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Aug 24, 2015	Tuesday, Aug 25, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Oct 05, 2015	Tuesday, Oct 06, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Nov 16, 2015	Tuesday, Nov 17, 2015	8:30 am EDT - 3:30 pm EDT

Captivate 8 - Advanced Training

MARYLAND, VIRTUALLY ONLINE LIVE & ON-SITE

Duration: 2 days

In Person Price:\$795

Online Live Price: \$600

GSA In Person:\$640.81

GSA Online Live: \$453.40

EDU/Nonprofit In Person: \$695

EDU/Nonprofit Online Live: \$550

**Request a Quote for
Private On-site Training**

COURSE DESCRIPTION

Adobe Captivate 8 software reimagines mobile learning. Rapidly author mobile-first, responsive eLearning content. Easily preview content for different screen sizes by selecting device layouts on-the-fly. Leverage device-specific capabilities, such as GPS and gesture support, to deliver mobile learning as it is truly meant to be. Now enrich your courses with new customizable interactions, themes, and smart shapes.

In this advanced Adobe Captivate 8 Training, intermediate to advanced users will learn how to use more advanced features, such as effects, actions, variables, and advanced actions. Everyone will benefit from the special tips and insider secrets that let you do more and save time.

TARGET STUDENT

Corporate training professionals, educators, instructional designers, and all types of business users with limited programming capabilities who want to create product demos, application simulations, and soft skill and compliance training.

COURSE PREREQUISITES

We recommend that students should be comfortable using a mouse, opening and saving files, and the general operations of computers.

We also recommend users be proficient with the basic features

of Captivate 8, or have taken our Captivate 8 Intro training.

COURSE OBJECTIVES

- Editing Software Simulations
- Variables & Advanced Actions
- Questions & Quizzes
- Special Tools & Wizards
- Publishing
- Mobile Design & Publishing

RELATED TRAINING & CERTIFICATION COURSES

- Captivate 8 Intro
- Captivate 7 Intro
- Captivate 7 Advanced
- Articulate Storyline Intro
- Articulate Storyline Advanced
- Articulate Studio Advanced
- Articulate Studio Intro
- Presenter
- Camtasia

COURSE OUTLINE

1.Editing Software Simulations

- The Editing Process
- Editing Typing
- Mouse Movements
 - Move the Mouse Click Position
 - Change Initial Mouse Position
 - Align Mouse Paths
 - Hide/Show Mouse Movement
 - Change Mouse Properties
- Editing Full-Motion Recording (FMR)
- Editing Slide Backgrounds
 - Copy and Paste Backgrounds
 - Merge With Background
- Recording Additional Slides
- Managing Practice Slides
 - Elements of a Click Box Slide
 - Elements of a Text Entry Box Slide
- Managing Video Demo Projects
 - Trim and Split the Recording
 - Add Transitions
 - Add Pan & Zoom Effects
 - Create Picture-in-Picture (PIP) Effects
 - Clean Popup Windows
 - Add a Video Demo Slide to a Project

2. Variables & Advanced Actions

- Working With Variables
 - Manage Variables
 - Add a User Variable
 - Add a Text-Entry Variable
 - Modify Variables With the Actions Page
 - Display a Variable
- Advanced Actions

- Add a Standard Advanced Action
- Conditional Actions
- Add a Conditional Advanced Action
- Creating IF Conditions
- Creating Actions and Else Actions
- Creating Multiple Decisions
- Shared Actions
- Save as a Shared Action
- Create a New Action Based on a Shared Action
- Import and Export Shared Actions
- Execute a Shared Action
- Managing Actions
- Managing Advanced Actions
- Advanced Interaction Panel

3. Questions & Quizzes

- Creating Questions
- Add a Question
- Question Types
- Configuring Questions
- Add Question Content
- Add Standard Feedback
- -Set Number of Attempts
- Add Progressive Feedback
- Set Success and Failure Actions
- Add Advanced Feedback
- -Branching Quizzes
- -Option-Specific Feedback
- -Remediation Back to Content Slides
- Assign Points to Questions
- The Review Area
- Additional Quiz Properties
- Individual Question Options
- Multiple-Choice Questions Options
- True/False Question Options
- Fill-in-the-Blank Question Options
- Short Answer Question Options
- Matching Question Options
- Hot Spot Question Options
- Sequence Question Options
- Rating Scale (Likert) Question Options
- Drag-and-Drop Interaction Wizard
- Create Drag-and-Drop Interaction
- Drag-and-Drop Interaction Properties

- Importing GIFT-Format Questions
- Creating Pretests
- Add a Pretest Question
- Configure Pretest Logic
- Quiz Master Slides
- Question Pools
- Create a Question Pool
- Add Questions to a Question Pool
- Manage Questions in the Question Pool
- Pull a Question From a Pool to Your Project
- Quiz Results Slides
- Quiz Preferences

4. Special Tools & Wizards

- Aggregator Projects
- Create an Aggregator Project
- Publish an Aggregator Project
- Aggregator Preferences
- Manage Aggregator Files
- Multi-SCORM Package
- Templates
- Create a Project Template
- Text-Editing Tools
- Check Spelling
- Find and Replace
- The Library
- Widgets
- Add a Widget
- Add the Twitter Widget
- Exporting and Importing XML
- Export to XML
- Import From XML
- Sharing and Reviewing
- Send for Shared Review
- Manage Review Comments
- Preferences
- General Settings
- Default Settings

5. Publishing

- Output-Related Options
- Rescale a Project
- Configure Project Skin: Playback Controls
- Configure Project Skin: Border Options
- Configure Project Skin: Table of Contents

- Change Project Preferences
- Project Information Settings
- SWF Size and Quality Settings
- Publish Settings
- Start and End Settings
- Reporting and Tracking
- Quiz Reporting Preferences
- Publish to HTML5/SWF
- Publish as Video
- Publish to YouTube
- Publish to Adobe Connect
- Publishing to Print/Microsoft Word
- Sample Output Files
- Adobe App Packager

6. Mobile Design & Publishing

- Geolocation
- Enable Geolocation for a Project
- Create a Location-Based Project
- Create a Conditional Action using Geolocation
- Mobile Gestures
- Creating Responsive Projects
- Create a New Responsive Project
- Adjust Breakpoint Dimensions
- Managing Breakpoints Layouts
- Adjust Styles for Responsive Projects
- Themes and Master Slides in Responsive Projects
- Screen Stimulations and Responsive Projects
- Previewing a Responsive Project
- Publishing a Responsive Project
- HTML5 Tracker

DISCLAIMER:

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DATES

Location	Start Date	End Date	Time
Columbia, MD - In Person & Online Live	Wednesday, Dec 17, 2014	Thursday, Dec 18, 2014	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, Jan 07, 2015	Thursday, Jan 08, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, Mar 25, 2015	Thursday, Mar 26, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, May 13, 2015	Thursday, May 14, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, Jul 15, 2015	Thursday, Jul 16, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, Aug 26, 2015	Thursday, Aug 27, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, Oct 07, 2015	Thursday, Oct 08, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, Nov 18, 2015	Thursday, Nov 19, 2015	8:30 am EDT - 3:30 pm EDT

Cascading Style Sheets (CSS3) Training

MARYLAND, VIRTUALLY ONLINE LIVE & ON-SITE

Duration: 2 days

**Request a Quote for
Private On-site Training**

COURSE DESCRIPTION

This CSS3 Training course takes students from a basic understanding of the Cascading Style Sheet language and how it can be used to enhance web sites and guides them through a thorough examination of specific uses of CSS. Included are the latest additions to the CSS language in CSS3, as well as extensive coverage of CSS 2.1 techniques.

The course teaches students what can be done with CSS3 currently and how the latest browsers have implemented many of these new features.

COURSE PREREQUISITES

This course is intended for students who have beginning to intermediate CSS skills and want to expand their knowledge of how to use CSS to enhance their web sites. This class is suitable for both beginning users, who want a thorough introduction to CSS, and more advanced users, who are interested in learning about the latest updates to the CSS3 language.

COURSE OBJECTIVES

- Describe the basic uses of CSS3
- Gain a clearer understanding of HTML5
- Understand the basics of CSS
- Use CSS for Selective Styling
- Use CSS to control Font Properties

- Use CSS to control Text Properties
- Use CSS to manipulate Color and Background Properties
- Work with CSS and List and Table Properties
- Control User Interface and Generated Content Properties
- Work with CSS Box Properties
- Work with Visual Formatting Properties
- Understand CSS Transformation and Transition Properties
- Troubleshoot CSS issues
- Manage Style Sheets

RELATED TRAINING AND CERTIFICATION COURSES

- HTML XHTML & CSS Advanced
- HTML, XHTML & CSS Intro
- HTML5 & CSS3

COURSE OUTLINE

1. Understanding CSS3

- What Is a Style?
- What Are Cascading Style Sheets?
- The Evolution of CSS
- CSS and HTML
- Types of CSS Rules
- The Parts of a CSS Rule
- New in CSS3

2. HTML5 Primer

- What Is HTML?
- Types of HTML Elements
- The Evolution of HTML5
- What's New in HTML5?
- How Does HTML5 Structure Work?
- Using HTML5 Structure Now
- Putting It All Together

3. CSS Basics

- The Basic CSS Selectors
- Inline: Adding Styles to an HTML Tag
- Embedded: Adding Styles to a Web Page
- External: Adding Styles to a Web Site
- (Re)Defining HTML Tags
- Defining Reusable Classes
- Defining Unique IDs
- Defining Universal Styles
- Grouping: Defining Elements Using the Same Styles
- Adding Comments to CSS
- Putting It All Together

4. Selective Styling

- The Element Family Tree
- Defining Styles Based on Context
- Working with Pseudo-classes
- Working with Pseudo-elements
- Defining Styles Based on Tag Attributes
- NEW IN CSS3: Querying the Media
- Inheriting Properties from a Parent
- Making a Declaration Important
- Determining the Cascade Order

- Putting It All Together

5. Font Properties

- Understanding Typography on the Web
- Setting a Font-Stack
- Finding Fonts
- Setting the Font Size
- NEW IN CSS3: Adjusting Font Size for Understudy Fonts
- Making Text Italic
- Setting Bold, Bolder, Boldest
- Creating Small Caps
- Setting Multiple Font Values
- Putting It All Together

6. Text Properties

- Adjusting Text Spacing
- Setting Text Case
- NEW IN CSS3: Adding a Text Drop Shadow
- Aligning Text Horizontally
- Aligning Text Vertically
- Indenting Paragraphs
- Controlling White Space
- Decorating Text
- Coming Soon!
- Putting It All Together

7. Color and Background Properties

- Choosing Color Values
- New in CSS3: Color Gradients in Backgrounds
- Choosing Your Color Palette
- Setting Text Color
- Setting a Background Color
- Setting a Background Image
- Using Background Shorthand
- Putting It All Together

8. List and Table Properties

- Setting the Bullet Style
- Creating Your Own Bullets
- Setting Bullet Positions
- Setting Multiple List Styles
- Setting the Table Layout
- Setting the Space Between Table Cells
- Collapsing Borders Between Table Cells
- Dealing with Empty Table Cells
- Setting the Position of a Table Caption
- Putting It All Together

9. User Interface and Generated Content Properties

- Changing the Mouse Pointer Appearance
- Adding Content Using CSS
- Teaching the Browser to Count
- Specifying the Quote Style
- Putting It All Together

10. Box Properties

- Understanding an Element's Box
- Displaying an Element
- Setting the Width and Height of an Element
- Controlling Overflowing Content
- Floating Elements in the Window

- Setting an Element's Margins
- Setting an Element's Outline
- Setting an Element's Border
- NEW IN CSS3: Rounding Border Corners
- NEW IN CSS3: Setting a Border Image
- Setting an Element's Padding
- Coming Soon!
- Putting it All Together

11. Visual Formatting Properties

- Understanding the Window and Document
- Setting the Positioning Type
- Setting an Element's Position
- Stacking Objects in 3D
- Setting the Visibility of an Element
- Clipping an Element's Visible Area
- NEW IN CSS3: Setting an Element's Opacity
- NEW IN CSS3: Setting an Element's Shadows
- Putting It All Together

12. Transformation and Transition Properties

- NEW IN CSS3: Transforming an Element
- NEW IN CSS3: Adding Transitions Between Element States
- Putting It All Together

13. Fixing CSS

- Adjusting CSS for Internet Explorer
- Fixing the Internet Explorer Box Model
- Resetting CSS
- Fixing the Float

14. Essential CSS Techniques

- Creating Multicolumn Layouts with Float
- Styling Links Versus Navigation
- Using CSS Sprites
- Creating a CSS Drop-down Menu
- 15. Managing Style Sheets
- Creating Readable Style Sheets
- CSS Libraries and Frameworks
- Style Sheet Strategies
- Troubleshooting CSS Code
- Debugging CSS in Firebug and Web Inspector
- Validating Your CSS Code
- Minifying Your CSS
- 32 CSS Best Practices

DISCLAIMER:

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DATES

Please call **301-362-2250** or email sales@think-biglearnsmart.com to request dates & GSA pricing for this class.

D

Digital Publishing Suite Training

MARYLAND, VIRTUALLY ONLINE LIVE & ON-SITE

Duration: 2 days

In Person Price: \$795

Online Live Price: \$600

GSA In Person: \$640.81

GSA Online Live: \$453.40

EDU/Nonprofit In Person: \$695

EDU/Nonprofit Online Live: \$550

**Request a Quote for
Private On-site Training**

COURSE DESCRIPTION

In this Adobe Digital Publishing Suite training course you will learn how to use Adobe DPS to design and layout mobile documents, build single-folio viewer apps to deliver innovative reading experiences, dynamic content, and high-impact advertising on leading tablet devices that get consumers more deeply engaged with your content and your brand. In addition you learn how to create multi-folio apps with entitlements and subscriptions, Apple iTunes and Newsstand subscriptions, custom viewer app navigation, for Apple iPad and Android tablets.

Adobe Digital Publishing Suite is a complete solution that lets individual designers, traditional media publishers, ad agencies, and major media and brand organizations create, distribute, monetize, and optimize cutting-edge interactive content and publications for tablet devices. Efficiently bring your tablet content to market. Smooth integration with Adobe software and tight control over the complete application creation and publishing process empower you or your design and production staff to deliver engaging tablet documents that meet even the most intensive deadlines.

COURSE PREREQUISITES

We encourage students to bring along their iPad devices to

the training to test their output. Ahead of taking this course the trainee must have an existing knowledge of Adobe InDesign (or who have attended our 2 day intro to InDesign).

COURSE OBJECTIVES

- Design and layout mobile documents
- Specify mobile device digital page orientations
- Specify the safe area of design for mobile device documents
- Describe how interactive overlays float above the digital page
- Create hyperlinks to different articles within the folio, online resources, or email addresses
- Create a multi-state objects and specify mobile device controls and functions for viewer interaction
- Create Folios and create articles and incorporate them into folios
- Manage articles in both Folio Builder Panel within Adobe InDesign and via Digital Publishing Suite Dashboard DPS Folio Producer tools
- Preview folios and articles via the Adobe Content Viewer

RELATED TRAINING AND CERTIFICATION COURSES

- ePUB: Creating eBooks with InDesign
- InDesign Advanced
- InDesign Intro

COURSE OUTLINE

1. Introduction

- The future of publishing
- Course objectives
- Overview of the Digital Publishing Workflow
- Using Adobe IDs for digital publishing
- Digital Publishing Suite pricing options
- Bringing the future to the present
- Prerequisites and system requirements
- Installing the DPS tools
- DPS resources

2. Document Design

- Consider digital 'page' orientation
- Create smooth scrolling articles
- Swipe articles horizontally
- Create snap to page articles
- Enable pinch and zoom for articles

3. Creating Documents

- Guidelines for creating documents
- Creating documents with horizontal and vertical orientation
- Smooth scrolling articles
- Create documents for multiple devices
- Renditions
- Design tips for multiple renditions
- Folder structure for importing articles

4. Interactivity

- Explore methods to create overlays
- Identify supported and unsupported features
- Best practice for creating overlays

- Overlays Creator panel basics

5. Buttons and Hyperlink Overlays

- Create links using the buttons panel
- Create links to other articles
- Button hyperlink to web page
- Hyperlink to HTML Internal Resources
- Article hyperlink

6. Slideshow Overlays

- Create a multi-state object
- Slideshow overlay settings
- Overlay creator slideshow options

7. Image Sequence Overlays

- Create an image sequence overlay
- Specify image sequence settings

8. Audio and Video Overlays

- Audio overlays
- Video overlays
- Place an audio file into an article
- Add a progressive playback skin
- Placing a video into an article and specifying a poster frame

9. Panorama Overlay

- Place a panorama file
- Specify panorama overlay settings
- Overlay creator options

10. Pan and Zoom overlays

- Place image into document
- Pan and zoom tips
- Specify pan and zoom settings

11. Scrollable Frame Overlays

- Scrollable frame for 'pan' method
- Using the 'Paste Into' command
- Scrollable text frame using 'pan' method
- Tray scrolls and tabs

12. Web Content Overlays

- Adding web content to an article page
- Insert 'local' HTML to an article page
- Scale and interactive options

13. Creating Folios

- Explore the Folio Builder panel
- Filter displayed folios
- Sort folios
- Signing into the folio panel
- Create, share and delete a folio
- Create local folios

14. Creating Articles and Layouts

- Create an article from an open document
- Add a layout to an article
- Structuring folders for imported articles
- Import a folder of InDesign documents

15. Managing Articles – Folio Panel

- Add and change article properties
- Edit and update an article
- Copy an article to another folio
- Rename and delete an article
- Changing the order of articles

16. Managing Articles – DPS Dashboard Folio Producer

- DPS Single-Edition features
- Single-folio viewer app
- Using the Folio producer
- Folio producer: editor

DISCLAIMER:

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DATES

Location	Start Date	End Date	Time
Columbia, MD - In Person & Online Live	Monday, Dec 22, 2014	Tuesday, Dec 23, 2014	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, Feb 25, 2015	Thursday, Feb 26, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, May 06, 2015	Thursday, May 07, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, Jul 15, 2015	Thursday, Jul 16, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, Sep 30, 2015	Thursday, Oct 01, 2015	8:30 am EDT - 3:30 pm EDT

Dreamweaver - Introduction Training with HTML Fundamentals

MARYLAND, VIRTUALLY ONLINE LIVE & ON-SITE

Duration: 2 days

In Person Price: \$795

Online Live Price: \$600

GSA In Person: \$640.81

GSA Online Live: \$453.40

EDU/Nonprofit In Person: \$695

EDU/Nonprofit Online Live: \$550

**Request a Quote for
Private On-site Training**

COURSE DESCRIPTION

With ThinkBIG's Intro to Dreamweaver course create compelling websites and applications for smartphones, tablets, and desktop computers. A streamlined user interface and new visual CSS editing tools let you code more efficiently and intuitively.

ThinkBIG's Dreamweaver course introduces the student to the fundamentals of Adobe Dreamweaver with an emphasis on best practices and current web standards. This training class will also give you the fundamentals you need in HTML/CSS to get you started.

Dreamweaver is the industry's leading web tool that provides a robust and integrated solution to design, develop, and publish projects for any screen size. With features like the new CSS Designer, Adobe Edge Web Fonts (served by Adobe Typekit), jQuery UI widgets, easier HTML5 audio and video insertion, and an enhanced Fluid Grid Layout interface, web designers and developers can create web and mobile content faster than ever before.

The streamlined, all-in-one Dreamweaver workspace offers an intuitive and visual environment to quickly apply CSS properties like gradients and box shadows. Designers and developers at all levels can use advanced code hinting and one-

to-one browser rendering using the WebKit engine to follow web standards and best practices while creating engaging and dynamic websites for multiple devices.

TARGET STUDENT

Web designers and developers at all levels.

COURSE PREREQUISITES

We recommend that students should be proficient using a mouse, opening and saving files, and the general operations of computers.

COURSE OBJECTIVES

- An overview to the workspace
- HTML Basics
- CSS Basics
- Creating a Page Layout
- Working with Cascading style sheets
- Working with Templates

RELATED TRAINING AND CERTIFICATION COURSES

- Dreamweaver Advanced Website Development
- HTML XHTML & CSS Advanced
- HTML, XHTML & CSS Intro
- HTML5 & CSS3

COURSE OUTLINE

1. Customizing Your Workspace

- Touring the workspace
- Switching and splitting views
- Working with panels
- Selecting a workspace layout
- Adjusting toolbars
- Personalizing preference
- Creating custom keyboard shortcuts
- Using the Property inspector
- Using the CSS Designer
- Explore, experiment, learn

2. HTML Basics

- What is HTML?
- Where did HTML begin?
- Writing your own HTML code
- Frequently used HTML 4 codes
- Introducing HTML5

3. CSS Basics

- What is CSS?
- HTML vs. CSS formatting
- HTML defaults
- CSS box model
- Multiples, classes, and IDs, oh my!
- Formatting text
- Formatting objects
- CSS3 overview and support

4. Creating a Page Layout

- Web design basics
- Working with thumbnails and wireframes
- Defining a Dreamweaver site
- Using the Welcome screen
- Previewing your completed file
- Modifying an existing CSS layout
- Adding a background image to the header
- Inserting new components
- Inserting a navigation component
- Changing element alignment
- Modifying the page width and background color
- Modifying existing content and formatting
- Inserting an image placeholder
- Inserting placeholder text
- Modifying the footer
- Validating webpages

5. Working with Cascading Style Sheets

- Previewing the completed file
- Working with the CSS Designer
- Working with type
- Working with background graphics
- Working with classes, IDs, and descendant selectors
- Creating an interactive menu
- Creating faux columns
- Moving rules to an external style sheet
- Creating style sheets for other media

6. Working with Images

- Reviewing web image basics
- Previewing the completed file
- Inserting an image
- Adjusting image positions with CSS classes
- Working with the Insert panel
- Using Adobe Bridge to insert images
- Inserting non-web file types

- Working with Photoshop Smart Objects
- Copying and pasting images from Adobe Photoshop and Fireworks
- Inserting images by drag and drop
- Optimizing images with the Property inspector

7. Working with Navigation

- Hyperlink basics
- Previewing the completed file
- Creating internal hyperlinks
- Creating an image-based link
- Creating an external link
- Setting up email links
- Targeting page elements
- Checking your page

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CERTIFICATION THAT VALIDATES ADOBE DREAMWEAVER SKILLS

Upon completion of ThinkBIG's Dreamweaver Intro and Advanced courses – individuals should be prepared to certify as an Adobe Certified Associate!

With Adobe Certified Associate (ACA) certification, students discover latent talent and gain new understanding of the powerful digital pathways that lie before them. And as educators offer industry-recognized certification as an integral part of class curriculum, students develop key literacies

DATES

Location	Start Date	End Date	Time
Columbia, MD - In Person & Online Live	Monday, Dec 01, 2014	Tuesday, Dec 02, 2014	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Jan 12, 2015	Tuesday, Jan 13, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Feb 23, 2015	Tuesday, Feb 24, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Apr 13, 2015	Tuesday, Apr 14, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, May 18, 2015	Tuesday, May 19, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Jun 29, 2015	Tuesday, Jun 30, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Aug 10, 2015	Tuesday, Aug 11, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Sep 21, 2015	Tuesday, Sep 22, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Nov 02, 2015	Tuesday, Nov 03, 2015	8:30 am EDT - 3:30 pm EDT
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Dreamweaver - Advanced Website Design & Development Training

MARYLAND, VIRTUALLY ONLINE LIVE & ON-SITE

Duration: 2 days

In Person Price: \$795
Online Live Price: \$600

GSA In Person: \$640.81
GSA Online Live: \$453.40

EDU/Nonprofit In Person: \$695
EDU/Nonprofit Online Live: \$550

**Request a Quote for
Private On-site Training**

COURSE DESCRIPTION

With our Advanced Dreamweaver training class – develop more web content, more quickly. A streamlined user interface, connected tools, and new visual CSS editing tools let you code efficiently and intuitively. And now, Dreamweaver lets you share work directly from within the application, and helps you keep up with web standards by giving you access to new features as soon as they're available. Your entire creative world, together in one place.

Dreamweaver is the industry-leading web authoring program. Whether you create websites for a living or plan to create one for your own business, ThinkBIG's Advanced Dreamweaver training class will give you all the tools you need to get professional quality results.

TARGET STUDENT

Web designers and developers.

COURSE PREREQUISITES

We recommend that students should be comfortable using a mouse, opening and saving files, and the general operations of computers. Also students are recommended to have taken our Dreamweaver Intro course, or equivalent.

COURSE OBJECTIVES

- Working with Text, Lists, and Tables
- Working with Images
- Working with Navigation
- Adding Interactivity
- Working with Web Animation and Video
- Working with Forms
- Publishing to the Web
- Designing for Mobile Devices

RELATED TRAINING AND CERTIFICATION COURSES

- Dreamweaver Intro w/ HTML Fundamentals
- HTML XHTML & CSS Advanced
- HTML, XHTML & CSS Intro
- HTML5 & CSS3
- PhoneGap Build
- JavaScript Programming Intro
- WordPress

COURSE OUTLINE

1. Working with Templates

- Previewing completed files
- Creating a template from an existing layout
- Inserting editable regions
- Producing child pages
- Updating a template
- Using library items
- Using server-side includes

2. Working with Text, Lists, and Tables

- Previewing the completed file
- Spell checking webpages
- Finding and replacing text
- Creating and styling text
- Creating and styling tables

3. Adding Interactivity

- Learning about Dreamweaver behaviors
- Previewing the completed file
- Working with Dreamweaver behaviors
- Working with jQuery Accordion widgets

4. Working with Web Animation and Video

- Understanding web animation and video
- Previewing the completed file
- Adding web animation to a page
- Adding web video to a page

5. Working with Forms

- Previewing the completed file
- Learning about forms
- Adding a form to a page
- Inserting text form elements
- Inserting checkboxes
- Creating radio buttons
- Incorporating text areas
- Working with lists

- Adding a Submit button
- Specifying a form action
- Emailing form data
- Styling forms
- More form information

6. Publishing to the Web

- Defining a remote site
- Cloaking folders and files
- Wrapping things up
- Putting your site online
- Synchronizing local and remote sites

7. Designing for Mobile Devices

- Previewing your completed file
- Designing for mobile devices
- Creating a media query for smart phones
- Adding rules to a media query
- Adapting CSS navigation to mobile environments
- Styling the main content
- Testing a media query
- Responsive design
- Creating style sheets for tablets
- Edge Inspect

- More information

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CERTIFICATION THAT VALIDATES ADOBE DREAMWEAVER SKILLS

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Columbia, MD - In Person & Online Live	Wednesday, Apr 15, 2015	Thursday, Apr 16, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, May 20, 2015	Thursday, May 21, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, Jul 01, 2015	Thursday, Jul 02, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, Aug 12, 2015	Thursday, Aug 13, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, Sep 23, 2015	Thursday, Sep 24, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, Nov 04, 2015	Thursday, Nov 05, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, Dec 16, 2015	Thursday, Dec 17, 2015	8:30 am EDT - 3:30 pm EDT

DSLR Video Training

MARYLAND & ON-SITE

Duration: 2 days

**Request a Quote for
Private On-site Training**

Please note- this course has now merged with our Videography Fundamentals course.

COURSE DESCRIPTION

In this DSLR Video training course you can work on the technical and creative side of DSLR Video. This course will take you from Pre-production to Post Production. Using Adobe Premiere and today's popular DSLR (Canon, Nikon, Panasonic, Sony) that shoot high quality HD video. Learn about accessories from lenses to camera support, working with audio, and to achieve the right shot. Then take your work into an organized edit session where you can put it all together ready for export and upload.

You will spend one day shooting (morning lecture, then afternoon shoot), the second day is an all day lecture, and the final day editing. The focus will be preproduction, production and post production.

COURSE PREREQUISITES

Working knowledge of Mac OS or PC OS.

RELATED TRAINING AND CERTIFICATION COURSES

- Premiere Pro Advanced
- Premiere Pro Intro
- Premiere Elements
- After Effects Advanced
- After Effects Intro
- Videography Fundamentals

COURSE OUTLINE

1. Pre-Production

- Location Scouting
- Camera Setup
- Gear check- right gear for the job
- Logistics Tech scout

2. Production

- Shooting styles
- Working with Talent
- When to use an assistant
- Working with Audio
- Getting the shot
- Dynamic Shooting for more interesting footage
- Do's and Don't's with DSLR video
- When to shoot and when to wait

3. Post-Production

- Media Management on set using Adobe Prelude
- Importing
- Transcoding
- Basic Editing w/ Premiere Pro
- Audio Sync

DATES

This course has now merged with our Videography Fundamentals course – due to allowing students to bring in any type of camera, but still covering same topics. Please check there for dates.

If you would like to schedule a private course specifically for DSLR please contact sales@thinkbiglearnsmart.com or call **301-362-2250**

E

E-Commerce Essentials Training

MARYLAND, VIRTUALLY ONLINE LIVE & ON-SITE

Duration: 2 days

**Request a Quote for
Private On-site Training**

COURSE DESCRIPTION

Learn E-Commerce Essentials: This E-Commerce Essentials training course is a two-day hands-on class designed to give entrepreneurs the fast track in starting from scratch to having an online store up and running in two days. Students learn how to maneuver the Amazon Web Services EC2 platform to learn how to host their own website and students will learn how to install and configure PrestaShop the most reliable and flexible Open-source e-commerce software. At the end of the two-day course, students will have a fully functional e-Commerce website. The course is a combination of lectures and hands-on exercises that provide practical real-world experience.

TARGET STUDENT

This course is designed for anyone wishing to quickly get an e-Commerce site up and running and web developers who may be looking for solutions for customers.

COURSE PREREQUISITES

Understanding of either Windows or Mac OS X Operating System

COURSE OBJECTIVES

- Planning Your eCommerce Site
- Software Tools Needed

- Learn how to configure the Domain Name System
- Learn how to maneuver Amazon Web Services
- Learn how to configure a Web Server
- Learn how to create a MySQL Database
- Install and configure the PrestaShop eCommerce Software

RELATED TRAINING AND CERTIFICATION COURSES

- HTML XHTML & CSS Advanced
- HTML, XHTML & CSS Intro
- Photoshop Intro
- HTML5 & CSS3 for Responsive Web Design
- Dreamweaver Intro w/ HTML Fundamentals
- HTML Email Design

COURSE OUTLINE

1. Planning Your Site

- Time to Get Legal
- Finding Wholesalers
- How to Evaluate the Competition
- What Will It Cost Me to Run My E-Business
- Creating a Business Bank Account
- Creating a Paypal payment Gateway
- Registering Your Domain Name
- Creating a Logo
- Creating A Virtual Phone Number

2. Amazon Web Services (AWS)

- Signing Up for Your Free AWS Account
- Configuring Amazon Route 53 (DNS)

3. Setting Up a Free Email Server

- Creating An AWS Virtual Machine Instance For Your Mail Server
- Updating Your Virtual Machine Instance
- Installing Axigen Free Email Server
- Configuring Axigen for Your Email Domain
- Updating Amazon Route 53 for Your Email

4. Setting Up a Free WebServer and Database For Your Site

- Creating An AWS Virtual Machine Instance For Your Site
- Updating Your Virtual Machine Instance
- Creating a MySQL Database for Your Site
- Configuring Amazon Route 53 (DNS)

5. PrestaShop (Free e-Commerce Solution)

- Uploading the PrestaShop files to Your Server
- Installing PrestaShop
- Configuring Prestashop
- Adding Modules
- Finding and Installing Themes
- SEO: Search Engine Optimization
- Security
- Checkouts and Shipping
- Customization

6. Before You Go Live

- Setup Google Analytics
- Setting Up Your Email Campaign
- Create a Blog for Your Site
- Create Your Social Media Accounts

- Create a Press Release
- Outsourcing

7. Advertising and Marketing

- Paid Advertising
- Free Advertising
- Video Marketing
- Article Marketing
- Email Marketing

8. Customer Service

- Email Support
- Chat Support

9. Wrap-Up

- Summary
- Questions

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DATES

Please call **301-362-2250** or email sales@thinkbiglearnsmart.com to request dates & GSA pricing for this class.

Edge Animate Training

MARYLAND, VIRTUALLY ONLINE LIVE & ON-SITE

Duration: 2 days

**Request a Quote for
Private On-site Training**

COURSE DESCRIPTION

Adobe Edge Animate is a new motion and interaction tool for creating animated, interactive content using HTML, JavaScript and CSS. Edge Animate is designed to be powerful yet approachable and easy to use. Create interactive and animated content using HTML, CSS, and JavaScript. Because you design in an environment based on WebKit, your content will display reliably across modern browsers and mobile devices.

TARGET STUDENT

Web designers, interactive designers, and web developers who want to energize their content for the web with motion and interactivity.

COURSE PREREQUISITES

You should have a working knowledge of your computer and operating system. You should know how to use the mouse and standard menus and commands, and how to open, save, and close files.

COURSE OBJECTIVES

- Getting to know the workspace
- Working with elements
- Adding motion
- Creating Graphics and Importing Art

- Designing Animation
- Refining Animation & Adding Complexity
- Adding Basic Interactivity
- Embedding Media and Advanced Interactivity
- Publishing and Responsive Design

RELATED TRAINING AND CERTIFICATION COURSES

- HTML XHTML CSS Intro
- HTML XHTML CSS Advanced
- HTML5 CSS3
- JavaScript Programming Intro

COURSE OUTLINE

1. Getting Started

- Starting Edge Animate
- Getting to know the workspace
- Working with elements
- Understanding the Element and Timeline panels
- Adding motion
- Previewing the motion
- Continuing and modifying the motion
- Next steps

2. Creating Graphics and Importing Art

- Understanding graphic formats
- Working with bitmaps
- Working with vector graphics
- Creating HTML elements
- Modifying rectangles
- Working with Rulers and Guides
- Creating text
- Embedding custom fonts
- Tidying up your elements
- Organizing your elements
- Adding special effects
- Making rotations

3. Designing Animation

- Getting started
- About animation
- Understanding the project file
- Animating position with the Pin
- Changing pacing and timing
- Turning the display on and off
- Animating scale
- Creating fades
- Timeline panel options
- Copying and pasting animations
- Adding easing to refine motion
- Editing overall timing

4. Refining Animation & Adding Complexity

- Getting started
- About symbols
- Creating nested animations
- Animating symbols on the Stage
- Creating a looping animation
- Symbol instances

- Playback commands
- Editing symbols
- Adding the characters
- Clipping animation
- Animating shadows
- Working with advanced eases

5. Adding Basic Interactivity

- Getting started
- About interactive compositions
- Understanding JavaScript
- Timeline triggers
- Minding your syntax
- Events and actions
- Creating the buttons
- Navigating the Code panel
- Creating labels
- Adding visual feedback
- Customizing the mouse cursor
- Controlling animated elements

6. Embedding Media and Advanced Interactivity

- Getting started
- Embedding media
- Showing embedded media
- Removing media
- Adding hyperlinks
- Adding HTML content
- Keyboard events

- Handling logic with conditionals
- Using variables
- Coding the interactive slideshow
- Final edits

7. Publishing and Responsive Design

- Getting started
- Publishing your composition
- Down-level Stage
- Preloaders
- Embedding your composition into HTML
- About responsive design
- Edge Animate resources

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DATES

Please call **301-362-2250** or email sales@think-biglearnsmart.com to request dates & GSA pricing for this class.

EPUB: Produce Digital Publications for Web & Mobile Devices Training

MARYLAND, VIRTUALLY ONLINE LIVE & ON-SITE

Duration: 2 days

In Person Price: \$795
Online Live Price: \$600

GSA In Person: \$640.81
GSA Online Live: \$453.40

EDU/Nonprofit In Person: \$695
EDU/Nonprofit Online Live: \$550

**Request a Quote for
Private On-site Training**

COURSE DESCRIPTION

This InDesign to EPUB, Kindle, and iPad training course, shows publishers, designers, and production staff how to use the software they already use to create print books—InDesign—for the emerging ebook market. Beginning with an overview of digital publishing for the ebook marketplace, the course demonstrates how to prepare existing InDesign files for optimal EPUB and Kindle conversion to create an ebook. The course covers applying professional text formatting, incorporating search-engine friendly metadata, and converting to EPUB and MOBI (Kindle) formats.

EPUB is short for electronic publication and is a type of eBook that is designed for reflowable content, meaning that the reader can change the size of the text and optimize the display for the device he/she is using to read the book. It has the extension .epub. Other types of eBooks include PDFs and interactive publications (DPS). A Kindle book is an EPUB converted to Kindle format with the .mobi extension.

In this EPUB training class at ThinkB!g using InDesign, you will format a book starting with placing and formatting a basic text file, and then you will add images, captions, and metadata. You will learn best practices for formatting text and images using paragraph and character styles so they appear correctly and are easily edited inside the EPUB. You will understand the

relationship between your InDesign document and the HTML and CSS code generated by the export to EPUB. You will learn to create an EPUB that flows and that also passes Validation.

COURSE PREREQUISITES

Students are required to be proficient with InDesign. If you are not, please take our InDesign Intro class prior to taking this class.

COURSE OBJECTIVES

- Understanding ebooks and ebook publishing
- Examining the EPUB format
- Using layout order, and Articles panel to manage content flow
- Formatting with paragraph and character styles
- Generating Table of Contents
- Creating a cover image
- Optimizing images
- Exporting InDesign content to an EPUB
- Including drop caps, pull quotes, and text wraps
- Converting an EPUB to Kindle, iBookstore, and Nook formats

RELATED TRAINING AND CERTIFICATION COURSES

- Digital Publishing Suite
- InDesign Advanced
- InDesign Intro

COURSE OUTLINE

Lesson 1 – Envisioning your book

- What can you do in an ebook?
- Running headers/footers
- Page numbers
- Fonts and Text size
- Spacing, page breaks and orphans
- Alignments and Columns
- Drop caps and all caps
- Non-Latin characters and other symbols
- Images
- Borders and background colors
- Table of contents and index
- Links
- Audio and Video

Lesson 2 – Creating your book in InDesign

- Creating and saving a Template
- The importance of styles

Lesson 3 – Creating a cover

- Generating a cover from the first page

Lesson 4 – Placing images and controlling export order

- Using inline objects to control export order
- Custom positioned anchored objects
- Using articles to control export order

Lesson 5 – Placing and exporting audio and video

- Adding audio and video to the document

Lesson 6 – Creating links

- Creating hyperlinks
- Creating cross references
- Creating and formatting footnotes

Lesson 7 – Creating a navigational TOC

- Generating a TOC

Lesson 8 – Mapping tags to export

- Mapping styles individually
- Mapping all styles at once
- Mapping lists

Lesson 9 – Exporting to EPUB

- Generating a cover
- Ordering the contents upon export
- Options when exporting images
- Image size, alignment and formats
- Navigating the contents panel
- Looking at the CSS options
- Using existing CSS
- Export to EPUB

- Previewing the EPUB with Adobe Digital Editions

Lesson 10 – Cracking open Epubs

- Editing EPUB files using a text editor

Lesson 11 – Converting to Kindle/Mobile

- Creating Kindle friendly Epubs
- Page breaks and spacing
- Text wrap
- Fonts
- Covers
- Table of contents
- Marking where a book should open
- Images

DISCLAIMER:

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DATES

Location	Start Date	End Date	Time
Columbia, MD - In Person & Online Live	Monday, Nov 17, 2014	Tuesday, Nov 18, 2014	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Feb 23, 2015	Tuesday, Feb 24, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, May 04, 2015	Tuesday, May 05, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Jul 13, 2015	Tuesday, Jul 14, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Sep 21, 2015	Tuesday, Sep 22, 2015	8:30 am EDT - 3:30 pm EDT

Excel 2010- Introduction Training

MARYLAND & ON-SITE

Duration: 1 day

In Person: \$275

**Request a Quote for
Private On-site Training**

COURSE DESCRIPTION

This Microsoft Excel Training course is intended for people who want to gain the foundational understanding of Microsoft Office Excel 2010 that is necessary to create and develop worksheets.

COURSE PREREQUISITES:

To ensure success, students will need to be familiar with using personal computers and should have experience using a keyboard and mouse. Students should be proficient in the Windows or Mac environment, and be able to use Windows or Mac to manage information on their computers. Specific tasks the students should be able to perform include: launching and closing applications, navigating basic file structures, and managing files and folders.

COURSE OBJECTIVES

- Getting Started with Microsoft Excel
- Performing Calculations
- Modifying a Worksheet
- Formatting a Worksheet
- Printing Workbook Contents
- Managing Large Workbooks
- Customizing the Excel Environment

RELATED TRAINING & CERTIFICATION COURSES

- Word 2013 Level 2
- Word 2010 Level 2
- Word 2013 Level 1
- Word 2010 Level 1
- Excel 2010 Level 2
- Excel 2010 Level 3
- Excel 2013 Level 1
- Excel 2013 Level 2
- Excel 2013 Level 3

COURSE OUTLINE

1. Getting Started with Microsoft Excel 2010

- Topic A: Identify the Elements of the Excel Interface
- Topic B: Create a Basic Worksheet
- Topic C: Use the Help System

2. Performing Calculations

- Topic A: Create Formulas in a Worksheet
- Topic B: Insert Functions in a Worksheet
- Topic C: Reuse Formulas

3. Modifying a Worksheet

- Topic A: Manipulate Data
- Topic B: Insert, Manipulate, and Delete Cells, Columns, and Rows
- Topic C: Search for and Replace Data
- Topic D: Spell Check a Worksheet

4. Formatting a Worksheet

- Topic A: Modify Fonts
- Topic B: Add Borders and Color to Cells
- Topic C: Apply Number Formats
- Topic D: Align Cell Contents
- Topic E: Apply Cell Styles

5. Printing Workbook Contents

- Topic A: Define the Basic Page Layout for a Workbook
- Topic B: Refine the Page Layout and Apply Print Options

6. Managing Large Workbooks

- Topic A: Format Worksheet Tabs
- Topic B: Manage Worksheets
- Topic C: Manage the View of Worksheets and Workbooks

7. Customizing the Excel Environment

- Topic A: Customize General and Language Options
- Topic B: Customize Formula Options
- Topic C: Customize Proofing and Save Options
- Topic D: Customize the Ribbon and Quick Access Toolbar
- Topic E: Customize the Functionality of Excel by Enabling Add-Ins
- Topic F: Customize Advanced and Trust Center Options

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MICROSOFT OFFICE SPECIALIST CERTIFICATION GIVES YOU THE TOOLS TO BUILD A BRIGHTER FUTURE.

- Achieve industry-recognized certification
- Learn the computing skills companies are looking for
- Boost your workforce resume
- Differentiate yourself from other applicants
- Gain valuable experience and confidence
- Heighten your earning potential

- Prepare yourself for a successful future

After completing our Excel training courses, users should be better prepared to take the MOS Certification Exam for Excel 2010!

DATES

Please call **301-362-2250** or email sales@thinkbiglearnsmart.com to request dates & GSA pricing for this class.

Excel 2010 - Intermediate Training

MARYLAND & ON-SITE

Duration: 1 day

In Person Price:\$275

**Request a Quote for
Private On-site Training**

COURSE DESCRIPTION

This intermediate Microsoft Excel training course builds upon the foundational Microsoft Office Excel knowledge and skills you've already acquired and sets you on the road to creating advanced workbooks and worksheets that will deepen your firm's business intelligence.

You'll learn a lot of things about Excel 2010, including how to create advanced formulas and organize your data into tables. You'll discover the power of PivotTables and PivotCharts and how slicers can make data filtering as easy as clicking a few buttons.

At its heart, this course is about one simple idea: asking your data questions and using Excel 2010 to find the answers.

TARGET STUDENT

This intermediate Excel training course is designed for individuals who already have foundational knowledge and skills in Excel and are ready to advance their data analysis skills and abilities through the application of advanced Excel functionality such as advanced formula creation, tables, charts, PivotTables and PivotCharts.

COURSE PREREQUISITES

Prior to taking this course, you should either have taken Microsoft Excel 2010: Level 1 or have equivalent knowledge.

COURSE OBJECTIVES

- Create advanced formulas.
- Analyze data with logical and lookup functions.
- Organize worksheet data with tables.
- Visualize data by using charts.
- Analyzing data with PivotTables, slicers, and PivotCharts.
- Insert graphic objects.
- Enhance workbooks.

RELATED TRAINING & CERTIFICATION COURSES

- Word 2013 Level 2
- Word 2010 Level 2
- Word 2013 Level 1
- Word 2010 Level 1
- Excel 2010 Level 1
- Excel 2010 Level 3
- Excel 2013 Level 1
- Excel 2013 Level 2
- Excel 2013 Level 3

COURSE OUTLINE

1. Creating Advanced Formulas

- Topic A: Apply Range Names
- Topic B: Use Specialized Functions

2. Analyzing Data with Logical and Lookup Functions

- Topic A: Leverage Questions and Testing to Write Formulas
- Topic B: Use Logical and Lookup Functions to Find Answers to Questions

3. Organizing Worksheet Data with Tables

- Topic A: Create and Modify Tables
- Topic B: Sort and Filter Data
- Topic C: Use Summary and Database Functions to Calculate Data

4. Visualizing Data with Charts

- Topic A: Create Charts
- Topic B: Modify and Format Charts
- Topic C: Create a Trendline
- Topic D: Create Advanced Charts

5. Analyzing Data with PivotTables, Slicers, and PivotCharts

- Topic A: Create a PivotTable
- Topic B: Filter Data by Using Slicers
- Topic C: Analyze Data by Using PivotCharts

6. Inserting Graphics

- Topic A: Insert and Modify Graphic Objects
- Topic B: Layer and Group Graphic Objects
- Topic C: Incorporate SmartArt

7. Enhancing Workbooks

- Topic A: Customize Workbooks
- Topic B: Manage Themes
- Topic C: Create and Use Templates
- Topic D: Protect Files

DISCLAIMER:

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- Prepare yourself for a successful future

After completing our Excel training courses, users should be better prepared to take the MOS Certification Exam for Excel 2010!

DATES

Please call **301-362-2250** or email sales@thinkbiglearnsmart.com to request dates & GSA pricing for this class.

Excel 2010- Advanced Training

MARYLAND & ON-SITE

Duration: 1 day

In Person Price:\$275

**Request a Quote for
Private On-site Training**

COURSE DESCRIPTION

In this advanced Excel 2010 training course, you will automate some common Excel tasks, apply advanced analysis techniques to more complex data sets, troubleshoot errors, collaborate on worksheets, and share Excel data with other applications.

TARGET STUDENT

This advanced Excel 2010 training course was designed for students desiring to gain the skills necessary to create macros, collaborate with others, audit and analyze worksheet data, incorporate multiple data sources, and import and export data.

COURSE PREREQUISITES

To ensure your success, we recommend that you first take the following courses or have equivalent knowledge:

- Microsoft Office Excel 2010: Level 1
- Microsoft Office Excel 2010: Level 2

COURSE OBJECTIVES:

- enhance productivity and efficiency by streamlining the workflow.
- collaborate with other workbook users.
- audit worksheets.
- analyze data.

- work with multiple workbooks.
- import and export data.
- integrate Excel data with the web.

RELATED TRAINING & CERTIFICATION COURSES

- Word 2013 Level 2
- Word 2010 Level 2
- Word 2013 Level 1
- Word 2010 Level 1
- Excel 2010 Level 1
- Excel 2010 Level 2
- Excel 2013 Level 1
- Excel 2013 Level 2
- Excel 2013 Level 3

COURSE OUTLINE

1. Streamlining Workflow

- Topic 1A: Update Workbook Properties
- Topic 1B: Create a Macro
- Topic 1C: Edit a Macro
- Topic 1D: Apply Conditional Formatting
- Topic 1E: Add Data Validation Criteria

2. Collaborating with Other Users

- Topic 2A: Protect Files
- Topic 2B: Share a Workbook
- Topic 2C: Set Revision Tracking
- Topic 2D: Review Tracked Revisions
- Topic 2E: Merge Workbooks
- Topic 2F: Administer Digital Signatures
- Topic 2G: Restrict Document Access

3. Auditing Worksheets

- Topic 3A: Trace Cells
- Topic 3B: Troubleshoot Invalid Data and Formula Errors
- Topic 3C: Watch and Evaluate Formulas
- Topic 3D: Create a Data List Outline

4. Analyzing Data

- Topic 4A: Create a Trendline
- Topic 4B: Create Sparklines
- Topic 4C: Create Scenarios
- Topic 4D: Perform a What-If Analysis
- Topic 4E: Perform a Statistical Analysis with the Analysis ToolPak

5. Working with Multiple Workbooks

- Topic 5A: Create a Workspace
- Topic 5B: Consolidate Data
- Topic 5C: Link Cells in Different Workbooks
- Topic 5D: Edit Links

6. Importing and Exporting Data

- Topic 6A: Export Excel Data
- Topic 6B: Import a Delimited Text File
- Topic 6C: Import and Export XML Data

7. Integrating Excel Data with the Web

- Topic 7A: Publish a Worksheet to the Web
- Topic 7B: Import Data from the Web
- Topic 7C: Create a Web Query

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DATES

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Excel 2013 - Introduction Training

MARYLAND & ON-SITE

Duration: 1 day

In Person Price:\$275

**Request a Quote for
Private On-site Training**

COURSE DESCRIPTION

In this introduction to Microsoft Excel 2013 training, you will automate some common Excel tasks, apply advanced analysis techniques to more complex data sets, troubleshoot errors, collaborate on worksheets, and share Excel data with other applications.

TARGET STUDENT:

This introduction Microsoft Excel 2013 training course is intended for people who want to gain the foundational understanding of Microsoft Office Excel 2013 that is necessary to create and develop worksheets.

COURSE PREREQUISITES:

To ensure success, students will need to be familiar with using personal computers and should have experience using a keyboard and mouse. Specific tasks the students should be able to perform include: launching and closing applications, navigating basic file structures, and managing files and folders.

RELATED TRAINING & CERTIFICATION COURSES

- Word 2013 Level 2
- Word 2010 Level 2
- Word 2013 Level 1

- Word 2010 Level 1
- Excel 2010 Level 1
- Excel 2010 Level 2
- Excel 2010 Level 3
- Excel 2013 Level 1
- Excel 2013 Level 2
- Excel 2013 Level 3

COURSE OUTLINE

Lesson 1: Getting Started with Microsoft Excel 2013

- Topic A: Identify the Elements of the Excel Interface
- Topic B: Create a Basic Worksheet
- Topic C: Use the Help System

Lesson 2: Performing Calculations

- Topic A: Create Formulas in a Worksheet
- Topic B: Insert Functions in a Worksheet
- Topic C: Reuse Formulas

Lesson 3: Modifying a Worksheet

- Topic A: Manipulate Data
- Topic B: Insert, Manipulate, and Delete Cells, Columns, and Rows
- Topic C: Search for and Replace Data
- Topic D: Spell Check a Worksheet

Lesson 4: Formatting a Worksheet

- Topic A: Modify Fonts
- Topic B: Add Borders and Color to Cells
- Topic C: Apply Number Formats
- Topic D: Align Cell Contents
- Topic E: Apply Cell Styles

Lesson 5: Printing Workbook Contents

- Topic A: Define the Basic Page Layout for a Workbook
- Topic B: Refine the Page Layout and Apply Print Options

Lesson 6: Managing Large Workbooks

- Topic A: Format Worksheet Tabs
- Topic B: Manage Worksheets
- Topic C: Manage the View of Worksheets and Workbooks

Lesson 7: Customizing the Excel Environment

- Topic A: Customize General and Language Options
- Topic B: Customize Formula Options
- Topic C: Customize Proofing and Save Options
- Topic D: Customize the Ribbon and Quick Access Toolbar
- Topic E: Customize the Functionality of Excel by Enabling Add-Ins
- Topic F: Customize Advanced and Trust Center Options

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DATES

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Excel 2013- Intermediate Training

MARYLAND LIVE & ON-SITE

Duration: 1 day

In Person Price:\$275

**Request a Quote for
Private On-site Training**

COURSE DESCRIPTION

This intermediate Excel 2013 training course builds upon the foundational Microsoft Office Excel 2013 knowledge and skills you've already acquired and sets you on the road to creating advanced workbooks and worksheets that will deepen your firm's business intelligence.

Whether you need to crunch numbers for sales, inventory, IT, human resources, or another business unit, the ability to get the right information to the right people at the right time can create a powerful competitive advantage in a complex market environment.

You'll learn a lot of things about Excel 2013, including how to create advanced formulas and organize your data into tables. You'll discover the power of PivotTables and PivotCharts and how slicers can make data filtering as easy as clicking a few buttons.

At its heart, this course is about one simple idea: asking your data questions and using Excel 2013 to find the answers.

TARGET STUDENT

This course is designed for individuals who already have foundational knowledge and skills in Excel 2013 and are ready to advance their data analysis skills and abilities through the application of advanced Excel 2013 functionality such as advanced formula creation, tables, charts, PivotTables and

PivotCharts.

COURSE PREREQUISITES

Prior to taking this course, you should either have taken Microsoft Office Excel 2013 Level 1 or have equivalent knowledge.

COURSE OBJECTIVES

- Create advanced formulas.
- Analyze data with logical and lookup functions.
- Organize worksheet data with tables.
- Visualize data by using charts.
- Analyzing data with PivotTables, slicers, and PivotCharts.
- Insert graphic objects.
- Enhance workbooks.

RELATED TRAINING & CERTIFICATION COURSES

- Word 2013 Level 2
- Word 2010 Level 2
- Word 2013 Level 1
- Word 2010 Level 1
- Excel 2010 Level 1
- Excel 2010 Level 2
- Excel 2010 Level 3
- Excel 2013 Level 1
- Excel 2013 Level 3

COURSE OUTLINE

Lesson 1: Creating Advanced Formulas

- Topic A: Apply Range Names
- Topic B: Use Specialized Functions

Lesson 2: Analyzing Data with Logical and Lookup Functions

- Topic A: Leverage Questions and Testing to Write Formulas
- Topic B: Use Logical and Lookup Functions to Find Answers to Questions

Lesson 3: Organizing Worksheet Data with Tables

- Topic A: Create and Modify Tables
- Topic B: Sort and Filter Data
- Topic C: Use Summary and Database Functions to Calculate Data

Lesson 4: Visualizing Data with Charts

- Topic A: Create Charts
- Topic B: Modify and Format Charts
- Topic C: Create a Trendline
- Topic D: Create Advanced Charts

Lesson 5: Analyzing Data with PivotTables, Slicers, and PivotCharts

- Topic A: Create a PivotTable
- Topic B: Filter Data by Using Slicers
- Topic C: Analyze Data by Using PivotCharts

- Lesson 6: Inserting Graphics
- Topic A: Insert and Modify Graphic Objects
- Topic B: Layer and Group Graphic Objects
- Topic C: Incorporate SmartArt

Lesson 7: Enhancing Workbooks

- Topic A: Customize Workbooks
- Topic B: Manage Themes
- Topic C: Create and Use Templates
- Topic D: Protect Files

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MICROSOFT OFFICE SPECIALIST CERTIFICATION GIVES YOU THE TOOLS TO BUILD**A BRIGHTER FUTURE.**

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After completing our Excel training courses, users should be better prepared to take the MOS Certification Exams for Excel 2013!

DATES

Please call **301-362-2250** or email sales@thinkbiglearnsmart.com to request dates & GSA pricing for this class.

Excel 2013 - Advanced Training

MARYLAND & ON-SITE

Duration: 1 day

In Person Price:\$275

**Request a Quote for
Private On-site Training**

COURSE DESCRIPTION

Your previous experience with Microsoft Excel has given you a solid foundation in working with this software. You can use Excel efficiently and effectively to solve problems for your business. In this advanced Excel 2013 training course, you will learn about some of the more advanced features of Excel, including automating common tasks, auditing workbooks to avoid errors, sharing your data with other people, analyzing data, and using Excel data in other applications.

Beyond the basic features, Excel offers many advanced features that will help you create better, more accurate workbooks. There are also tools that allow you to share your work with other people.

This advanced Excel 2013 training course can also be used to prepare for the Microsoft Office Specialist (MOS) Certification Exam.

TARGET STUDENT

This advanced Excel 2013 training course is intended for a student who has experience working with Excel and would like to learn more about creating macros, working with shared documents, analyzing data, and auditing worksheets.

COURSE PREREQUISITES

To ensure your success, you will need to have a comfort level

with the basic skills of Excel like entering data, working with data, using functions, and working with formulas. To meet this prerequisite you should have either taken the below courses or have equivalent knowledge.

- Excel 2013 Intro
- Excel 2013 Intermediate

COURSE OBJECTIVES

- Automate worksheet functions.
- Audit worksheets.
- Analyze data.
- Work with multiple workbooks.
- Import and export data.

RELATED TRAINING & CERTIFICATION COURSES

- Word 2013 Level 2
- Word 2010 Level 2
- Word 2013 Level 1
- Word 2010 Level 1
- Excel 2010 Level 1
- Excel 2010 Level 2
- Excel 2010 Level 3
- Excel 2013 Level 1
- Excel 2013 Level 2
- Excel 2013 Level 3

COURSE OUTLINE

Lesson 1: Automating Worksheet Functionality

- Topic A: Update Workbook Properties
- Topic B: Create and Edit a Macro
- Topic C: Apply Conditional Formatting
- Topic D: Add Data Validation Criteria

Lesson 2: Auditing Worksheets

- Topic A: Trace Cells
- Topic B: Troubleshoot Invalid Data and Formula Errors
- Topic C: Watch and Evaluate Formulas
- Topic D: Create a Data List Outline

Lesson 3: Analyzing and Presenting Data

- Topic A: Create Sparklines
- Topic B: Create Scenarios
- Topic C: Perform a What-If Analysis
- Topic D: Perform a Statistical Analysis with the Analysis ToolPak
- Topic E: Create Interactive Data with Power View

Lesson 4: Working with Multiple Workbooks

- Topic A: Consolidate Data
- Topic B: Link Cells in Different Workbooks
- Topic C: Merge Workbooks

Lesson 5: Exporting Excel Data

- Topic A: Export Excel Data
- Topic B: Import a Delimited Text File
- Topic C: Integrate Excel Data with the Web
- Topic D: Create a Web Query

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- Achieve industry-recognized certification
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- Boost your workforce resume

- Differentiate yourself from other applicants
- Gain valuable experience and confidence
- Heighten your earning potential
- Prepare yourself for a successful future

After completing our Excel training courses, users should be better prepared to take the MOS Certification Exams for Excel 2013!

DATES

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F

Flash - Introduction Training

MARYLAND, VIRTUALLY ONLINE LIVE & ON-SITE

Duration: 2 days**In Person Price:**\$795**Online Live Price:** \$600**GSA In Person:**\$640.81**GSA Online Live:** \$453.40**EDU/Nonprofit In Person:** \$695**EDU/Nonprofit Online Live:** \$550**Request a Quote for
Private On-site Training****COURSE DESCRIPTION**

Flash Professional is the industry-leading authoring environment for creating and delivering immersive experiences, games, and interactive content. The latest version of Flash Professional has been completely reengineered to be faster, more modular, and more reliable than ever before.

With Adobe Flash Professional you can expand your skill set and design immersive experiences, games, and interactive content that will present consistently to audiences across multiple platforms and devices. Tight integration with the design applications you're already familiar with such as Photoshop, InDesign and Illustrator, can help you get up to speed quickly while preserving design fidelity and integrity.

This training class will introduce you to the features and functions to get you up and running in just two days!

TARGET STUDENT

With the ability to target screens of virtually any size and output to HTML, it's ideal for interactive designers, graphic designers, and web designers and developers who want to be leaders in their field, at the forefront of gaming, design, and technology.

COURSE PREREQUISITES

Users should be comfortable using a mouse, keyboard and opening files.

COURSE OBJECTIVES

- Getting Acquainted
- Working with Graphics
- Creating and Editing Symbols
- Animating Symbols
- Animating Shapes & Using Masks
- Creating Interactive Navigation

RELATED TRAINING AND CERTIFICATION COURSES

- Flash Advanced

COURSE OUTLINE**1. Getting Acquainted**

- Starting Flash and Opening a File
- Getting to Know the Workspace
- Working with the Library Panel
- Understanding the Timeline
- Organizing Layers in a Timeline
- Using the Properties Inspector
- Using the Tools Panel
- Undoing Steps in Flash
- Previewing Your Movie
- Modifying the Content and Stage
- Saving Your Movie
- Publishing Your Movie
- Finding Resources for Using Flash
- Checking for Updates

2. Working with Graphics

- Understanding Strokes and Fills
- Creating Shapes
- Making Selections
- Editing Shapes
- Using Gradient and Bitmap Fills
- Using Custom Line Styles
- Creating Curves
- Creating Transparencies
- Creating and Editing Text
- Aligning and Distributing Objects

3. Creating and Editing Symbols

- Importing Illustrator Files
- About Symbols
- Creating Symbols
- Importing Photoshop Files
- Editing and Managing Symbols
- Changing the Size and Position of Instances
- Changing the Color Effect of Instances
- Understanding Display Options
- Applying Filters for Special Effects
- Positioning in 3D Space

4. Animating Symbols

- About Animation

- Understanding the Project File
- Animating Position
- Changing the Pacing and Timing
- Animating Transparency
- Animating Filters
- Animating Transformations
- Changing the Path of the Motion
- Swapping Tween Targets
- Creating Nested Animations
- Easing
- Frame-by-Frame Animation
- Animating 3D Motion
- Testing Your Movie

5. Animating Shapes and Using Masks

- Animating Shapes
- Understanding the Project File
- Creating a Shape Tween
- Changing the Pace
- Adding More Shape Tweens
- Creating a Looping Animation
- Using Shape Hints
- Animating Color
- Creating and Using Masks
- Animating the Mask and Masked Layers
- Easing a Shape Tween

6. Creating Interactive Navigation

- About Interactive Movies
- Creating Buttons
- Understanding ActionScript 3.0
- Preparing the Timeline
- Adding a Stop Action

- Creating Event Handlers for Buttons
- Creating Destination Keyframes
- Creating a Home Button with Code Snippets
- Code Snippets Options
- Playing Animation at the Destination
- Animated Buttons

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CERTIFICATION THAT VALIDATES ADOBE FLASH PRO SKILLS

Upon completion of ThinkBIG's Flash Pro Intro and Advanced courses – individuals should be prepared to certify as an Adobe Certified Associate!

With Adobe Certified Associate (ACA) certification, students rise to levels of greater understanding and capacity as they learn the digital language of their trade. And as educators provide industry-recognized certification as part of their curriculum, students gain confidence and recognition as they validate and certify the skills and software knowledge needed to succeed in higher education and on the job.

DATES

Location	Start Date	End Date	Time
Columbia, MD - In Person & Online Live	Monday, Jan 05, 2015	Tuesday, Jan 06, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Mar 30, 2015	Tuesday, Mar 31, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Jun 22, 2015	Tuesday, Jun 23, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Sep 14, 2015	Tuesday, Sep 15, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Dec 07, 2015	Tuesday, Dec 08, 2015	8:30 am EDT - 3:30 pm EDT

Flash - Advanced Training

MARYLAND, VIRTUALLY ONLINE LIVE & ON-SITE

Duration: 2 days**In Person Price:** \$795**Online Live Price:** \$600**GSA In Person:** \$640.81**GSA Online Live:** \$453.40**EDU/Nonprofit In Person:** \$695**EDU/Nonprofit Online Live:** \$550**Request a Quote for
Private On-site Training****COURSE DESCRIPTION**

Flash Professional delivers state-of-the-art authoring tools to create and deliver rich, interactive content across desktops and mobile devices. With the enhanced Toolkit for CreateJS, you have the flexibility to easily export your assets and animations to HTML with more expressive capabilities than before. Develop content once, and then deploy it to virtually any device or operating system, including Android™ and iOS. Easily generate sprite sheets to develop better gaming experiences.

Flash Professional is the preferred environment for individuals, small businesses, and large enterprises to use for content creation because of its combination of visual design, animation, asset management, and interactive capabilities. Tight integration of Flash Professional with other Adobe applications like Dreamweaver, Photoshop, and Illustrator makes it a great choice for web and interactive designers and developers.

In this Advanced Adobe Flash training course, we will dive into working with complex variables and publishing to HTML5.

TARGET STUDENT

Those who have experience with Flash and want to learn the more advanced techniques

COURSE PREREQUISITES

Users should have taken Flash Pro Level 1 training, or have equivalent experience.

COURSE OBJECTIVES

- Working with Sound and Video
- Loading and Displaying External Content
- Using Variables and Controlling Visual Properties
- Publishing to HTML5
- Publishing Flash Documents

RELATED TRAINING & CERTIFICATION COURSES

- Flash Pro Intro

COURSE OUTLINE**7. Working with Sound and Video**

- Understanding the Project File
- Using Sounds
- Understanding Flash Video
- Using Adobe Media Encoder
- Understanding Encoding Options
- Playback of External Video
- Working with Video and Transparency
- Embedding Flash Video
- Exporting Video from Flash

8. Loading and Displaying External Content

- Loading External Content
- Removing External Content
- Controlling Movie Clips

9. Using Variables and Controlling Visual Properties

- Understanding the Project File
- Visual Properties of Movie Clips
- Beyond the Mouse-Click
- Mapping Mouse Movements to Visual Changes
- Using Variables to Store Information
- Change the Position of the Large Image
- Creating a Custom Cursor

10. Publishing to HTML5

- Getting Started
- What Is Toolkit for CreateJS?
- Using Classic Tweens
- Exporting to HTML5
- Inserting JavaScript

11. Publishing Flash Documents

- The Debugging Process
- Understanding Publishing
- Publishing for the Web
- Publishing a Desktop Application
- Publishing for a Mobile Device

DISCLAIMER:

All course objectives and outlines are a guide for students. To ensure student satisfaction, these course topics and order may be modified or added to ensure the latest information is covered to support real world use of the technology.

CERTIFICATION THAT VALIDATES ADOBE FLASH PRO SKILLS

Upon completion of ThinkBIG's Flash Pro Intro and Advanced courses – individuals should be prepared to certify as an Adobe Certified Associate!

With Adobe Certified Associate (ACA) certification, students

rise to levels of greater understanding and capacity as they learn the digital language of their trade. And as educators provide industry-recognized certification as part of their curriculum, students gain confidence and recognition as they validate and certify the skills and software knowledge needed to succeed in higher education and on the job.

DATES

Location	Start Date	End Date	Time
Columbia, MD - In Person & Online Live	Wednesday, Jan 07, 2015	Thursday, Jan 08, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, Apr 01, 2015	Thursday, Apr 02, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, Jun 24, 2015	Thursday, Jun 25, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, Sep 16, 2015	Thursday, Sep 17, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, Dec 09, 2015	Thursday, Dec 10, 2015	8:30 am EDT - 3:30 pm EDT

Flex - Introduction Training

MARYLAND, VIRTUALLY ONLINE LIVE & ON-SITE

Duration: 4 days

**Request a Quote for
Private On-site Training**

COURSE DESCRIPTION

ThinkBIG's Fundamentals of Adobe Flex training course will help you develop the skills you need to create and maintain your own Flex applications.

COURSE PREREQUISITES

You should have an understanding of web terminology you should be comfortable working with programming languages and server-side language such as Java, .NET, PHP, or ColdFusion. Experience with OOP is not required, although if you have no programming experience at all, you might find the materials too advanced.

COURSE OBJECTIVES

- Use Flash Builder to build Flex applications.
- Understand MXML, ActionScript 3.0, and the interactions of the two.
- Work with complex sets of data.
- Load data using XML.
- Handle events to allow interactivity in an application.
- Create your own event classes.
- Create your own components, either in MXML or ActionScript 3.0.
- Apply styles and skins to customize the look and feel of an application.

COURSE OUTLINE

1. Understanding Rich Internet Applications

- The Evolution of Computer Applications
- The Break from Page-Based Architecture
- The Advantages of Rich Internet Applications
- RIA Technologies

2. Getting Started

- Getting Started with Flex Application Development
- Creating a Project and an MXML Application
- Understanding the Flash Builder Workbench
- Running Your Application
- Exploring the Flash Builder Debugger

3. Laying Out the Interface

- Learning About Layouts
- Laying Out the E-Commerce Application
- Working with Constraint-Based Layouts
- Working with View States
- Refactoring

4. Using Simple Controls

- Introducing Simple Controls
- Displaying Images
- Building a Detail View
- Using Data Binding to Link a Data Structure to a Simple Control
- Using a Form Layout Container to Lay Out Simple Controls

5. Handling Events

- Understanding Event Handling
- Handling System Events

6. Using Remote XML Data

- Using Embedded XML
- Using XML Loaded at Runtime
- Retrieving XML Data via HTTPService
- Searching XML with E4X
- Using Dynamic XML Data
- Using the XMLListCollection in a Flex Control

7. Creating Classes

- Building a Custom ActionScript Class
- Building a Value Object
- Building a Method to Create an Object
- Building Shopping Cart Classes
- Manipulating Shopping Cart Data

8. Using Data Binding and Collections

- Examining Data Binding
- Being the Compiler
- Understanding Bindable Implications
- Using ArrayCollection
- Refactoring ShoppingCartItem

9. Breaking the Application into Components

- Introducing MXML Components
- Splitting Off the ShoppingView Component
- Breaking Out a ProductItem Component
- Creating Components to Manage Loading the Data

10. Using DataGroups and Lists

- Using Lists
- Using DataGroups
- Virtualization with Lists
- Displaying Grocery Products Based on Category Selection

11. Creating and Dispatching Events

- Understanding the Benefits of Loose Coupling
- Dispatching Events

- Declaring Events for a Component
- Identifying the Need for Custom Event Classes
- Building and Using the UserAcknowledgeEvent
- Understanding Event Flow and Event Bubbling
- Creating and Using the ProductEvent Class

12. Using the Flex DataGrid

- Introducing DataGrids and Item Renderers
- Displaying the ShoppingCart with a DataGrid

13. Using Drag and Drop

- Introducing the Drag and Drop Manager
- Enhanced Dragging and Dropping Between Two Lists
- Standard Dragging and Dropping Between a DataGrid and a List
- Using a Non-Drag-Enabled Component in a Drag-and-Drop Operation
- Dragging a Grocery Item to the Shopping Cart

14. Implementing the Checkout Process

- Introducing Navigation with States
- Introducing Two-Way Bindings
- Creating the OrderInfo valueObject
- Creating CheckoutView
- Creating CreditCardInfo
- Creating Review
- Completing the Order

15. Using Formatters and Validators

- Introducing Formatters and Validators
- Using Formatter Classes
- Examining a Second Locale
- Using Validator Classes

16. Customizing a Flex Application with Styles

- Applying a Design with Styles and Skins

- Cleaning Up the Appearance
- Applying Styles
- Changing CSS at Runtime

17. Customizing a Flex Application with Skins

- Understanding the Role of Skins in a Spark Component
- Understanding the Relationship between Skins and States
- Creating a Skin for the Application

18. Creating Custom ActionScript Components

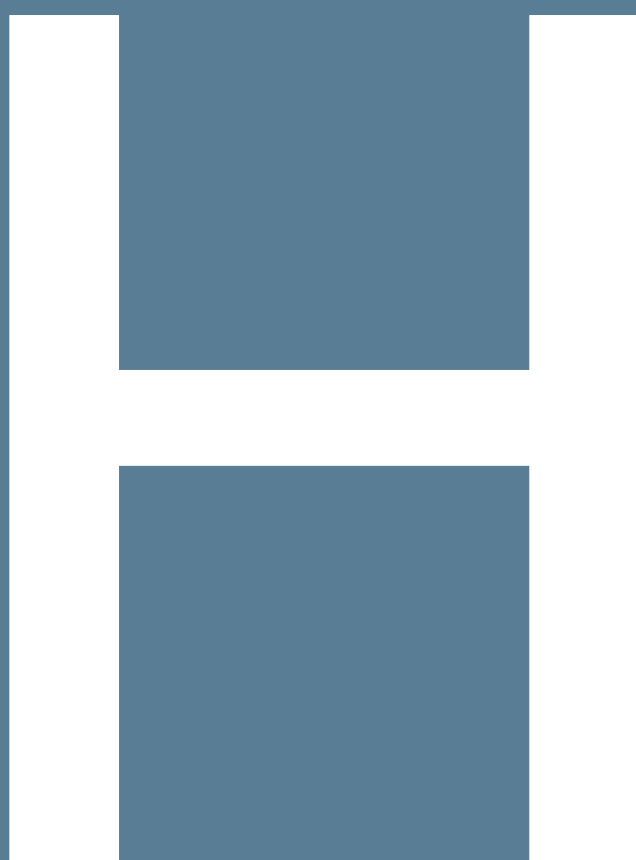
- Introducing Components with ActionScript 3.0
- Building Components Can Be Complex
- Understanding Flex Components
- Why Make Components?
- Defining a Component
- Creating the Visuals
- Adding Functionality to the Component
- Creating a Renderer for the Skin

DISCLAIMER:

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DATES:

Please call **301-362-2250** or email sales@thinkbiglearnsmart.com to request dates & GSA pricing for this class.:



HTML Email Design Training

MARYLAND, VIRTUALLY ONLINE LIVE & ON-SITE

Duration: 1 day

In Person Price:\$395

Online Live Price: \$349

GSA In Person:\$318.39

GSA Online Live: \$318.39

**Request a Quote for
Private On-site Training**

COURSE DESCRIPTION

In this HTML Email Design training class, you'll learn how to create eye-catching HTML emails & newsletters that work on a consistent basis across multiple email clients and platforms. You will now be able to visually communicate & market with custom, branded mass email campaigns.

From designing and coding emails from the ground up to responsive techniques and email client testing, you'll find that this course will help you improve your designs and communication.

This HTML Email Marketing training course also comes with numerous examples and a starter email template for good measure, so you can see the lessons in action and create your own original (not to mention, Outlook-proof) designs.

TARGET STUDENT

- This HTML email design training class is for anyone that needs to create or manage email campaigns.
- HTML knowledge/experience is highly recommended but not required.

COURSE OBJECTIVES

- Introduction to Email marketing
- Planning and Email campaign
- Designing messages for the inbox
- Coding your Email messages in HTML
- Understanding permission and spam
- Optimizing for effectiveness

RELATED TRAINING COURSES

- HTML XHTML & CSS Advanced
- HTML, XHTML & CSS Intro
- HTML5 & CSS3 for Responsive Design
- Cascading Style Sheets (CSS3)

COURSE OUTLINE

1. The Mechanics of HTML Email

- How Emails are sent, legal considerations and things to keep in mind when getting permission & sending to subscribers

2. Designing Modern Email

- Before you start coding, you need to make some decisions about what to include in an email and how to structure that content.

3. Building Modern Email

- How to code a robust and responsive email. A look at the best practices for coding emails as well as solutions to common problems when building emails.

4. Optimizing for Effectiveness

- Some techniques for testing, tracking & optimizing your campaigns to make them truly effective.

Disclaimer:

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DATES

Location	Start Date	End Date	Time
Columbia, MD - In Person & Online Live	Friday, Jan 16, 2015	Friday, Jan 16, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Friday, Mar 27, 2015	Friday, Mar 27, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Friday, Jun 05, 2015	Friday, Jun 05, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Friday, Aug 07, 2015	Friday, Aug 07, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Friday, Sep 25, 2015	Friday, Sep 25, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Friday, Dec 18, 2015	Friday, Dec 18, 2015	8:30 am EDT - 3:30 pm EDT

HTML CSS- Introduction Training

MARYLAND, VIRTUALLY ONLINE LIVE & ON-SITE

Duration: 2 days**In Person Price:**\$795**Online Live Price:** \$600**GSA In Person:**\$640.81**GSA Online Live:** \$453.40**EDU/Nonprofit In Person:** \$695**EDU/Nonprofit Online Live:** \$550**Request a Quote for
Private On-site Training****COURSE DESCRIPTION**

ThinkBIGLearnSmart's intro to HTML CSS training course provides you with the concepts and skills to use HTML effectively. You get hands-on practice working with basic through advanced techniques to get the most out of your experience. You will learn the basics of coding for web design, beginning with HTML and advancing to more complex XHTML and CSS fundamentals.

TARGET STUDENT

Web designers and developers that desire a deeper understanding of HTML, CSS, XHTML, and the new standards of web design.

COURSE PREREQUISITES

Because of the amount of material ThinkBIGLearnSmart covers in class, we do require students to be comfortable using a mouse, opening and saving files, and the general operations of computers. While we will make every reasonable effort to help, students with insufficient skills may be required to observe the class lessons or do their best to keep up without slowing down the rest of the class.

COURSE OBJECTIVES

- XHTML and CSS (Structure and Presentation)

- Planning your Web Site
- Formatting Text and Images
- Classes, Tags, ID's and Compound styles
- Understanding Properties and values
- Working with Colors and Background Images
- The DIV Tag and Layout
- Building Basic Forms

RELATED TRAINING AND CERTIFICATION COURSES

- HTML XHTML & CSS Advanced
- HTML5 & CSS3
- HTML Email Design
- Dreamweaver Advanced Website Development
- Dreamweaver Intro w/ HTML Fundamentals
- Edge Animate
- PhoneGap Build
- JavaScript Programming Intro
- Objective C Programming
- Joomla

COURSE OUTLINE**1. The Language of the Web**

- Basics of HTML and the Web
- Creating an HTML File
- Web Browsers and Tags
- Formatting and Testing Pages
- Understanding Attributes
- Working with Images

2. Web Page Construction

- The Rough Design Sketch
- From a Sketch to an Outline
- From Outline to Web Page
- Testing your New Pages
- Learning New Tags and Elements
- Working with Blockquote and Paragraph
- Nesting Elements
- Choosing Inline or Block for Text

3. Serving Up the Page

- Finding Hosting Solutions
- Domain Name Basics
- Getting your Files to the Web
- URL Linking
- HTTP Protocol
- Absolute and Relative Paths
- Index and Default Pages
- Linking to Other Web Sites
- Linking to a New Window
- Using Target
- Testing on Multiple Browsers
- Tips and Tricks for Publishing

4. Images, Media, and More HTML

- Working with Images
- Standards and the ATL Tag

- Images for Links
- Formatting Options
- Working with Transparent Images
- Working with Page Color and Background
- Document Type and the W3C Validator
- Using Meta Tags and Data
- Validating and Nesting Fixes

5. Moving on to XHTML

- Learning About XHTML
- The XHTML 1.0 Checklist
- Moving from HTML to XHTML
- Validation and XHTML

6. Adding Some Style

- Using CSS and XHTML
- Designing and Building Rules
- Linking to External Style Sheets
- Understanding Inheritance
- The Font Family Tree
- Overriding Inheritance
- Creating a Selector for the Class
- Taking Classes Further
- Validating CSS

7. More About CSS and Properties

- Text and Fonts
- Understanding Font-Family
- Adding Style to Your Fonts
- Specifying Web Colors
- Two Minute Guide to Hex Codes
- How to Find Web Colors
- Text Decorations
- Removing the Underline from Links

8. Web Layout Basics

- Learning the Box Model
- Padding, Border, and Margins
- Adding a Background Image
- Adding Padding to the Left and Right
- Two Minute Guide to Borders

- Border Fit and Finish
- Working with the id Attribute
- Using Multiple Style Sheets

9. More HTML and CSS Techniques

- Dividing a Page into Logical Sections
- Selecting Descendants
- Working with Color
- Fixing the Line Height
- Adding the Tag for Style
- Styling Based on State
- Pseudo-Classes
- Understanding the Power of Cascade

10. Arranging Elements

- Working with Flow
- Working with Inline Elements
- Putting it all Together
- Working with Width and Float
- Fixing the Two-Column Problem
- Fixing Overlap
- Liquid and Frozen Designs
- How Fixed Positioning Works
- Two and Three Column Designs

11. Adding Forms to your Page

- How Forms Work
- Adding the Form Element
- Working with Input and Select
- Radio Buttons and Drop Downs
- Working with Get and Post
- Working with Tables and Forms
- Styling the Form and Table with CSS

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DATES

Location	Start Date	End Date	Time
Columbia, MD - In Person & Online Live	Tuesday, Jan 20, 2015	Wednesday, Jan 21, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Mar 23, 2015	Tuesday, Mar 24, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Jun 01, 2015	Tuesday, Jun 02, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Aug 03, 2015	Tuesday, Aug 04, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Tuesday, Oct 13, 2015	Wednesday, Oct 14, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Dec 07, 2015	Tuesday, Dec 08, 2015	8:30 am EDT - 3:30 pm EDT

HTML CSS - Advanced Training

MARYLAND, VIRTUALLY ONLINE LIVE & ON-SITE

Duration: 2 days**In Person Price:**\$795**Online Live Price:** \$600**GSA In Person:**\$640.81**GSA Online Live:** \$453.40**EDU/Nonprofit In Person:** \$695**EDU/Nonprofit Online Live:** \$550**Request a Quote for
Private On-site Training****COURSE DESCRIPTION**

You know how to create a basic website. However, you need to elevate your skills to a professional level. In this Advanced HTML training class, you will learn skills that will be instrumental in creating advanced web sites that incorporate various technologies and current industry standards.

TARGET STUDENT

This course is designed for persons who understand the fundamentals of XHTML, HTML, and CSS and have used the technologies to create basic web pages.

COURSE PREREQUISITES

We recommend that students should be comfortable using a mouse, opening and saving files, and the general operations of computers. We also recommend having a basic knowledge of HTML xHTML & CSS before learning these advanced techniques.

COURSE OBJECTIVES

- Use xHTML elements to structure content, create links, place

images, build tables and forms.

- Develop CSS skills to create attractive looking pages using a wide range of styles.

RELATED TRAINING AND CERTIFICATION CLASSES

- HTML, XHTML & CSS Intro
- HTML5 & CSS3
- Dreamweaver Advanced Website Development
- Dreamweaver Intro w/ HTML Fundamentals
- Edge Animate
- PhoneGap Build
- JavaScript Programming Intro
- jQuery
- jQuery Mobile – Mobile & Tablet Design
- Joomla

COURSE OUTLINE

1. HTML Doctypes
2. HTML URL Encode
3. CSS Positioning and Visibility
4. Advanced CSS Page Layout
5. Working with Video and Media
6. CSS Shorthand Properties
7. CSS Lists as Hierarchical Navigation
8. CSS Psuedo Classes and elements
9. Styling Targets
10. CSS Attribute Selectors
11. CSS Specific and general attribute values
12. CSS Child and Sibling Selectors
13. CSS Best Practices
14. Generating Content with CSS
15. Styling tables
 - Odd and even rows
 - Using the nth element
 - Cell grouping
 - Cell absolute positioning
 - Styling Forms
16. CSS3 styles
 - Rounded corners
 - Scaling
 - Transformation
 - Shadows
17. Basics Scripting with jQuery
18. Using Media Queries for Screen, Tablets and Mobile
19. Developing Print Styles

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DATES

Location	Start Date	End Date	Time
Columbia, MD - In Person & Online Live	Thursday, Jan 22, 2015	Friday, Jan 23, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, Mar 25, 2015	Thursday, Mar 26, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, Jun 03, 2015	Thursday, Jun 04, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, Aug 05, 2015	Thursday, Aug 06, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Thursday, Oct 15, 2015	Friday, Oct 16, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, Dec 09, 2015	Thursday, Dec 10, 2015	8:30 am EDT - 3:30 pm EDT

HTML5 CSS3 Training

MARYLAND, VIRTUALLY ONLINE LIVE & ON-SITE

Duration: 2 days**In Person Price:**\$795**Online Live Price:** \$600**GSA In Person:**\$640.81**GSA Online Live:** \$453.40**EDU/Nonprofit In Person:** \$695**EDU/Nonprofit Online Live:** \$550**Request a Quote for
Private On-site Training****COURSE DESCRIPTION**

Learn HTML5 and CSS3 – this HTML5 training course covers the newest HTML specification, providing a high-level overview of HTML5 and CSS3 in its current state, how it differs from HTML 4, the current level of support in various browsers and mobile devices, and how the specification might evolve in the future.

HTML5 & CSS3 are becoming the new standard in web development. Most major browsers and mobile devices are now supporting HTML5 & CSS3. Gone are the days of adding additional markup just to style a button differently or stripe tables. You'll learn to use HTML5's new markup to create better structure for your content and better interfaces for your forms, resulting in cleaner, easier-to-read code that can be understood by both humans and programs. Design once, publish once, & works on any device.

You'll learn how to embed audio, video, and vector graphics into your pages without using Flash. You'll see how web sockets, client-side storage, offline caching, and cross-document messaging can ease the pain of modern web development. And you'll discover how simple CSS3 makes it to style sections of your page. Throughout the training, you'll learn how to compensate for situations where your users can't take advantage of HTML5 and CSS3 yet, developing solutions that are

backwards compatible and accessible.

TARGET STUDENT

People who have experience with HTML4, basic CSS and want to create dynamic interactive websites and learn the upcoming standard for web and mobile browsers.

COURSE PREREQUISITES

Experience in the following areas is beneficial, but not required:

- HTML4
- Basic CSS
- Basic Java Script

COURSE OBJECTIVES

- Introducing HTML5
- What's New in HTML5
- Creating HTML5 Documents
- Structuring HTML5 Documents
- Building Forms in HTML5
- HTML5 API Support
- Associated Technologies

RELATED TRAINING AND CERTIFICATION COURSES

- HTML, XHTML & CSS Intro
- HTML XHTML & CSS Advanced
- HTML Email Design
- Dreamweaver Advanced Website Development
- Dreamweaver Intro w/ HTML Fundamentals
- Edge Animate
- PhoneGap Build
- JavaScript Programming Intro
- Objective C Programming Intro
- jQuery
- jQuery Mobile – Mobile & Tablet Design
- Joomla
- WordPress

COURSE OUTLINE**1. Introducing HTML5**

- Exploring prior standards
- Why do we need HTML5?
- HTML5 timeline
- Current HTML5 support
- What HTML5 is (and what it isn't)

2. What's New in HTML5?

- HTML5 vs. HTML4
- New structural tags
- New content tags
- New application-focused tags

- Deprecated elements
- API overview

3. Creating HTML5 Documents

- Content models
- Understanding the outline algorithm
- The role of tags
- Using ID and class attributes
- DOCTYPE declarations
- Character encoding

4. Structuring HTML5 Documents

- Basic page structure
- Structuring top-level elements
- Structuring interior content
- Building headers
- Checking document outlines
- Ensuring cross-browser structure

5. Building Forms in HTML5

- New input types
- Setting form autofocus
- Using placeholder data
- Marking required fields
- Working with number inputs
- Using date pickers

6. HTML5 API Support

- Canvas overview
- Adding canvas content
- Drawing in the canvas environment
- Drag-and-drop API overview
- Offline applications overview
- Video overview
- Encoding video
- Adding video

7. Associated Technologies

- Geolocation API overview
- Web storage API overview
- Web sockets overview CSS3 overview
- Enhancing typography with CSS3
- Using @font-face
- Styling HTML5 with CSS3
- Using CSS3 transitions

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DATES

Location	Start Date	End Date	Time
Columbia, MD - In Person & Online Live	Wednesday, Nov 19, 2014	Thursday, Nov 20, 2014	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, Jan 14, 2015	Thursday, Jan 15, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, Feb 18, 2015	Thursday, Feb 19, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, Apr 01, 2015	Thursday, Apr 02, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, May 13, 2015	Thursday, May 14, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, Jun 17, 2015	Thursday, Jun 18, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, Jul 29, 2015	Thursday, Jul 30, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, Sep 02, 2015	Thursday, Sep 03, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, Oct 07, 2015	Thursday, Oct 08, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, Nov 18, 2015	Thursday, Nov 19, 2015	8:30 am EDT - 3:30 pm EDT



Illustrator - Introduction Training

MARYLAND, VIRTUALLY ONLINE LIVE & ON-SITE

Duration: 2 days**In Person Price:**\$795**Online Live Price:** \$600**GSA In Person:**\$640.81**GSA Online Live:** \$453.40**EDU/Nonprofit In Person:** \$695**EDU/Nonprofit Online Live:** \$550**Request a Quote for
Private On-site Training****COURSE DESCRIPTION**

ThinkBIG's Adobe Illustrator training will introduce the student to the industry-standard illustration application for print, multimedia, and online graphics providing hands-on real world exercises. Whether you are a designer or a technical illustrator producing artwork for print publishing, an artist producing multimedia graphics, or a creator of web pages or online content, Adobe Illustrator offers you the tools you need to get professional-quality results.

Vector graphics can be scaled up or down without loss of quality. Illustrator is also used for creating Scalable Vector Graphics (SVG), charts, logos, flyers and more. New in is the ability to copy and paste to create SVG images and CSS. In this introduction to Adobe Illustrator training, you will learn the basics of Illustrator CC.

TARGET STUDENT

Designers and graphic artists of all types who are new to Illustrator or have used it a little bit and want to create digital graphics, illustrations, charts, and flyers for all kinds of media: print, web, interactive, video, and mobile.

COURSE PREREQUISITES

You should have a good working knowledge of your comput-

er and its operating system. Make sure that you know how to use the mouse and standard menus and commands, and also how to open, save, and close files, and navigate to other folders.

COURSE OBJECTIVES

- An overview to the workspace.
- How to select object using both the five selection tools and also with advanced selection techniques. You will understand how to work in groups and with Isolation mode.
- Create and modify basic shapes and join them together to create new shapes using both the classic pathfinder and the new Shape Builder. Learn about strokes and how to change the width, alignment, and create a variable width.
- Use Image Trace to trace raster images and make vector paths.
- Understand how to use artboards, including how to create, resize, rename, reorder, and delete them.
- Learn to scale, reflect, rotate, shear, and position objects with precision.
- Be introduced to the Pen tool to create straight and curved paths.
- Understand how color works in Illustrator, and create solid, pattern, and gradient swatches.
- Create and format basic type.

RELATED TRAINING AND CERTIFICATION COURSES

- Illustrator Advanced
- Photoshop Advanced
- Photoshop Intro
- InDesign Advanced
- InDesign Intro

COURSE OUTLINE**1. Getting to Know the Work Area**

- Adjusting the interface brightness
- Working with panels and panel menus
- Resetting and saving your workspace
- Zooming with View commands and the Zoom tool
- Navigating through a document with artboards
- Working with multiple documents

2. Selecting and Aligning

- Selecting objects using the selection tools
- Using advanced selection techniques
- Using Preview and Outline modes
- Aligning objects to each other and to the artboard
- Aligning anchor points
- Distributing objects
- Working with groups
- Working in Isolation mode
- Selecting objects behind other objects

3. Creating and Editing Shapes

- Creating a new document
- Working with basic shapes: rectangles, rounded rectangles, ellipses, poly-

- gons, and stars
- Understanding drawing modes: Draw Normal, Draw Behind, Draw Inside
- Changing the stroke width and its alignment
- Working with line segments and joining paths together
- Using the Width tool and outlining strokes
- Working with the Shape Builder, Pathfinder, Eraser, Knife, and Scissor tools
- Using Image Trace to create vector shapes from images

4. Transforming Objects

- Adding, editing, renaming, reordering artboards
- Transforming content: scaling, reflecting, rotating, shearing objects
- Working with rulers guides
- Positioning objects precisely
- Applying multiple transformations

5. Drawing with the Pen and Pencil Tools

- Using the Pen tool to create straight and curved paths
- Drawing arrows and creating dashed lines
- Editing curves, deleting and adding anchor points
- Converting between smooth points and corner points
- Using the Scissors, Knife, and Eraser tools
- Drawing and editing with the pencil tool

6. Color and Painting

- Understanding color, color modes, and color controls
- Creating custom color, spot color, and tint swatches
- Editing a swatch and using Illustrator swatch libraries
- Creating and editing a Global color swatch
- Creating and editing color groups
- Working with the color guide panel

- Creating, applying, and editing patterns
- Working with Live Paint

7. Type Basics

- Creating point type and area type
- Formatting type

DISCLAIMER:

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CERTIFICATION THAT VALIDATES ADOBE ILLUSTRATOR SKILLS

Upon completion of ThinkBIG's Illustrator Intro and Advanced courses – individuals should be prepared to certify as an Adobe Certified Associate!

Adobe conducted research to identify the foundational skills students need to effectively communicate using digital media tools. Based on feedback from educators, design professionals, businesses, and educational institutions around the world, the objectives cover entry-level skill expectations for graphic design and illustration.

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Columbia, MD - In Person & Online Live	Monday, Mar 23, 2015	Tuesday, Mar 24, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, May 18, 2015	Tuesday, May 19, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Jun 29, 2015	Tuesday, Jun 30, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Aug 10, 2015	Tuesday, Aug 11, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Sep 14, 2015	Tuesday, Sep 15, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Oct 26, 2015	Tuesday, Oct 27, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Nov 23, 2015	Tuesday, Nov 24, 2015	8:30 am EDT - 3:30 pm EDT

Illustrator- Advanced Training

MARYLAND, VIRTUALLY ONLINE LIVE & ON-SITE

Duration: 2 days**In Person Price:** \$795**Online Live Price:** \$600**GSA In Person:** \$640.81**GSA Online Live:** \$453.40**EDU/Nonprofit In Person:** \$695**EDU/Nonprofit Online Live:** \$550**Request a Quote for
Private On-site Training****COURSE DESCRIPTION**

Design with speed and precision in ThinkBIG's Advanced Adobe Illustrator course, the ultimate vector-drawing environment for creating graphics across media. Work with color and type in more powerful ways, and paint with a brush made from a photo. This Illustrator Advanced training class will dive deep into the advanced tips and tricks of the software.

Meet the most powerful and connected Illustrator ever. The new Touch Type tool gives you even more control over type: Move, scale, and rotate individual characters knowing you can change the font or copy at any time

TARGET STUDENT

Now that you've mastered the skills you learned in Adobe Illustrator Level I, you are ready to increase your productivity by learning advanced features and more tips and tricks. You want to know more about layers, and are wondering why effects, appearances, and symbols are essential to understanding Illustrator. You've also been wondering how to use the new Touch Type tool.

COURSE PREREQUISITES

Illustrator Level I or equivalent experience, plus the prerequisites for Level I.

COURSE OBJECTIVES

- Work with text in frames, including overflow text, text reflow, threading text, and importing text from Microsoft Word.
- Create and format type on a path.
- Modify individual letters with the new Touch Type tool.
- Understand how to create and use Layers, and how to select, view, and move objects on layers.
- Be able to draw using a perspective grid, and add and edit shapes and text on the grid.
- Create, apply, and adjust a gradient applied to a fill or stroke.
- Create, apply, and adjust a smooth blend or a blend with specified steps.
- Learn how to use, create, and edit brush strokes.
- Use, apply, edit, and remove effects, including 3D effects.
- Understand the Appearance panel and be able to create, modify, and apply graphic styles.
- Create and modify symbols, and use the symbolism tools.

RELATED TRAINING AND CERTIFICATION COURSES

- Illustrator Intro
- Photoshop Advanced
- Photoshop Intro
- InDesign Advanced
- InDesign Intro

COURSE OUTLINE**1. Working with Type**

- Converting between point and area type
- Importing a text file
- Working with overflow text and text reflow
- Threading text and creating columns of text
- Formatting text: changing the typeface, size, and color
- Modifying text with the new Touch Type tool
- Inserting special characters, or glyphs
- Reshaping text and applying text wrap
- Creating and editing type on a path
- Creating text outlines

2. Working with Layers

- Creating, selecting, moving, locking layers
- Selecting, viewing, moving content on layers
- Creating a layer clipping mask
- Merging and locating layers
- Applying appearance attributes to layers
- Using Isolation Mode with layers

3. Working with Perspective Drawing

- Using and editing the perspective grid
- Drawing, selecting & transforming objects in perspective
- Adding and editing text in perspective
- Working with symbols in perspective
- Releasing content from perspective

4. Blending Colors and Shapes

- Creating and applying a gradient to a fill and stroke

- Adjusting the direction and angle of a gradient fill
- Applying gradients to multiple objects
- Adding transparency to gradients
- Creating and modifying a blend

5. Working with Brushes

- Creating, using, and editing brushes: Calligraphic, Art, Bristle, and Pattern brushes
- Removing and editing a brush stroke
- Understanding tints & hue shift colorization methods
- Working and drawing with the Blob brush & Eraser tools

6. Applying Effects

- Using, applying, editing, and deleting effects
- Styling text with effects
- Applying pathfinder, offset path, and transform effects
- Creating and working with 3D effects

7. Applying Appearance Attributes and Graphic Styles

- Editing, adding, and reordering appearance attributes
- Adding another stroke and fill to an object
- Applying an appearance and graphic style to a layer
- Creating, saving, applying, and updating a graphic style
- Applying a graphic style to objects, text, and layers
- Creating Web graphics
- Creating, selecting, and editing slices
- Generating CSS code with the new CSS panel

8. Working with Symbols

- Using existing Illustrator symbols libraries
- Creating, editing, replacing symbols
- Breaking a link to a symbol
- Working with symbol sets: spraying and editing
- Storing and retrieving artwork in the symbols panel
- Mapping a symbol to 3D artwork

9. Combining Illustrator Graphics with Other Adobe Applications

- Working with Adobe Bridge
- Placing multiple images into Illustrator
- Applying a clipping mask to an image
- Embedding and unembedding images
- Using the Links panel
- Packaging a file

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CERTIFICATION THAT VALIDATES ADOBE ILLUSTRATOR SKILLS

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Columbia, MD - In Person & Online Live	Wednesday, Jul 01, 2015	Thursday, Jul 02, 2015	8:30 am EDT - 3:30 pm EDT
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Columbia, MD - In Person & Online Live	Wednesday, Sep 16, 2015	Thursday, Sep 17, 2015	8:30 am EDT - 3:30 pm EDT
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InDesign - Introduction Training

MARYLAND, VIRTUALLY ONLINE LIVE & ON-SITE

Duration: 2 days

In Person Price: \$795

Online Live Price: \$600

GSA In Person: \$640.81

GSA Online Live: \$453.40

EDU/Nonprofit In Person: \$695

EDU/Nonprofit Online Live: \$550

**Request a Quote for
Private On-site Training**

COURSE DESCRIPTION

In this introduction to Adobe InDesign training course, you will learn the basics of InDesign. Adobe InDesign is a powerful design and production application that offers precision, control, and seamless integration with other Adobe professional graphics software such as Adobe Photoshop and Adobe Illustrator. It has long been the industry standard for publications such as books, magazines, and brochures, and it has now become the industry standard for creating eBooks, interactive PDFs, and interactive magazines that are viewed on tablets such as iPads. InDesign is used by designers, graphic artists, and anyone who wants more control over placing elements on a page.

TARGET STUDENT

This class is appropriate for both novice users and those who have dabbled with InDesign and wish to get a solid foundation, be taught best practices, and learn tips and tricks for productivity. You should have a working knowledge of Microsoft Word or another word processor before taking this class.

COURSE PREREQUISITES

You should have a good working knowledge of your computer and its operating system. Make sure that you know how to use the mouse and standard menus and commands, and also

how to open, save, and close files, and navigate to other folders. You should have a good working knowledge of Microsoft Word or other word processor.

COURSE OBJECTIVES

- An overview to the workspace.
- Set up a document from scratch using multiple master pages, pages of varying sizes, and adding page numbers.
- Understand layers, create and format text and graphic frames, including adding text wrap, changing the shape of frames, and aligning frames.
- Import text from Microsoft Word and flow it into InDesign across threaded text frames.
- Create and modify QR codes.
- Use Find/Change, Spell Check, and Story Editor.
- Create and apply colors, gradients, spot colors, and tints to text and objects.

RELATED TRAINING AND CERTIFICATION COURSES

- Illustrator Advanced
- Illustrator Intro
- Photoshop Advanced
- Photoshop Intro
- InDesign Advanced
- InDesign – Creating Long Documents
- Digital Publishing Suite
- eBook – Produce Digital Publications for Web & Mobile Devices

COURSE OUTLINE

1. Introducing the Workspace

- Looking at and customizing the workspace
- Working with panels, tools, and the Application bar
- Changing the magnification of a document
- Navigating through a multipage document

2. Getting to Know InDesign

- Preflighting as you work
- Viewing guides and hidden characters
- Adding and formatting text
- Working with styles, graphics, and objects

3. Setting Up a Document and Working with Pages

- Creating a new document and creating presets
- Adding headers and footers using Master pages
- Using multiple Master pages and applying them to document pages
- Adding, rearranging, and deleting document pages
- Changing the size & orientation of pages with the Page tool
- Using Sections to change the format of the page numbers
- Placing text and graphics on document pages
- Overriding Master page items on document pages

4. Working with Objects

- Understanding Layers: creating, naming, reordering
- Moving objects to different layer
- Creating and modifying text and graphic frames

- Working with columns, text inset, and vertical alignment
- Adding automatic captions to graphics frames
- Placing and linking graphics frames
- Changing the shape of a frame
- Wrapping text around a graphic
- Transforming and aligning objects
- Working with grouped objects
- Creating and modifying QR Codes

5. Flowing Text

- Flowing text into existing frames
- Creating text frames while placing text
- Flowing text manually, semi-automatically, and automatically
- Threading text frames
- Resizing text frames manually and automatically
- Adding a jump line page number

6. Editing Text

- Finding and changing a missing font
- Entering and importing text
- Finding and changing text and formatting
- Checking spelling
- Using the story editor
- Tracking changes

7. Working with Color

- Managing Color
- Adjusting the display quality of images
- Defining printing requirements

- Creating and applying colors to text and objects
- Working with gradients, spot colors, and tints
- Creating dashed lines and arrows

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CERTIFICATION THAT VALIDATES ADOBE INDESIGN SKILLS

Upon completion of ThinkBIG's InDesign Intro and Advanced courses – individuals should be prepared to certify as an Adobe Certified Associate!

Adobe conducted research to identify the foundational skills students need to effectively communicate using digital media tools. Based on feedback from educators, design professionals, businesses, and educational institutions around the world, the objectives cover entry-level skill expectations for print and digital media publishing.

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Columbia, MD - In Person & Online Live	Monday, Apr 13, 2015	Tuesday, Apr 14, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Tuesday, May 26, 2015	Wednesday, May 27, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Jul 06, 2015	Tuesday, Jul 07, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Aug 17, 2015	Tuesday, Aug 18, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Sep 28, 2015	Tuesday, Sep 29, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Nov 09, 2015	Tuesday, Nov 10, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Dec 14, 2015	Tuesday, Dec 15, 2015	8:30 am EDT - 3:30 pm EDT

InDesign - Advanced Training

MARYLAND, VIRTUALLY ONLINE LIVE & ON-SITE

Duration: 2 days**In Person Price:** \$795**Online Live Price:** \$600**GSA In Person:** \$640.81**GSA Online Live:** \$453.40**EDU/Nonprofit In Person:** \$695**EDU/Nonprofit Online Live:** \$550**Request a Quote for
Private On-site Training****COURSE DESCRIPTION**

In ThinkBIG's Advanced Adobe InDesign training class, students will learn advanced tips, tricks, and techniques for publishing with InDesign in a 2-day, hands-on, instructor-led course.

Using Adobe InDesign, you can produce professional-quality, full color documents on high-volume color printing presses, or print to a range output devices, such as desktop printers and high-resolution imaging devices, or export to a range of formats, including PDF, ePub, and DPS. This advanced training class will expand on the concepts in Level I, and will cover best practices and additional features.

TARGET STUDENT

Now that you've mastered the skills in InDesign Level I, you are ready to learn how to make your documents look better by learning typographic principles. You are ready to speed up productivity by using tables and styles correctly and you want to understand how the graphics you imported from Photoshop and Illustrator integrate with your document. You need to create forms and export them to PDF, and are ready for multi-chapter documents. This is the class for you!

COURSE PREREQUISITES

InDesign Level I or equivalent experience, plus the prerequisites for Level I.

COURSE OBJECTIVES

- Learn how to insert special characters, create a heading that straddles columns, and create and format a drop cap.
- Adjust spacing between letters, words, and lines; set tabs, and create ruling lines that are attached to paragraphs.
- Create paragraph, character, object, table, and cell styles, and see how they all work together.
- Gain a better understanding of how graphics from Adobe Photoshop and Adobe Illustrator are integrated in InDesign; learn how the links to the images are maintained, updated, and managed.
- Learn the best practices for editing images using Photoshop and Illustrator after they have been placed in InDesign.
- Learn how to create, convert, and place tables into InDesign, then learn how to format the table and table cells both locally and more efficiently by using table styles and cell styles.
- Understand how transparency works inside InDesign as it is applied to text, graphics, and native Illustrator files. Learn how to control effects on various objects and text, and how to copy and delete effects.
- Learn how to Preflight your file to ensure there are no errors, Package it so that all of the parts are delivered correctly to the printer, and the best practices for creating a PDF that is Press-Ready.

RELATED TRAINING AND CERTIFICATION COURSES

- Illustrator Advanced
- Illustrator Intro
- Photoshop Advanced
- Photoshop Intro
- InDesign Intro
- InDesign – Creating Long Documents
- Digital Publishing Suite
- ePub – Produce Digital Publications for Web & Mobile Devices

COURSE OUTLINE**1. Working with Typography**

- Adjusting vertical spacing with leading & a baseline grid
- Inserting glyphs, special characters, and fractions
- Creating a straddle head and balancing columns
- Creating and formatting a drop cap
- Adjusting letter and word spacing; setting tabs
- Adding and formatting a ruling line above a paragraph

2. Working with Styles

- Creating and applying paragraph and character styles
- Nesting character styles inside paragraph styles
- Creating and applying object styles
- Creating and applying table and cell styles
- Copying styles from another document

3. Importing and Modifying Graphics

- Understanding vector and bitmap graphics
- Managing links to imported files
- Updating modified graphics
- Adjusting display quality of images
- Working with clipping paths and alpha channels
- Importing native Adobe Photoshop and Illustrator files
- Creating anchored graphics with text wrap
- Creating and using a Library to manage objects
- Using Adobe Bridge to import graphics

4. Creating Tables

- Converting text to a table
- Adding and deleting rows and columns
- Adding borders, fills, and strokes
- Adjusting row height and column width
- Creating and applying table and cell styles

5. Working with Transparency

- Colorizing a grayscale image
- Applying transparency settings and effects to graphics
- Adjusting transparency in Illustrator files and text
- Working with effects

6. Printing and Exporting

- Preflighting and packaging files
- Creating an Adobe PDF proof
- Previewing separations and transparency effects
- Changing the Screen Mode
- Examining printer settings
- Using the ink manager

7. Creating PDF Files with Form Fields

- Adding Form fields: text, radio buttons, combo box
- Exporting an interactive Adobe PDF file

8. Creating and Exporting an eBook

- Adding anchored graphics and setting export options
- Adding the pages to the Articles panel
- Adding metadata and a table of contents
- Exporting an ePub file and previewing it

9. Working with Long Documents

- Creating a Book, adding documents, and numbering pages
- Creating a running footer for the Chapter Title
- Adding footnotes and cross-references
- Synchronizing when changes are made
- Generating a table of contents and an index

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Columbia, MD - In Person & Online Live	Wednesday, Apr 15, 2015	Thursday, Apr 16, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Thursday, May 28, 2015	Friday, May 29, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, Jul 08, 2015	Thursday, Jul 09, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, Aug 19, 2015	Thursday, Aug 20, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, Sep 30, 2015	Thursday, Oct 01, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Thursday, Nov 12, 2015	Friday, Nov 13, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Dec 21, 2015	Tuesday, Dec 22, 2015	8:30 am EDT - 3:30 pm EDT

InDesign - Working Efficiently with Long Documents Training

MARYLAND, VIRTUALLY ONLINE LIVE & ON-SITE

Duration: 2 days

In Person Price: \$795

Online Live Price: \$600

GSA In Person: \$640.81

GSA Online Live: \$453.40

EDU/Nonprofit In Person: \$695

EDU/Nonprofit Online Live: \$550

**Request a Quote for
Private On-site Training**

COURSE DESCRIPTION

This Working Efficiently with InDesign Long Documents training course shows designers how to create book-length documents using InDesign. The course focuses on long document elements such as page and chapter numbering, table of contents, cross-references, and indexes. The course also provides an overview of document construction, from creating master pages and applying consistent formatting with styles to placing text and images and outputting to PDF.

TARGET STUDENT

This Working Efficiently with InDesign Long Documents training course is designed for students who have taken InDesign Intro and Advanced and have experience with page layout and need to focus on long document assembly.

COURSE PREREQUISITES

InDesign Intro and InDesign Advanced.

COURSE OBJECTIVES

- Creating Books
- Creating Table of Contents
- Using Indexes
- Using Scripts

- Formatting Images
- Formatting Text
- Creating PDFs
- Putting it together

RELATED TRAINING & CERTIFICATION COURSES

- InDesign Intro
- InDesign Advanced
- ePUB Creating eBooks with InDesign

COURSE OUTLINE:

1. Working with InDesign Books

- Using the Book feature to add, delete, and reorder chapters
- Numbering pages across a book
- Synchronizing across a book
- Creating an InDesign Template
- Using the Master Text Frame
- Creating a custom workspace for Long Document

2. Images & Color

- Create a Swatch palette for reuse
- Storing items in Libraries
- Creating and placing Snippets
- Placing images that are in existing documents

3. Text

- Preparing a document in Word for InDesign
- Matching the Styles from a Word Document to InDesign
- Cleaning up a document with Find/Change
- Creating a running footer with Text Variables
- Creating Cross References
- Using Notes
- Creating and formatting Footnotes
- Using and applying Styles efficiently
- Using Conditional Text
- Creating Jump/Continued-on Lines

4. Scripts

- Installing Scripts
- Using Scripts

5. Table of Contents

- Create Table of Contents Across Book
- Create Table of Contents for Captions or Figures

6. Indexes

- Creating Index References
- Generating Indexes

7. Finishing Up

- Exporting a Book to PDF using joboptions
- Understanding TOC Bookmarks
- Preflighting a Book
- Packaging a Book

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DATES:

Please call **301-362-2250** or email [**sales@think-**](mailto:sales@think-)

[**biglearnsmart.com**](http://biglearnsmart.com) to request dates & GSA pricing for this class.:

iPhone iPad App Development - Introduction Training

MARYLAND, VIRTUALLY ONLINE LIVE & ON-SITE

Duration: 2 days

In Person Price: \$795

Online Live Price: \$600

GSA In Person: \$640.81

GSA Online Live: \$453.40

EDU/Nonprofit In Person: \$695

EDU/Nonprofit Online Live: \$550

**Request a Quote for
Private On-site Training**

COURSE DESCRIPTION

This iPhone iPad App Development training course is aimed at developers wanting to learn how to create iPhone Apps. A solid foundation in Objective-C programming is recommended. Topics covered will include designing interfaces for iPhone Apps and the exploration of the myriad GUI tools that come with Xcode – such as Buttons, Switches, Sliders, Page-Controllers, ImageViews, and many more. There will be an in-depth look at some of the built-in App Templates provided with Xcode – such as the Tab-Bar App, the Master-Detail (Drill-Down Menus) App, and the Page-Based (flip-book) App. In addition, students will get hands-on experience using the external libraries that provide additional functionalities to Apps such as MapKit, SQLite3, MediaPlayer and CoreLocation. Students are expected to have experience using Apple Mac computers and devices for this class.

COURSE PREREQUISITES

- A good working knowledge of Object Oriented Programming using Objective-C is highly recommended.
- Students may bring their own laptops if they wish.
- Though not mandatory, students are encouraged to bring their own iOS Devices so that they can build and run the Apps on their devices!

- To attend this course online live – students must have an Apple Mac Operating System

COURSE OBJECTIVES

- Creating the first App
- Working with Outlets, Actions, and Views
- Understanding View-Controllers and Application Templates
- Working with the Keyboard
- Device Considerations – iPhone Vs. iPad
- Using TableViews
- Supporting and Responding To Screen Rotations

RELATED TRAINING AND CERTIFICATION COURSES

- iPhone iPad Application Level 2 Development
- Objective C Programming for iOS Development

COURSE OUTLINE

1. Creating the first App – “Hello World”

- Exploring Xcode
- Working with Interface Builder
- The Objects Library
- View Hierarchy
- Creating a Custom Icon for your App
- Creating a Custom Splash/Launch screen for your App

2. Working with Outlets, Actions, and Views

- Understanding the difference between Outlets and Actions
- Working with TextFields, Buttons, Labels, Sliders, Switches and more
- Understanding Views and Subviews
- Creating Views Purely from Code
- Mixing Methodologies

3. Understanding View – Controllers and Application Templates

- The Single View template
- Exploring the App Delegate Files
- Creating and Adding new View Controllers
- Transitioning between View Controllers with Animations
- Using the TabBar Application Template
- Using the MasterDetail Application Template

4. Working with the Keyboard

- Customizing the Keyboard for different Inputs
- Customizing TextField Behaviors
- Methods for Dismissing the Keyboard
- Using the NotificationCenter to Detect Keyboard Activities
- Using the ScrollView
- Programmatically Responding to Keyboard Activities by Scrolling Views

5. Device Considerations – iPhone Vs. iPad

- Detecting Device Hardware Programmatically
- Dynamically Adjusting Graphical Layouts in Response to Device Type
- Methods for Dealing with Multiple Devices
- Creating Universal Apps

6. Using TableViews

- Understanding the UITableView and UITableViewCell Classes
- The UITableView DataSource and Delegate
- TableView/TableViewCell Properties: Header, Footer, Height, Fonts, Images, AccessoryTypes and more
- DrillDown Menus and Navigation to other Views

- DataPersistence using PropertyLists
- Creating MultiSection Tables

7. Supporting and Responding To Screen Rotations

- Handling Device Rotation
- Landscape Mode vs. Portrait Mode
- Setting Preferred Device Orientation
- Dynamically Adjusting Graphical Layouts in Response to Rotation

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Private On-site Training**

COURSE DESCRIPTION

This level 2 iPhone iPad Application Development Training class is aimed at developers wanting to learn how to create iPhone Apps. A solid foundation in Objective-C programming is recommended. Topics covered will include designing interfaces for iPhone Apps and the exploration of the myriad GUI tools that come with Xcode – such as Buttons, Switches, Sliders, Page-Controllers, ImageViews, and many more. There will be an in-depth look at some of the built-in App Templates provided with Xcode – such as the Tab-Bar App, the Master-Detail (Drill-Down Menus) App, and the Page-Based (flip-book) App.

In addition, students will get hands-on experience using the external libraries that provide additional functionalities to Apps such as MapKit, Sqlite3, MediaPlayer and CoreLocation. Students are expected to have experience using Apple Mac computers and devices for this class.

COURSE PREREQUISITES

- A good working knowledge of Object Oriented Programming using Objective-C is highly recommended.
- Students may bring their own laptops if they wish.
- Though not mandatory, students are encouraged to bring their own iOS Devices so that they can build and run the Apps on their devices!

COURSE OBJECTIVES

- Persisting Data with Files
- Working with Databases
- Animations and Video
- Accessing Built-In iOS Apps
- Using Web-Services
- Working with Maps & Location Services
- Working with the Accelerometer

RELATED TRAINING AND CERTIFICATION COURSES

- Introduction to iPhone iPad Application Development
- Objective C Programming

COURSE OUTLINE:

1. Persisting Data with Files

- Overview of the iOS Device File Structure
- Reading and Writing Files to the Device
- Creating and Modifying Property Lists
- Bundling Files and Resources with Apps

2. Working with Databases

- Importing the sqlite3 Library
- Creating a Database, writing Tables, Inserting Records into Tables
- Bundling a Database with your App
- Checking for Existence of Databases
- Reading and Displaying Database Data in Apps

3. Animations and Video

- How to use the NSTimer Class
- Moving Objects across the screen
- Animating Arrays of Images
- Playing Video in an App

4. Accessing BuiltIn iOS Apps

- Using the Email Program
- Launching Safari
- Making Phone Calls from within your App
- Sending SMS messages
- Working with the PhotoLibrary

5. Using WebServices

- Consuming a Webservice in an App
- Parsing XML
- Consuming and Parsing JSON Web Services
- Integrating Twitter
- Integrating Facebook

6. Working with Maps & Location Services

- Using the MapKit and UIMapView
- Getting & Displaying User Location
- Getting Directional Information

- Displaying Map Annotations
- Displaying Disclosure Buttons on Annotations

DISCLAIMER:

All course objectives and outlines are a guide for students.

To ensure student satisfaction, these course topics and order may be modified or added to ensure the latest information is covered to support real world use of the technology.

DATES

Location	Start Date	End Date	Time
Columbia, MD - In Person & Online Live	Wednesday, Feb 11, 2015	Thursday, Feb 12, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, Apr 29, 2015	Thursday, Apr 30, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, Jul 22, 2015	Thursday, Jul 23, 2015	8:30 am EDT - 3:30 pm EDT

J

Javascript Training

MARYLAND, VIRTUALLY ONLINE LIVE & ON-SITE

Duration: 2 days

In Person Price: \$795

Online Live Price: \$600

GSA In Person: \$640.81

GSA Online Live: \$453.40

EDU/Nonprofit In Person: \$695

EDU/Nonprofit Online Live: \$550

**Request a Quote for
Private On-site Training**

COURSE DESCRIPTION

This JavaScript training course will teach students how to add increased functionality to HTML web pages using the Javascript programming language. Students will learn programming concepts and proper syntax through numerous samples and hands-on exercises and will walk away with a solid foundation of programming in Javascript. JavaScript has become the main force behind many apps and websites today. It's simplicity and power makes it a must learn skill!

Have you wanted to learn how to program? Have you wanted to improve your web site, or your web site development skills? Do you know some HTML and want to take the next steps? Are you a graphic or web designer who wants to be more employable? These days competent programmers have identified Javascript's real potential and uses, and it has gone from a toy language to the main language of the browser. It has become one of the most useful languages of this era. Every developer needs at least a basic understanding of Javascript. A developer who knows Javascript is the rockstar of the company and is in constant demand by employers. This training class will get you started by teaching all the essential aspects of coding in Javascript.

COURSE PREREQUISITES

This class is targeted to web developers and programmers. A knowledge of basic HTML and CSS is highly recommended.

COURSE OBJECTIVES

- Hello Javascript!
- Storing Information in Variables
- Conditional Statement
- Dialog Boxes
- Now We're Iterating! Loops in Javascript
- Coding Javascript Functions
- Working with Arrays
- The String Object
- Obtaining and Manipulating User Information
- The Document Object

RELATED TRAINING AND CERTIFICATION COURSES

- HTML XHTML CSS Intro
- HTML XHTML CSS Advanced
- HTML5 CSS3
- Edge Animate
- jQuery
- jQuery Mobile
- Objective C Programming

COURSE OUTLINE

1. Hello Javascript!

- Hello World in Javascript
- Where to put Javascript
- Lab Exercise

2. Storing Information in Variables

- Learning to use Variables
- Variable Operators
- Lab Exercise

3. Conditional Statement

- Simple Conditionals
- If Else If Statements
- Switch... Case... Break Statements
- Lab Exercise

4. Dialog Boxes

- Three Types of Dialog Boxes
- Lab Exercise

5. Now We're Iterating! Loops in Javascript

- While Loops and Do...While Loops
- For Loops and Practical Application of a Loop
- Lab Exercise

6. Coding Javascript Functions

- Function Introduction
- Functions, Parameters, and Returns
- Calling Functions from Events
- Lab Exercise

7. Working with Arrays

- Declaring Arrays
- Manipulating Arrays
- Lab Exercise

8. The String Object

- String Objects
- Lab Exercise

9. Obtaining and Manipulating User Information

- Navigator Object
- Window Objects
- Screen Object
- User Information

- Lab Exercise
- 10. The Document Object
- Document Object
- The InnerHTML Property
- Lab Exercise

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Columbia, MD - In Person & Online Live	Wednesday, May 27, 2015	Thursday, May 28, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, Jul 08, 2015	Thursday, Jul 09, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, Aug 19, 2015	Thursday, Aug 20, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, Sep 30, 2015	Thursday, Oct 01, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, Nov 04, 2015	Thursday, Nov 05, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, Dec 09, 2015	Thursday, Dec 10, 2015	8:30 am EDT - 3:30 pm EDT

Joomla- Introduction Training

MARYLAND, VIRTUALLY ONLINE LIVE & ON-SITE

Duration: 2 days

**Request a Quote for
Private On-site Training**

COURSE DESCRIPTION

Learn Joomla 3: This Joomla 3 for beginners training course is a two-day hands-on class designed to give web designers or anyone who would like to learn the skills, tools, and knowledge necessary to implement and maintain a Joomla web site without having to know programming code. Students learn how to install and configure Joomla. At the end of the two-day course, students will have a fully functional Joomla based website. The course is a combination of lectures and hands-on exercises that provide practical real-world experience.

TARGET STUDENT

This course is designed for web designers and beginners who wish to learn about Joomla, and for anyone looking to quickly implement a web content management solution for your personal or corporate business.

COURSE PREREQUISITES

Understanding of either Windows or Mac OS X Operating System

COURSE OBJECTIVES

- Mastering the fundamentals by creating a website in an hour
- Adapting and expanding the site. You'll set up a site structure and learn how to add different types of pages.

- Extend Joomla's capabilities and add special features such as a picture or video gallery to your site.
- Change the site layout and make it more attractive by using Templates.
- Joomla Content Management
- Joomla Search Engine Optimization (SEO)
- Keeping the site secure

RELATED TRAINING AND CERTIFICATION COURSES

- HTML XHTML & CSS Advanced
- HTML, XHTML & CSS Intro
- Photoshop Intro
- HTML5 & CSS3 for Responsive Web Design
- Dreamweaver Intro w/ HTML Fundamentals

COURSE OUTLINE

1. Introduction: A New and Easy Way to Build Websites

Learn why you want to use Joomla to create an advanced, cool-looking site that's easy to expand, customize, and maintain.

2. Installation: Getting Joomla Up and Running

Learn how to install Joomla on your own computer or on a web server, and how to create a sample site.

3. Web Building Basics: Creating a Site in an Hour

Here, you'll face a real-life challenge of using Joomla to build a basic but expandable website fast. You'll customize Joomla's default sample site to fit your needs, adding content, menu links, and change the site's look and feel.

4. Small Sites, Big Sites: Organizing your Content Effectively

Make it easy to add and find information on your site by designing a clear, expandable, and manageable structure for your content.

5. Creating Killer Content

Create content pages that are attractive and easy to read, and you'll learn about different ways to add images and to tweak the page layout.

6. Helping Your Visitors Find What They Want: Managing Menus

Help the visitor to find what they want easily by designing clear and easy navigation through menus.

7. Opening Up the Site: Enabling Users to Log In and Contribute

Shows how to enable users to log in and allow them to create content and manage the website.

8. Getting the Most out of Your Site: Extending Joomla

Teaches you on how to extend Joomla's capabilities using all sorts of extensions-using an image gallery to attractively display pictures, automatically showing article teasers on the home page, or enhancing your workspace by installing an easier content editor.

9. Creating an Attractive Design: Working with Templates

Explains how templates will give your site a fresh look and feel, and make it easy to create an individual look, different from a "typical" Joomla site. You'll also learn to install and customize templates.

10. Attracting Search Engine Traffic: SEO Tips and Techniques

Will show how to increase your site's visibility for search engines by applying Search Engine Optimization (SEO) techniques, such as creating friendly URLs.

11. Keeping the Site Secure

Will show you simple, common-sense steps you can take to keep your site safe from hackers or data loss.

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DATES:

Please call **301-362-2250** or email sales@thinkbiglearnsmart.com to request dates & GSA pricing for this class.

jQuery Training

MARYLAND, VIRTUALLY ONLINE LIVE & ON-SITE

Duration: 2 days**In Person Price:**\$795**Online Live Price:** \$600**GSA In Person:**\$640.81**GSA Online Live:** \$453.40**EDU/Nonprofit In Person:** \$695**EDU/Nonprofit Online Live:** \$550**Request a Quote for
Private On-site Training****COURSE DESCRIPTION**

This jQuery training class covers JavaScript basics and shows you how to save time and effort with the jQuery library of prewritten JavaScript code. jQuery helps solve the problem many programmers have – complexity with JavaScript and cross-browser differences, making coding much quicker and easier. You'll soon be building web pages that feel and act like desktop programs, without having to do much programming. Write less, do more.

COURSE PREREQUISITES

This training class is intended for web designers and developers who are familiar with HTML and CSS. No programming or JavaScript experience required.

COURSE OBJECTIVES

- Make your pages interactive. Create JavaScript events that react to visitor actions.
- Use animations and effects. Build drop-down navigation menus, pop-ups, automated slideshows, and more.
- Improve your user interface. Learn how the pros make websites fun and easy to use.
- Practice with living examples. Get step-by-step tutorials for web projects you can build yourself.

RELATED TRAINING AND CERTIFICATION COURSES

- HTML XHTML with CSS Intro
- HTML XHTML with CSS Advanced
- HTML5 & CSS3
- JavaScript Programming Intro
- Objective C Programming
- jQuery Mobile

COURSE OUTLINE**1. Writing Your First JavaScript Program**

- Introducing Programming
- How to Add JavaScript to a Page
- Your First JavaScript Program
- Writing Text on a Web Page
- Attaching an External JavaScript File
- Tracking Down Errors

2. The Grammar of JavaScript

- Introducing Programming
- Statements
- Built-In Functions
- Types of Data
- Variables
- Working with Data Types and Variables
- Using Variables to Create Messages
- Asking for Information
- Arrays
- Writing to a Web Page Using Arrays

3. Adding Logic and Control to Your Programs

- Making Programs React Intelligently
- Using Conditional Statements
- Handling Repetitive Tasks with Loops
- Turn Useful Code Into Reusable Commands

4. Introducing jQuery

- About JavaScript Libraries
- Getting jQuery
- Adding jQuery to a Page
- Modifying Web Pages: An Overview
- Understanding the Document Object Model
- Selecting Page Elements: The jQuery Way
- Adding Content to a Page
- Setting and Reading Tag Attributes
- Reading, Setting, and Removing HTML Attributes
- Acting on Each Element in a Selection
- Automatic Pull Quotes

5. Action/Reaction: Making Pages Come Alive with Events

- What Are Events?
- Using Events the jQuery Way
- Introducing Events
- More jQuery Event Concepts
- Advanced Event Management

6. Animations and Effects

- jQuery Effects
- Login Slider
- Animations
- Performing an Action After an Effect Is Completed

- Animated Dashboard

7. Improving Your Images

- Swapping Images
- Adding Rollover Images
- Photo Gallery with Effects
- Advanced Gallery with jQuery FancyBox
- FancyBox Photo Gallery

8. Improving Navigation

- Some Link Basics
- Opening External Links in a New Window
- Creating New Windows
- Opening Pages in a Window on the Page
- Basic, Animated Navigation Bar

9. Expanding Your Interface

- Organizing Information in Tabbed Panels
- Adding a Content Slider to Your Site
- Determining the Size and Position of Page Elements
- Adding Tooltips

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Columbia, MD - In Person & Online Live	Wednesday, Oct 14, 2015	Thursday, Oct 15, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, Dec 02, 2015	Thursday, Dec 03, 2015	8:30 am EDT - 3:30 pm EDT

jQuery Mobile Training

MARYLAND, VIRTUALLY ONLINE LIVE & ON-SITE

Duration: 2 days**In Person Price:**\$795**Online Live Price:** \$600**GSA In Person:**\$640.81**GSA Online Live:** \$453.40**EDU/Nonprofit In Person:** \$695**EDU/Nonprofit Online Live:** \$550**Request a Quote for
Private On-site Training****COURSE DESCRIPTION**

Learn jQuery Mobile! Native apps have distinct advantages, but the future belongs to mobile web apps that function on a broad range of smartphones and tablets. Get started with jQuery Mobile, the touch-optimized framework for creating apps that look and behave consistently across many devices. This jQuery Mobile training provides HTML5, CSS3, and JavaScript code examples, screen shots, and step-by-step guidance to help you build a complete working app with jQuery Mobile.

If you're already familiar with the jQuery JavaScript library, you can use your existing skills to build cross-platform mobile web apps right now.

COURSE PREREQUISITES

- We recommend that students should be proficient using a mouse, opening and saving files, and the general operations of computers.
- Students should also have a working knowledge of jQuery or have already taken our jQuery training class.

COURSE OBJECTIVES

- Meet jQuery Mobile
- Application Structure and Navigation
- Page Elements
- Theming jQuery Mobile

- jQuery Mobile API
- jQuery Mobile in Action
- Spend part of the training building your own app

RELATED TRAINING AND CERTIFICATION COURSES

- jQuery
- HTML XHTML with CSS Intro
- HTML XHTML with CSS Advanced
- HTML5 & CSS3
- JavaScript Programming Intro
- Objective C Programming

COURSE OUTLINE**1.Meet jQuery Mobile**

- Overview of the jQuery Mobile Library
- How jQuery Mobile Works
- Create Your First jQuery Mobile Application
- Under The Hood: the jqmData() Custom Selector

2. Application Structure and Navigation

- Pages
- Internal Pages
- External Pages
- Under The Hood: Page Initialization in jQuery Mobile
- Page Hide and Show Events
- Dialogs
- Navigation and History
- Transitions
- Under The Hood: Animations in a jQuery Mobile Application

3. Page Elements

- Under The Hood
- jQuery Plug-ins and Widgets
- List Views
- Basic List View
- Advanced List Views
- Under The Hood: Uploading a List View
- Toolbars
- Navigation Bars
- Positioning the Header and Footer
- Buttons
- Button Control Groups
- Button Icons
- Form Elements
- Accessing Form Elements with JavaScript
- Checkboxes and Radio Buttons
- Flip Toggle
- Input Fields and Textareas
- Search Fields
- Select Menus
- Sliders
- Layout Grids

4. Theming jQuery Mobile

- Themes and Swatches
- Under The Hood: Customizing a Swatch
- Theming List View Elements

5. jQuery Mobile API

- jQuery Mobile Methods
- changePage
- pageLoading
- silentScroll
- addResolutionBreakpoints
- Events
- Touch Events
- Initializing Events
- Page Hide and Show Events
- Scroll Events
- Orientation Change Events
- Responsive Layout API
- CSS Selectors
- Configuring jQuery Mobile
- Available Options
- Changing an Option via mobileinit

6. jQuery Mobile in Action

- Application Pages

- Initializing the Application
- The initMainPage Method
- The initSettings Method
- The initDetailPage Method
- Error Dialog
- jqmTweet Take One
- Improving the Interface
- CSS Tweaks
- Interaction Tweaks
- Overall Approach

7. Start Building your own App From Scratch – Project Based Training**DISCLAIMER:**

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Columbia, MD - In Person & Online Live	Wednesday, Apr 08, 2015	Thursday, Apr 09, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, Jun 10, 2015	Thursday, Jun 11, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, Aug 05, 2015	Thursday, Aug 06, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, Sep 23, 2015	Thursday, Sep 24, 2015	8:30 am EDT - 3:30 pm EDT

KK

KZO Training

MARYLAND, VIRTUALLY ONLINE LIVE & ON-SITE

Duration: 2 days

**Request a Quote for
Private On-site Training**

COURSE DESCRIPTION

The KZO Business Video Suite is a powerful tool allowing users to Create, Share & Socialize video content across an entire organization. With the KZO Video Suite you can easily create a video using your web cam, desktop screen capture or upload existing video content. Once added to the Video Suite, KZO's innovative technology enables continuous video collaboration, making your videos work harder.

TARGET STUDENT

People who have the ability to work in a PC and/or Mac OS environment.

COURSE PREREQUISITES

We recommend that students should be comfortable using a mouse, opening and saving files, and the general operations of computers.

COURSE OBJECTIVES

- -What is KZO Enterprise Video Suite
- Usecases
- Media player walkthrough
- Video library walkthrough
- Content creation and production
- Working with the discussion logs

- Share and embed options
- Advanced content creation and production
- Metrics
- Platform customization
- XML to set timing and playlists

COURSE OUTLINE

1. High-Level Overview

- What is the KZO Enterprise Video Suite Business Enterprise Video Service
- Interactive Media Player (Browser-based, Streaming, Hosted, Mobile, Off-line)
- Streaming Video
- Synchronized Accompanying Materials
- Video Navigator
- On-demand collaboration – moments in time and x/y coordinates around a wide variety of video content and accompanying materials
- Video Library – Content Organization, Search, Distribution & Enterprise Interoperability
- Content Creation & Production – KZO Virtual Studio, Existing Content
- Administration – Access Control & Security, Metrics

2. High-Level Overview: Use-Cases

- Training, Education & e-Learning
- Enterprise Communication
- Analytical Collaboration around Video Content

3. Media Player Walk-through (ref User Manual)

4. Video Library Walk-through

- Content Organization
- Communities
- Presentations or Playlists
- Video Parts
- Chapters
- Search – Title, Description, Chapters, Tags, Closed Captioning, Accompanying Materials Text

5. Content Creation & Production

- Recording a New video
- Video best practices
- Screen Capture vs. Camera Capture
- Uploading and Timing Accompanying Materials
- Adding Chapters and Trimming
- Setting viewer permissions

6. Working with the Discussions Log

7. Establishing users and groups

- Viewer Profile Configurations
- Setting-up Email Alerts

8. Share & Embed Options

9. Advanced Content Creation & Production

- Upload formats
- Compression tools for larger files to assist upload
- Handbrake
- Adobe Media Encoder
- File specifications
- 264 and AAC
- What is DRM?
- Exporting or Moving Content

10. Metrics

- Define
- Hits

- Visits
- Duration

11. Platform Customization

- Language Files, Plug-ins, CSS

12. XML To set timing and playlists

- NOTE: Live exercise will take most of afternoon. Students will create their own video from a recording and synch with accompanying material.

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DATES:

Please call **301-362-2250** or email sales@thinkbiglearnsmart.com to request dates & GSA pricing for this class.



LiveCycle Designer - Introduction Training

MARYLAND, VIRTUALLY ONLINE LIVE & ON-SITE

Duration: 2 days

In Person Price: \$795

Online Live Price: \$600

GSA In Person: \$640.81

GSA Online Live: \$453.40

EDU/Nonprofit In Person: \$695

EDU/Nonprofit Online Live: \$550

**Request a Quote for
Private On-site Training**

COURSE DESCRIPTION

ThinkBIGLearnSmart's Adobe LiveCycle Designer training course introduces and describes various techniques for using Adobe LiveCycle Forms Designer to create electronic forms that can complement, or supersede, other means of collecting and presenting enterprise data. After the completion of this course, you will be able to create interactive forms that can reduce data collection and processing errors, and enhance the user experience. ThinkBigLearnSmart's LiveCycle Designer training course first introduces the basics of form design.

COURSE PREREQUISITES

Users should have experience using Acrobat Pro. We recommend that students should be comfortable using a mouse, opening and saving files, and the general operations of computers.

COURSE OBJECTIVES

- Introduction to XFA forms
- The Adobe LiveCycle Designer Workspace
- Building Form Design
- Working with Form Guides
- Master and Body Pages
- Form Scripting

- Working with Form Data
- Data Validation

RELATED TRAINING AND CERTIFICATION COURSES

- Livecycle Designer Advanced
- Acrobat Section 508
- Acrobat XI Pro Advanced
- Acrobat XI Pro Intro

COURSE OUTLINE

1. Basics of Adobe LiveCycle Designer

- Getting Started with Dynamic Forms
- Understanding XFA Form Development
- Installing Acrobat LiveCycle Designer
- Learning the Designer Workspace
- Palettes and Objects
- Working from a Template
- Designing from Pages and Schemas
- Creating Your First Form

2. The Importance of Form Design

- The Form as a Brand Touch Point
- Improving Aesthetics
- Principles of Good Form Design
- Graphic Design Tips
- Typography Tips
- Interaction Design Tips
- Guiding with Button Design
- Radio Buttons and Check Boxes
- Working with Form Guides
- 508 Accessibility

3. Learning the Form Objects

- The Adobe LiveCycle Designer Workspace
- The Layout Editor
- The Script Editor
- The Palettes
- Text Objects
- Graphic Objects
- Image Objects
- Field Objects
- Button Objects
- Check Boxes and Radio Buttons
- Master and Body Pages
- Subforms and Flow
- Tables
- Fonts and Tabbing

4. Form Scripting

- The Benefits of Scripting
- FormCalc and JavaScript
- The Script Editor
- Scripting Basics
- Properties
- Variables
- Referencing Objects
- The Form Object Model
- Working with Events
- Script Objects

- Debugging Scripts

5. Form Data

- Working with Data in Acrobat
- Working with Data in Designer
- Formatting Data
- Submitting Data
- Data Binding
- Data Validation
- Barcode Types
- Retrieving Data from Web Services
- Connecting to a WSDL File
- Calling the Web Service

6. Scripts for Building Forms

- Message Box Scripts
- Mutually Exclusive Check Boxes

- Changing Background Colors
- Changing Images
- Setting a Field as Required
- Working with Page Numbers
- The Date Object
- Medium Length Scripts
- Disabling All Form Fields
- Add Time to Date

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Columbia, MD - In Person & Online Live	Monday, Oct 26, 2015	Tuesday, Oct 27, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Dec 14, 2015	Tuesday, Dec 15, 2015	8:30 am EDT - 3:30 pm EDT

LiveCycle Designer - Advanced Training

MARYLAND, VIRTUALLY ONLINE LIVE & ON-SITE

Duration: 2 days**In Person Price:**\$795**Online Live Price:** \$600**GSA In Person:**\$640.81**GSA Online Live:** \$453.40**EDU/Nonprofit In Person:** \$695**EDU/Nonprofit Online Live:** \$550**Request a Quote for
Private On-site Training****COURSE DESCRIPTION**

This Advanced Adobe LiveCycle Designer training class will dive into advanced techniques to create electronic forms that can complement, or supersede, other means of collecting and presenting enterprise data. After this Advanced LiveCycle Designer training course you will be able to create static and dynamic interactive forms that can reduce data collection and processing errors, and enhance the user experience. The course covers basics of form design, dynamic form layouts, and advance techniques for adding intelligence to your forms.

COURSE PREREQUISITES

Users should have taken our LiveCycle Designer Intro Training, or have equivalent experience.

COURSE OBJECTIVES

- Create professional interactive PDF forms
- Become comfortable using the Designers palettes
- Visually design XML forms without writing code
- Create libraries of frequently used form elements programming
- Use master pages to create multi-page forms
- Using designers hierarchy and data view
- Learn the difference in AcroForms and XFA forms
- Form Design using a data description file

- Form validation with basic Javascript and FormCalc

RELATED TRAINING AND CERTIFICATION COURSES

- LiveCycle Designer Intro
- Acrobat Section 508
- Acrobat XI Pro Advanced
- Acrobat XI Pro Intro

COURSE OUTLINE:**1. LiveCycle Designer**

- The Designer Environment
- Designer Objects
- Master and Body Pages
- Form Design Views

2. Creating and Configuring Master Pages

- Configuring and Organizing Designer
- Objects
- Draw Objects
- Field Objects
- Complex Container Objects
- Formatting Properties
- Custom Objects

3. Designing Body Pages

- XML Form Designs
- Form Design File Formats
- Import and Open Documents and Forms
- XML Source in Designer
- Configuring the Designer Environment

4. Working with Form Data and Binding

- Export and Submit Form Data
- Enter, Import, and Merge Form Data
- Binding an Object to a Data Description Element
- Using External Data Sources
- Organizing the Form Design with Subforms

5. Creating a self signature in Acrobat

- Signing a simple form
- Creating a signature collection
- Locking fields with a signature
- Using multiple signatures

6. Creating 2-D bar codes on simple forms

- Creating a 2-D bar code collection
- Reviewing the results

7. Adding Business Logic with Scripts

- Introducing Scripting in Designer
- Scripting Languages in Designer
- Script Editor
- Create Basic Scripts
- Designer Script Editor Options

8. Using the Scripting Object Model

- Scripting Object Model Events
- Writing SOM Expressions
- Form-level Scripting
- Accessing Field Properties
- Using the XML Source
- Validating Form Data
- Mandatory Data

9. Using the JavaScript Debugger

- Using Host and Event Accessors
- The Script Object
- Using the Acrobat JavaScript Object Model
- Advanced Scripting Techniques

10. Creating Dynamic Forms

- Dynamic Form Objects
- Subform Review
- Using Tables in Designer
- Subform Types
- Dynamic Table Properties
- Dynamic Data Binding
- Formatting Tables

- Formatting Subforms
- Creating an Overflow Leader and Trailer
- User-Driven Dynamic Forms
- Instance Manager

DISCLAIMER:

All course objectives and outlines are a guide for students. To ensure student satisfaction, these course topics and order may be modified or added to ensure the latest information is covered to support real world use of the technology.

DATES

Location	Start Date	End Date	Time
Columbia, MD - In Person & Online Live	Wednesday, Dec 10, 2014	Thursday, Dec 11, 2014	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Thursday, Jan 22, 2015	Friday, Jan 23, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, Mar 18, 2015	Thursday, Mar 19, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, May 13, 2015	Thursday, May 14, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, Jul 08, 2015	Thursday, Jul 09, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, Sep 02, 2015	Thursday, Sep 03, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, Oct 28, 2015	Thursday, Oct 29, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, Dec 16, 2015	Thursday, Dec 17, 2015	8:30 am EDT - 3:30 pm EDT

M

Maya - Introduction Training

MARYLAND, VIRTUALLY ONLINE LIVE & ON-SITE

Duration: 4 days**In Person Price:** \$1,695**Online Live Price:** \$1,495**Request a Quote for
Private On-site Training****COURSE DESCRIPTION**

Introduction to Autodesk Maya training provides a thorough introduction to Autodesk Maya's modeling, texturing, lighting, and rendering capabilities that will help new users make the most of this sophisticated application and will broaden the horizons of existing, self-taught users.

In this Autodesk Maya training course, you will learn about the Autodesk Maya user interface, and you'll learn to work with lighting, shading, and polygon and NURBS modeling. You will receive an introduction to Mental Ray in Maya, and you will learn to work with the UV Texture Editor.

The material covered in the courseware is designed specifically for professional designers that make up the majority of Autodesk Maya users and includes tutorials designed for professional designers in the game development, architectural, industrial/product design, and interior design industries.

TARGET STUDENT

Professionals who want unparalleled creative freedom, productivity, and precision for producing superb 3D modeling

COURSE PREREQUISITES

- Basic computer knowledge is recommended
- Experience with 2d-Paint and any non linear editor is a plus

COURSE OBJECTIVES

- Introduction to Computer Graphics and 3D
- Jumping in Headfirst, with Both Feet
- The Autodesk Maya 2014 Interface
- Beginning Polygonal Modeling
- Modeling with NURBS Surfaces and Deformers
- Practical Experience
- Autodesk Maya Shading and Texturing
- Introduction to Animation
- More Animation!
- Autodesk Maya Lighting
- Autodesk Maya Rendering
- Autodesk Maya Dynamics and Effects

RELATED TRAINING & CERTIFICATION COURSES

- Maya Advanced
- After Effects Advanced
- After Effects Intro

COURSE OUTLINE**1 Introduction to Computer Graphics and 3D**

- Art?
- Computer Graphics
- The Stages of Production
- The CG Production Workflow
- Core Concepts
- Basic Film Concepts

2 Jumping in Headfirst, with Both Feet

- You Put the U in UI
- Project Overview: The Solar System
- The Preproduction Process: Planning
- Creating a Project
- The Production Process: Creating and Animating the Objects
- Hierarchy and Maya Object Structure
- The Solar System, Resumed
- Outputting Your Work: Playblasting

3 The Autodesk Maya 2014 Interface

- Navigating in Maya
- Exploring the Maya Layout
- Building a Decorative Box
- Mapping the Box's Reference Planes with Hypershade
- Organizing Workflow with the Layer Editor
- Modeling the Decorative Box
- Editing the Decorative Box Model Using the Shelf
- Continuing the Decorative Box Model
- Finishing the Decorative Box Model

4 Beginning Polygonal Modeling

- Planning Your Model
- Polygon Basics
- Poly Editing Tools
- Putting the Tools to Use: Making a Simple Hand
- Creating Areas of Detail on a Poly Mesh
- Modeling a Catapult

- Suggestions for Modeling Polygons

5 Modeling with NURBS Surfaces and Deformers

- NURBS! NURBS!
- Using NURBS Surfacing to Create Polygons
- Converting a NURBS Model to Polygons
- Editing NURBS Surfaces
- Patch Modeling: A Locomotive Detail
- Using Artisan to Sculpt NURBS
- Modeling with Simple Deformers
- The Lattice Deformer
- Animating Through a Lattice

6 Practical Experience

- Evaluating the Table Lamp
- Modeling the Base
- Creating the Lamp Stem
- Modeling the Lampshade
- Making the Toy Airplane
- Using Maya File References
- Finishing the Toy Airplane
- Updating the File Reference

7 Autodesk Maya Shading and Texturing

- Maya Shading
- Shader Types
- Shader Attributes
- Shading and Texturing the Table Lamp
- Textures and Surfaces
- Textures and UVs for the Red Wagon
- Photo-Real Mapping: The Decorative Box
- For Further Study

8 Introduction to Animation

- Keyframe Animation: Bouncing a Ball
- Throwing an Axe
- Replacing an Object
- Animating Flying Text
- Rigging the Locomotive, Part 1
- Animating the Catapult

9 More Animation!

- Skeletons and Kinematics
- Skeletons: The Hand
- Inverse Kinematics
- Basic Relationships: Constraints
- Basic Relationships: Set-Driven Keys
- Application: Rigging the Locomotive
- Creating a Simple Character Rig

10 Autodesk Maya Lighting

- Basic Lighting Concepts
- Maya Lights
- Light Linking

- Adding Shadows
- Raytracing Soft Shadows
- mental ray Lighting
- mental ray Physical Sun and Sky
- Lighting Effects
- Lighting the Table Lamp and Decorative Box
- Further Lighting Practice
- Tips for Using and Animating Lights

11 Autodesk Maya Rendering

- Rendering Setup
- Previewing Your Render: The Render View Window
- Reflections and Refractions
- Using Cameras
- Motion Blur
- Batch Rendering
- Rendering the Wine Bottle
- mental ray for Maya
- Render Layers
- Final Gather
- Ambient Occlusion
- HDRI
- Displacement Mapping the Decorative Box
- Rendering the Lamp and Decorative Box

12 Autodesk Maya Dynamics and Effects

- An Overview of Dynamics and Maya Nucleus
- Rigid and Soft Dynamic Bodies
- Animating with Dynamics: The Pool Table
- Fun Dynamics: Shoot the Catapult!
- nParticle Dynamics
- Emitting nParticles
- Animating a Particle Effect: Locomotive Steam
- Introduction to Paint Effects
- Toon Shading
- Getting Started with nCloth
- Customizing Maya

DISCLAIMER:

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DATES:

Please call **301-362-2250** or email sales@think-biglearnsmart.com to request dates & GSA pricing for this class.

Maya - Advanced Training

MARYLAND, VIRTUALLY ONLINE LIVE & ON-SITE

Duration: 4 days**In Person Price:** \$1,695**Online Live Price:** \$1,495**Request a Quote for
Private On-site Training****COURSE DESCRIPTION**

In this Advanced Maya Training Class, we will review the basics covered in intro to Maya and dive further into hard surface modeling, technical modeling, organic modeling, and set modeling. We will use light utilities to build advanced indoor/outdoor lighting rigs, and Mental Ray shaders with advanced texture networks to achieve the best possible results. We will also cover advanced rendering pipelines using Render Layers, Batch Rendering and render 'Passes' to export the frames to Adobe Photoshop or After Effects to put the final touches or 2d effects and color grading to our shots or product stills.

TARGET STUDENT

Professionals who want unparalleled creative freedom, productivity, and precision for producing superb 3D modeling

COURSE PREREQUISITES

- Knowledge of OS X or Windows and basic computer navigation
- Experience with 3D modeling is recommended
- Introduction to Autodesk Maya training class or equivalent experience

RELATED TRAINING & CERTIFICATION COURSES

- Introduction to Autodesk Maya Training
- After Effects Advanced
- After Effects Intro

COURSE OUTLINE**Day 1**

- Project based product modeling assignment
- Photo-realistic object modeling techniques for commercials, props, and sets
- Assembling your source material & aligning image planes in Photoshop
- Modeling Surfaces with corners
- Modeling Curved Surfaces
- UV Unwrapping
- Workflow demonstrations

Day 2

- Semi complex and complex model workflows & projects
- Organic Models & NURBS
- Advanced shading networks
- Layered texture vs. layered shader
- Metal: iron, chrome, and copper
- Glass
- Creating wrapping textures & multi UV sets

Day 3

- Environment textures
- Blending colors
- Facing ratio
- Math utilities
- Render layers review
- Maya, Mental Ray render engine
- Intro to mental ray shaders
- Intro to mental ray: Ambient Occlusion, Global Illumination
- HDRI and Final Gather for IBL
- 1, 2, 3, 3+ lighting models

Day 4

- Rendering & Render setup
- Creating a render pipeline
- Compositing in After Effects or Photoshop
- Tweaking shadows, specular, reflection and lighting passes in real time
- Creating depth of field & other post effects
- Outputting the final composite for edit

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DATES

Location	Start Date	End Date	Time
Columbia, MD - In Person & Online Live	Tuesday, Dec 09, 2014	Friday, Dec 12, 2014	8:30 am EDT - 3:30 pm EDT

Motion - Introduction Training

MARYLAND, VIRTUALLY ONLINE LIVE & ON-SITE

Duration: 2 days**Request a Quote for
Private On-site Training****COURSE DESCRIPTION**

Create brilliant titles, transitions, effects, and more with Motion 5, the motion graphics companion to Final Cut Pro X. This two-day, hands-on course starts with motion graphics fundamentals and moves into compositing, animation, and the world of 3D. Explore new intelligent templates to quickly and flexibly create high-quality effects, titles, transitions, and generators as well as create rigs to adjust related parameters with a single control.

TARGET STUDENT

This class is designed for students who are looking to learn more about creating motion graphics using Motion and who prefer hands-on, interactive instruction.

COURSE OBJECTIVES

- Creating Smart Motion Templates and publishing them to Final Cut Pro X.
- Creating parameter rigs to quickly adjust related parameters with a single control.
- Understanding behaviorbased animation.
- Using keyframes to create animation.
- Creating content with Generators, shapes and paint strokes.
- Stabilizing and tracking media.
- Animating cameras and using advanced 3D features.

COURSE PREREQUISITES

- Knowledge of OS X and basic computer navigation
- Basic knowledge of editing and motion graphics terminology is highly recommended

RELATED TRAINING AND CERTIFICATION COURSES

- Apple Final Cut Pro X Advanced
- Apple Final Cut Pro X Intro
- After Effects CC Intro
- After Effects CC Advanced
- Premiere Pro CC Advanced
- Premiere Pro CC Intro
- Apple Motion Advanced
- Camtasia

COURSE OUTLINE**1. A Tour of Motion**

- A Revolution in Motion: The Backstory
- Adding Motion to Your Dock
- Launching Motion
- Getting to Know the Interface
- Some Windowing Hot Keys
- Bring on the Talent
- Setting the Play Range
- Zooming the Canvas
- Adding Objects
- Applying Behaviors
- Applying Filters
- Soloing Objects and RAM Previews
- Deactivating Behaviors and Filters
- Using Particle Simulations

2. Using Generators

- Applying Generators from the Library
- Exploring Abstract Particles
- Using the Cellular Generator
- Working in the Inspector
- Working with Gradients
- Using Hot Boxes and Sliders
- Adding a Slit Scan
- Rendering a Generated Object

3. Working with Layers and Objects

- Creating a TV Station ID
- Building a Multi-Layered Composite
- Navigating the Layers Tab
- Working with Filters and Behaviors in the Layers Tab

4. Using Templates

- Using Motion's Templates
- Accessing Template Elements
- Creating Your Own Templates

5. Particles and Parameter Behaviors

- Refining the Particle System
- Adding a Splash of Color
- Putting English on the Ball
- Changing Scale

- Using the Still-Proxy Method
- Using Parameter Behaviors
- Modifying the Butterflies' Movements
- Creating an Implosion

6. Advanced Particle Design

- Working with Sprites
- Adding a Second Particle Cell
- Modifying Particle Behavior
- Using Particle Proxies and RAM Preview
- Blending Dust

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DATES

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Motion - Advanced Training

MARYLAND, VIRTUALLY ONLINE LIVE & ON-SITE

Duration: 2 days

**Request a Quote for
Private On-site Training**

COURSE DESCRIPTION

Apple Motion is a high-performance motion graphic design and production application. It is the only motion graphics program to provide real-time previews, procedural behavioral animation and Final Cut HD integration. This course is designed to help you understand and work with basic through advanced concepts and features of Motion. You will run through a typical series of steps in designing with Motion, including the use of particle dynamics, behaviors, filters and effects, audio, bluescreen keys, text, and keyframing.

TARGET STUDENT

This class is designed for students who are looking to learn more about creating motion graphics using Motion and who prefer hands-on, interactive instruction.

COURSE OBJECTIVES

- The Motion Interface
- Particles and Parameter Behaviors
- Using Generators
- Advanced Particle Design
- Using Templates
- Drawing Gestures
- Keying

- Nonlinear Editing
- Audio and Markers
- Keyframing
- Creating Text Effects
- Integrating Apple Pro Applications

COURSE PREREQUISITES

- Knowledge of OS X and basic computer navigation
- Basic knowledge of editing and motion graphics terminology is highly recommended
- Have taken our Motion Intro course, or equivalent project experience.

RELATED TRAINING & CERTIFICATION COURSES

- Apple Final Cut Pro X Advanced
- Apple Final Cut Pro X Intro
- After Effects CC Intro
- After Effects CC Advanced
- Premiere Pro CC Advanced
- Premiere Pro CC Intro
- Apple Motion Intro
- Camtasia

COURSE OUTLINE

1. Creating Text Effects

- Creating, Formatting and Styling Text Layers
- Saving and Applying Text Style Presets
- Duplicating, editing and Aligning Text Layers
- Applying Text Behaviors
- Using the Glyph Tool
- Saving a Text Animation Favorite
- Adding Motion Blur

2. Working with Particle Emitters and Replicators

- Using Emitters to Make Particle Systems
- Adjusting Emitter and Cell Controls in the Inspector
- Adding Cells
- Using Emitters from the Library
- Replicating Elements
- Modifying Replicator Presets

3. Using Audio

- Importing Audio
- Setting Markers and Keyframes in the Audio Editor
- Working with Audio and Video
- Editing to the Beat
- Animating with Audio

4. Speed Changes and Optical Flow

- Creating Constant Speed Changes
- Using Frame Blending and Optical Flow
- Creating Speed
- Ramps with Keyframes
- Creating Speed Effects with Retiming Behaviors and Using Time Filters

5. Stabilizing, Tracking and Keying

- Tracking and Stabilizing a Shot
- Keying Greenscreen Footage
- Creating Garbage Masks
- Correcting Color for Seamless Compositing

6. Publishing Smart Templates for Final Cut Pro X

- Setting up the Final Cut Pro Project
- Working with Effects Presets
- Modifying Effects Presets
- Creating Smart Motion Templates
- Completing the Animation
- Using Build In and Build Out Markers
- Publishing Parameters

7. Rigging and Publishing Widgets

- Rigging a Checkbox Widget
- Modifying, Testing and Publishing a Widget
- Deconstructing a Transition Project
- Rigging a Pop-up Widget
- Using the Link Parameter Behavior
- Creating a Final Cut Effect
- Rigging the Slider Widget
- Publishing Widgets and Parameters

8. Building a 3D Scene

- Making 3D Transformations in the Canvas
- Converting 2D Groups to 3D
- Adding and Working with Cameras
- Arranging and Modifying Groups and Layers in 3D Space
- Mixing 2D 3D Groups

9. Animating Cameras and Using Advanced 3D Features

- Animating a Camera with Behaviors
- Using Advanced 3D Features
- Working with Depth of Field
- Turning on Reflections
- Using Lights and Shadows
- Exporting Advanced 3D Features

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DATES

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Muse Training

MARYLAND, VIRTUALLY ONLINE LIVE & ON-SITE

Duration: 2 days

**Request a Quote for
Private On-site Training**

COURSE DESCRIPTION

With this Adobe Muse training course learn to plan, design, and publish HTML pages to the latest web standards using familiar Adobe tools. Easy-to-use sitemaps, master pages, and drag-and-drop workspaces allow you to work quickly. Tools for interactivity, image control, precision typography, browser pinning, and more enable rich experience design.

Adobe Muse software enables designers to create distinctive and professional websites without writing code. Planning, designing, and publishing original HTML pages is as easy as creating layouts for print. Easy-to-use sitemaps, master pages, and drag-and-drop workspaces allow you to work quickly. Tools for interactivity, image control, browser pinning, and access to more than 400 web fonts served by the Adobe Type-kit® service enable rich experience design.

TARGET STUDENT

Adobe Muse is for designers who want to create websites but do not want to code.

COURSE PREREQUISITES

We recommend that students should be comfortable using a mouse, opening and saving files, and the general operations of computers.

COURSE OBJECTIVES

- Overview of the workspace
- Creating your site
- Working with master pages
- Adding and styling text
- Working with shapes and color
- Adding images to your site
- Working with links and buttons
- Applying
- Working with widgets
- Publishing and exporting your site

COURSE OUTLINE

1. Overview of the Workspace

- A typical Muse web workflow
- Create a site concept
- Create your Muse site file
- Plan your site
- Design your pages
- Preview your pages
- Publish your site
- Touring the Workspace
- The Welcome screen
- Understanding Modes
- Working in Design mode
- The Toolbox
- The Control panel
- Working with panels
- Zooming and panning
- Scrolling through a document
- Preview mode

2. Creating Your Site

- Creating a new site
- Edit the site properties
- Creating and editing your site map
- Adding and deleting pages in your site
- Arranging pages in the site map
- Setting page properties
- Adding page metadata

3. Working With Master Pages

- Web design versus print design
- Resolution
- Fixed, yet fluid design
- File size
- Understand web navigation
- Design with interactivity in mind
- Building a master page
- Editing the page area and browser fill
- Editing master page properties
- Editing the master page guides
- Adding a logo to the header
- Adding a navigation menu
- Assigning content to the footer
- Creating new master pages
- Applying master pages
- Testing your pages

4. Adding and Styling Text

- Inserting text
- Typing text
- Placing text
- Formatting text
- Child pages
- Parent page
- Top-level pages
- Sibling pages
- Adjusting Font Size
- Selecting a font
- Changing alignment, leading, and letter spacing
- Adjusting paragraph indents, margins, and spacing
- Changing the color and case of text
- Creating Type Styles
- Creating and applying paragraph styles
- Clearing overrides and editing a paragraph style
- Deleting and duplicating a paragraph style
- Unlinking a paragraph style
- Creating and applying a character style
- Editing a character style
- Pasting text between Muse sites
- Rotating a text frame

5. Working With Shapes and Color

- Working with shapes
- Drawing with the Rectangle tool
- Creating 100% width content
- Applying a background image to a frame
- Creating a line
- Creating a dotted line
- Working with color
- Creating and applying a color fill
- Sampling color
- Saving and editing a swatch
- Creating and editing a color stroke
- Duplicating and deleting a color swatch
- Working with gradients

6. Adding Images to Your Site

- Web-image basics
- Resolution
- Color

- Image formats
- Importing images
- Placing an image
- Placing a Photoshop file (.psd)
- Moving, cropping, and resizing images
- Transforming images with the Selection tool
- Locking and grouping content
- Rotating images
- Wrapping text around content
- Understanding the Assets panel
- Relinking images
- Editing original
- Fixing broken and modified links
- Pinning content
- Inserting Flash files
- Adding alternative text and a title to images

7. Working With Links and Buttons

- Working with Links
- Creating an internal link
- Creating an external link
- Creating an e-mail link
- Editing link properties
- Styling your text links
- Adding links to images
- Working with anchors
- Creating anchors
- Linking to an anchor
- Working with buttons
- Creating a button in Muse
- Using the States panel to add button states
- Adding a link to a button
- Setting up a button in Photoshop
- Placing your Photoshop button
- Adding a link to your Photoshop button

8. Applying

- Working with rounded corners, effects, and opacity
- Rounding the corners of a frame
- Applying a Shadow effect
- Applying a Bevel effect
- Applying a Glow effect
- Adjusting opacity
- Working with graphic styles

- Creating and applying a graphic style
- Clearing overrides and editing a graphic style
- Embedding HTML
- Adding a Google map
- Editing the embedded HTML

9 Working With Widgets

- About widgets
- Inserting a composition widget
- Inserting a Lightbox Display composition widget
- Editing composition widget options
- Adding or deleting a trigger
- Editing a trigger
- Adding content to a target area
- Working with slideshows
- Adding a Blank slideshow widget

10. Publishing and Exporting Your site

- Understanding Muse publishing
- Excluding pages from export
- Publishing your site
- Making and uploading edits
- Upgrading a temporary Business Catalyst site
- Exporting your site as HTML

DISCLAIMER:

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DATES:

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Objective C Training

MARYLAND, VIRTUALLY ONLINE LIVE & ON-SITE

Duration: 3 days

**Request a Quote for
Private On-site Training**

COURSE DESCRIPTION

Learn Objective C : This Objective C training course is designed for beginner or novice programmers as well as for programmers new to the Objective-C programming language. Topics covered will include both the general theoretical concepts of programming – with a focus on Object Oriented programming – as well as the specifics of Objective-C's code-syntax. An in-depth exploration of Xcode – Apple's IDE for developing iOS Apps – will also be an integral part of this class as students use it to write a myriad of programs that demonstrate the concepts being taught.

Students will gain a solid foundation and understanding of how Objective-C works, a strong familiarity of working with Xcode, and be ready to start learning iPhone and iPad App development.

COURSE PREREQUISITES

- None. Some programming experience is helpful but is not mandatory.
- Students may bring their own laptops if they wish.

COURSE OBJECTIVES

- Learning to program with variables, primitives, conditionals, loops, and using other building blocks of programming
- Understanding of and working with Collection Objects such as

NSArray, NSDictionary, and NSSets; use of Fast Enumeration.

- Creating and using custom user-defined Classes
- Object-Oriented messaging, Inheritance, Polymorphism, Dynamic Binding and Dynamic Typing
- In-Depth exploration of the Foundation Framework's classes and data structures.

RELATED TRAINING AND CERTIFICATION COURSES

- iPhone & iPad (iOS) Application Development Intro
- iPhone & iPad Application Development Advanced
- JavaScript Programming Intro
- jQuery
- HTML5 & CSS3

COURSE OUTLINE

1. Working with Variables and Data Types

- Writing and Running basic programs
- Working with the Console
- Integers
- Floats
- Doubles
- Booleans
- Chars
- NSString

2. Arithmetics and Expressions

- Addition, Subtraction, Multiplication, Division, Modulus
- Precedence of Operators
- Type conversions through mixed operations
- Typecasting
- Assignment and Comparison operators
- Intro to Math Library functions

3. LOOPS – Automatic Repetition

- The For loop
- The While loop
- The DoWhile loop
- The Break statement
- The Continue statement
- Nested Loops

4. Conditionals and Decision Making

- The If statement
- The IfElse statement
- The IfElseif statement
- Nested Conditionals
- Compound Relationals
- Boolean Variables
- The Switch Statement

5. Custom Classes

- Creating custom Classes – using @interface
- Implementing custom classes – using @implementation
- Creating Instance Variables
- Creating Instance Methods
- Understanding Getters & Setters
- Instantiating Objects from Classes
- Executing and Messaging Methods onto Objects
- Using Self
- Declaring Properties and synthesizing Accessor methods

6. Understanding Inheritance

- Root Class, Superclass, Subclass
- Sharing Variables and Methods through Inheritance
- Locating Methods in Classes
- Class Extension through Inheritance
- Overriding Methods
- Using Super
- Class and Object Ownership
- Memory Allocation
- Variable Scope

7. Polymorphism, Dynamic Binding & Typing

- Reusing method names in different classes
- Runtime Dynamic Typing and Binding
- Static Typing
- Runtime Querying of Objects and Classes
- The ID type

8. The Foundation Framework

- Number Objects
- String Objects
- Array Objects

- Dictionary Objects
- Set Objects
- Number Objects

9. Working with the File System

- The NSFileManager
- Working with Directories
- Reading, writing and copying files.
- Working with NSData
- FilePaths and NSURL

10. Introduction to Cocoa Touch & iPhone App Development

- Creating the first iPhone App: "Hello World"
- Working with Interface Builder
- Creating GUI's
- Using ViewControllers
- Overview of the View Lifecycle
- About IBOutlet's and IBActions
- Creating the second iPhone App: going interactive
-

DISCLAIMER:

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DATES:

Please call **301-362-2250** or email sales@thinkbiglearnsmart.com to request dates & GSA pricing for this class.:

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PhoneGap Build Training

MARYLAND, VIRTUALLY ONLINE LIVE & ON-SITE

Duration: 2 days

In Person Price:\$795

Online Live Price: \$600

GSA In Person:\$640.81

GSA Online Live: \$453.40

EDU/Nonprofit In Person: \$695

EDU/Nonprofit Online Live: \$550

**Request a Quote for
Private On-site Training**

COURSE DESCRIPTION

This PhoneGap Build training course allows you to build native mobiles apps for mobile platforms such as iPhone, Android and Windows Phone and using web standards like HTML5, CSS3 and JavaScript. PhoneGap Build features include camera, compass, contacts, files, geo-location and media. This course includes a simulator so you don't need to have a "smartphone" to take this course! Phonegap Build's Platform Supports:

- Apple iOS
- Google Android
- Microsoft Windows Phone 7
- HP Web OS
- Bada
- Symbian
- OS 5.x

This PhoneGap Build training course is designed to give students and understanding of the program and apply it to real world projects in the class. Upon completion of this course, students will be able to build applications using PhoneGap Build in the classroom.

COURSE PREREQUISITES

Students need to have a good working knowledge of HTML5 and CSS3. For users without this experience, students can take

the HTML5 training and CSS3 courses also offered.

COURSE OBJECTIVES

- What is PhoneGap Build
- Simple development
- Project 1: Simple Application
- Interactivity within applications
- Working with the API
- Project #2 Building your app

RELATED TRAINING AND CERTIFICATION COURSES

- HTML5 CSS3
- JavaScript Programming Intro
- iPhone iPad Application Development Intro
- iPhone iPad Application Development Advanced
- Dreamweaver Advanced Website Development
- Dreamweaver Intro w/ HTML Fundamentals

COURSE OUTLINE

1. What is PhoneGap?

- PhoneGap Overview
- Basics of PhoneGap Application
- PhoneGap and HTML5/CSS3

2. Simple Development with PhoneGap

- Downloading PhoneGap
- Creating a Simple HTML5/CSS3 Application
- Using PhoneGap Build

3. Project 1: Simple PhoneGap Application

- PhoneGap in Other environments
- Xcode
- Eclipse

4. Interactivity within Applications

- Events
- Event Listeners

5. Working with the API

- Accelerometer Object and Methods
- Compass Object and Methods
- Geolocation Object and Methods
- Media Object and Methods
- Camera Object and Methods
- Storage Object and Methods
- Files Object and Methods
- Contacts Object and Methods
- Capture Object and Methods

6. Project #2: Building Your App

- Create a Simple PhoneGap app implementing the PhoneGap API
- Build and Publish the app to target devices

DISCLAIMER:

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DATES

Location	Start Date	End Date	Time
Columbia, MD - In Person & Online Live	Wednesday, Jan 07, 2015	Thursday, Jan 08, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, Mar 11, 2015	Thursday, Mar 12, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, Apr 29, 2015	Thursday, Apr 30, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, Jun 24, 2015	Thursday, Jun 25, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, Sep 09, 2015	Thursday, Sep 10, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, Oct 28, 2015	Thursday, Oct 29, 2015	8:30 am EDT - 3:30 pm EDT

Photoshop - Introduction Training

MARYLAND, VIRTUALLY ONLINE LIVE & ON-SITE

Duration: 2 days

In Person Price: \$795

Online Live Price: \$600

GSA In Person: \$640.81

GSA Online Live: \$453.40

EDU/Nonprofit In Person: \$695

EDU/Nonprofit Online Live: \$550

**Request a Quote for
Private On-site Training**

COURSE DESCRIPTION

Learn Photoshop! ThinkBIG's Introduction to Adobe Photoshop training course gives you the digital-editing skills you need to transform images more easily than ever before. Adobe Photoshop is the benchmark for digital imaging excellence, provides strong performance, powerful image editing features, and an intuitive interface. Adobe Camera Raw, included with Photoshop, offers flexibility and control as you work with raw images, as well as TIFF and JPEG images. Photoshop CC gives you the digital-editing tools you need to transform images more easily than ever before.

Adobe Photoshop is the industry-standard image editing software, used worldwide by professional photographers, amateur photographers, and designers who want to perfect their digital images to correct exposure, color balance, straighten and crop photos. Designers use Photoshop to create special lighting and text effects. Videographers use Photoshop to make edits to movies and add sound tracks. In this class you will learn the basics of Photoshop.

TARGET STUDENT

Adobe Photoshop is used by photographers, graphic and web designers, and video professionals. This introduction class will give you a solid core to understanding the basics of using Adobe Photoshop and how to edit photos.

COURSE PREREQUISITES

You should have a good working knowledge of your computer and its operating system. Make sure that you know how to use the mouse and standard menus and commands, and also how to open, save, and close files, and navigate to other folders.

COURSE OBJECTIVES

- An overview to the workspace.
- Basic photo corrections, including a strategy for retouching.
- Use Adobe Camera Raw (ACR) to adjust the color in a JPEG.
- Repair areas using the Clone Stamp and Healing Brush tools.
- Make basic selections with the Selection tools.
- Create, use, name, and reorder Layers.
- Use Adobe Camera Raw to process a raw file.
- Manipulate an image with Puppet Warp.
- Create and refine a mask.
- Use Adobe Bridge to open and rename files.

RELATED TRAINING AND CERTIFICATION COURSES

- Photoshop Advanced
- Photoshop Lightroom
- Photoshop Elements
- Illustrator Advanced
- Illustrator Intro
- InDesign Advanced
- InDesign Intro

COURSE OUTLINE

1. Getting to Know the Work Area

- Using the tools and menus
- Using the Panels and the Options bar
- Using Undo and History
- Customizing the workspace
- Using Help and finding resources

2. Basic Photo Corrections

- Learning a strategy for retouching
- Understanding resolution and image size
- Processing JPEGs using Adobe Camera Raw
- Straightening and cropping an image in Photoshop
- Replacing colors in an image
- Adjusting saturation with the sponge tool
- Repairing areas with the clone stamp tool
- Using the Spot Healing Brush tool
- Using the Patch tool with Content-Aware technology
- Sharpening the image with Smart Sharpen

3. Working with Selections

- Using the Quick Selection, Marquee, Lasso, and Magic Wand selection tools
- Moving, rotating, scaling, and manipulating selections
- Cropping an image

4. Layer Basics

- Using the Layers panel
- Creating, naming, rearranging, and copying layers
- Changing the layer opacity and blending modes
- Creating and editing text layers
- Applying a gradient to a layer
- Adding an adjustment layer
- Applying and updating layer effects
- Adding a border
- Flattening and merging layers

5. Correcting and Enhancing Digital Photographs

- Processing camera raw files in Adobe Camera Raw
- Adjusting White Balance
- Creating a Levels Adjustment layer
- Using the Healing Brush, Dodge and Sponge tools
- Adjusting Shadows and Highlights
- Correcting red eye
- Correcting image distortion
- Adding depth of field

6. Masks and Channels

- Creating and refining a mask
- Creating and editing a Quick Mask
- Manipulating an image with Puppet Warp

- Working with Channels

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CERTIFICATION THAT VALIDATES ADOBE PHOTOSHOP SKILLS

Upon completion of ThinkBIG's Photoshop Intro and Advanced courses – individuals should be prepared to certify as an Adobe Certified Associate!

Adobe conducted research to identify the foundational skills individuals need to effectively communicate using digital media tools. Based on feedback from educators, design professionals, businesses, and educational institutions around the world, the objectives cover entry-level skill expectations for visual communication.

DATES

Location	Start Date	End Date	Time
Columbia, MD - In Person & Online Live	Monday, Jan 26, 2015	Tuesday, Jan 27, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Mar 09, 2015	Tuesday, Mar 10, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Apr 20, 2015	Tuesday, Apr 21, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Jun 01, 2015	Tuesday, Jun 02, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Jul 27, 2015	Tuesday, Jul 28, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Aug 31, 2015	Tuesday, Sep 01, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Oct 05, 2015	Tuesday, Oct 06, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Nov 16, 2015	Tuesday, Nov 17, 2015	8:30 am EDT - 3:30 pm EDT

Photoshop - Advanced Training

MARYLAND, VIRTUALLY ONLINE LIVE & ON-SITE

Duration: 2 days**In Person Price:** \$795**Online Live Price:** \$600**GSA In Person:** \$640.81**GSA Online Live:** \$453.40**EDU/Nonprofit In Person:** \$695**EDU/Nonprofit Online Live:** \$550**Request a Quote for
Private On-site Training****COURSE DESCRIPTION**

This advanced Photoshop training class builds on your existing knowledge of Photoshop and expands your list of creative techniques. Photoshop CC also delivers a wide range of new features and enhancements designed to unleash your creativity and boost your efficiency, whether you're perfecting photographs, designing for online and offline media, creating 3D artwork, or making movies. With a comprehensive set of photography tools, from powerful, simple, one-click adjustments to cutting-edge advanced controls, Photoshop provides all you need to create images that inspire, inform, and delight.

Adobe Photoshop is used not only by photographers, but also by graphic and web designers, videographers, and 3D artists to enhance and manipulate photos and to create original artwork by compositing photos and by painting. Photoshop delivers even more image editing power and new creative options. The Advanced class will expand on the concepts in Level I, and you will learn specific features of Photoshop.

TARGET STUDENT

Now that you've mastered the skills in the Level 1 Photoshop class, you are ready to learn other ways Photoshop is used, such as painting, compositing, vector drawing, integration with InDesign and Illustrator, and preparing files for the Web.

COURSE PREREQUISITES

Photoshop Level I or equivalent experience, plus the prerequisites for Level I.

COURSE OBJECTIVES

- Create a one-page flyer while learning how to format type with paragraph styles, create a clipping mask, put type on a path, and use vertical type.
- Be introduced to the Bézier pen tool to draw paths which can be converted to selections or used as clipping paths when the image is imported into InDesign.
- Import, create, and work with Smart Objects for non-destructive editing.
- Create a montage of images with advanced compositing techniques.
- Use actions to automate repeated steps.
- Stitch together a panorama.
- Edit video and add a soundtrack.
- Paint an image with the mixer brush, create custom brushes, and mix colors.
- Create graphics for the Web.

RELATED TRAINING & CERTIFICATION COURSES

- Photoshop Intro
- Photoshop Lightroom
- Photoshop Elements
- Illustrator Advanced
- Illustrator Intro
- InDesign Advanced
- InDesign Intro

COURSE OUTLINE**1. Typographic Design**

- Creating point and paragraph type layers
- Create a clipping mask from type
- Create type on a path
- Warping type
- Creating and applying paragraph styles
- Creating and formatting live vector shapes

2. Vector Drawing Techniques

- Understanding raster images and vector graphics
- Creating paths with the Pen tool
- Converting a path to a selection
- Creating and formatting vector shape objects
- Working with pre-defined custom shapes
- Importing an Illustrator file as a Smart Object

3. Advanced Compositing

- Assembling a montage of images into one image
- Applying filters to Smart Objects, non-destructively
- Painting with a blending mode on a layer
- Creating an action to automate a multistep task

- Creating a conditional action
- Resizing an image larger without losing quality
- Stitching a panorama
- Saving for four-color printing
- Saving for the Web

4. Editing Video

- Creating a new video project and importing media
- Animating text and creating effects
- Adding transitions
- Adding audio and muting unwanted audio
- Exporting video to mp4

5. Painting with the Mixer Brush

- Understanding the mixer brush and selecting settings
- Mixing colors using wet & dry settings in the options bar
- Creating a custom brush preset
- Using the mixer brush to paint on a photograph

6. Working with 3D Images

- Converting text to 3D
- Creating 3D shapes in Photoshop
- Importing 3D objects from other applications
- Manipulating 3D objects
- Positioning objects in a scene
- Rendering a 3D scene

7. Preparing Files for the Web

- Creating slices and setting slice options
- Creating Navigation buttons
- Exporting HTML and images
- Using the Zoomify feature

8. Producing and Printing Consistent Color

- Specifying color-management settings
- Proofing an image
- Identifying out-of-gamut colors
- Adjusting an image and printing a proof
- Saving the image as a CMYK EPS file
- Printing

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CERTIFICATION THAT VALIDATES ADOBE PHOTOSHOP SKILLS

Upon completion of ThinkBIG's Photoshop Intro and Advanced courses – individuals should be prepared to certify as an Adobe Certified Associate!

Adobe conducted research to identify the foundational skills individuals need to effectively communicate using digital media tools. Based on feedback from educators, design professionals, businesses, and educational institutions around the world, the objectives cover entry-level skill expectations for visual communication.

DATES

Location	Start Date	End Date	Time
Columbia, MD - In Person & Online Live	Wednesday, Nov 19, 2014	Thursday, Nov 20, 2014	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, Jan 28, 2015	Thursday, Jan 29, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, Mar 11, 2015	Thursday, Mar 12, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, Apr 22, 2015	Thursday, Apr 23, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, Jun 03, 2015	Thursday, Jun 04, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, Jul 29, 2015	Thursday, Jul 30, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, Sep 02, 2015	Thursday, Sep 03, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, Oct 07, 2015	Thursday, Oct 08, 2015	8:30 am EDT - 3:30 pm EDT

Photoshop Elements Training

MARYLAND, VIRTUALLY ONLINE LIVE & ON-SITE

Duration: 1 day

**Request a Quote for
Private On-site Training**

COURSE DESCRIPTION

Live in the moment knowing that Adobe Photoshop Elements software makes it easy to turn your everyday snapshots into sensational photos. The #1 consumer photo editing software helps you enhance your photos with powerful, easy-to-use editing options; showcase them in personalized printed keepsakes like calendars and photo books; and share them on Facebook and YouTube™, in interactive Online Albums, and more. The friendly and intuitive Photoshop Elements environment offers bold icons, a helpful Action bar, and the ability to choose from Quick, Guided, and Expert editing modes to fit your needs. Award winning for more than 10 years!

Adobe Photoshop Elements delivers image-editing tools that balance power and versatility with ease of use. Whether you're a home user or hobbyist, a professional photographer or a business user, Photoshop Elements makes it easy to produce good-looking pictures, share your stories in sophisticated creations for both print and web, and manage and safeguard your precious photos.

TARGET STUDENT

Photoshop Elements is great for anyone who takes pictures to remember important life events — including family milestones, celebrations with friends, travel experiences, and everyday moments. It's also ideal for people who want to enhance their photos and enjoy expressing themselves cre-

atively through photography. With Photoshop Elements, you can live in the moment knowing that you can turn your everyday shots into sensational photos.

WHAT'S THE DIFFERENCE BETWEEN PHOTOSHOP ELEMENTS, PHOTOSHOP & PHOTOSHOP LIGHTROOM

Photoshop Elements is designed for people who are just getting started with digital photo editing and want an easy way to organize, enhance, and share their photos. Photoshop is the professional standard for creating powerful images, and Photoshop Extended delivers everything in Photoshop as well as tools for creating and editing 3D* images and performing image analysis. Photoshop Lightroom addresses the workflow needs of professional and serious amateur photographers, enabling them to import, process, organize, and showcase large volumes of digital photographs.

COURSE PREREQUISITES

Students should know how to operate a computer such as opening files and using a mouse

COURSE OBJECTIVES

- A Quick Tour of Photoshop Elements
- Importing and Sorting Photos
- Tagging, Grouping, and Searching Photos
- Image Editing Basics
- Working with Color
- Fixing Exposure Problems
- Reframing, Retouching, and Recomposing Images
- Combining Images
- Getting Creative
- Printing, Sharing, and Exporting

RELATED TRAINING AND CERTIFICATION COURSES

- Photoshop Advanced
- Photoshop Intro
- Photoshop Lightroom
- Premiere Elements

COURSE OUTLINE

1. A Quick Tour of Photoshop Elements

- How Photoshop Elements works
- The library catalog file
- Creating a new catalog
- Importing media
- Getting photos from files and folders
- Exploring the Organizer workspace
- Reviewing and comparing images
- Viewing photos in Full Screen mode
- Comparing photos side-by-side

- Reconnecting missing files to a catalog
- Switching between the Organizer and the Editor
- The Editor workspace
- Working with panels and the Panel Bin
- Customizing the Panel Bin
- Getting Help
- Navigating Help
- Additional resources

2 Importing and Sorting Photos

- Getting photos
- Dragging photos from Windows Explorer
- Dragging photos from the Mac OS Finder
- Importing attached keyword tags
- Automatically fixing red eyes during import
- Searching for photos to import
- Importing images from iPhoto
- Importing from a digital camera
- Advanced Photo Downloader options
- Using watched folders on Windows
- Acquiring still frames from a video
- Importing from a PDF document
- Importing from Adobe Revel
- Sorting your photos
- Automatically finding faces for tagging
- Setting up People Recognition
- Tagging faces in the Media Browser
- Tagging undetected faces
- Tagging faces in batches
- Importing Facebook friends as People tags
- Welcome to the People view
- Tagging faces in the People view
- Working with People groups
- Sorting photos by location
- Adding Places tags to your photos
- Adding photos to a saved location
- A short trip to the Places view
- Repositioning Place pins
- Grouping photos as Events
- Creating Events from the Media Browser
- An invitation to the Events view
- Adding photos to an Event
- Getting smart about creating Events
- Creating long Events

3 Tagging, Grouping, and Searching Photos

- Making it easier to find your photos
- Rating photos
- Tagging photos with keywords
- Organizing keyword tags and categories
- Customizing the Keywords list
- Creating and applying keyword tags
- Grouping photos
- Working with version sets
- About stacks
- Stacking photos automatically
- Tips for working with stacks
- Creating albums
- Adding more photos to an album
- Creating albums from People, Places, and Events
- Filtering and finding photos
- Finding people, places, and events
- Looking for somebody?

- Finding people from the Media view
- Searching every place
- Looking for the right occasion
- Locating files in the folder list
- Using the Timeline to refine a search
- Finding photos by searching for keywords
- Working with the Advanced Search panel
- Saving complex searches
- Finding photos by visual similarity
- Finding objects in photos
- Finding and removing duplicate photos
- Finding photos by searching their metadata
- Hiding files

4 Image Editing Basics

- Editing photos in the Organizer
- Editing in Full Screen mode
- Recognizing what your photo needs
- Understanding the histogram
- Adjusting levels
- Assessing a photo's color balance
- Working with the Temperature and Tint settings
- Consulting the color histogram
- Adjusting the white balance
- Making easy color and lighting adjustments
- Fixing photos automatically in batches
- Adding the auto-corrected files to your catalog
- Correcting photos in Quick Edit mode
- Using Smart Fix
- Applying more automatic fixes
- Adjusting images in Guided Edit mode
- Guided color and lighting corrections
- More guided solutions
- Selective editing with the Smart Brush
- Tweaking Smart Brush adjustments
- Working with camera raw images
- Workflow overview for raw images
- What is a raw image?
- Getting to know the Camera Raw window
- Adjusting the white balance
- Working with the Temperature and Tint settings
- Using the tone controls on a raw image
- Saving the image in the DNG format

5 Working with Color

- Batch-processing the lesson files
- Correcting color problems
- Comparing methods of fixing color
- Correcting color automatically
- Adjusting the results of an automatic fix manually
- Tweaking an automatic fix using Color Variations
- Comparing results
- Adjusting skin tones
- Removing a color cast with one click
- Brightening a smile
- Working with red eye
- Using the automatic Red Eye Fix
- Using the Red Eye Removal tool
- Making selections
- Using the Selection Brush
- Using the Quick Selection tool
- Working with saved selections
- Editing through selections

160 Photoshop Elements

- Why won't Photoshop Elements do what I tell it to do?
- Replacing the color of a pictured object
- Using the Color Replacement tool
- Replacing a color throughout an image
- Replacing a color in a limited area of an image
- About printing color pictures
- Working with color management
- Setting up color management

6 Fixing Exposure Problems

- Batch-processing the lesson files
- Adjusting images for tonal balance
- Brightening an underexposed image
- Applying Quick Fix lighting adjustments
- Adjusting exposure in Guided Edit mode
- Fixing exposure in Full Edit mode
- Using blending modes
- About adjustment layers
- Using adjustment layers to correct lighting
- Correcting parts of an image selectively
- Creating a selection
- Using layer masks to isolate parts of an image
- Correcting underexposed areas
- Adding more intensity
- Improving faded or overexposed images
- Creating a set of duplicate files
- Using blending modes to fix a faded image
- Adjusting shadows and highlights manually
- Adjusting brightness and contrast manually
- Adjusting levels
- Comparing results

7 Reframing, Retouching, and Recomposing Images

- Improving the composition of a photo
- Using the Straighten tool
- Re-framing a photo with the Crop tool
- Working with the image canvas
- Adding a border to a photo
- Working with text
- Adding a quick border
- Recomposing an image within its frame
- Removing wrinkles and spots
- Fixing blemishes
- Using the Healing Brush tool
- Refining the Healing Brush results
- Removing unwanted objects from images
- Using the Content-Aware healing feature
- Creative fun with Guided Edit
- Creating effects with filters
- Using the filter gallery
- Layering filters and effects

8 Combining Images

- Combining images automatically
- Merging photos into a panorama
- Setting up Photomerge Panorama options
- Photomerge Panorama layout options
- Creating a composite group shot

- Removing unwelcome intruders
- Blending differently exposed photos
- Using the Photomerge Exposure tool
- Merging exposures manually
- Merging exposures automatically
- Using layers to combine photographs
- Arranging the image layers
- Creating a gradient layer mask
- Matching the colors of blended images
- Cleaning up selection edges

9 Getting Creative

- On the arty side of the Editor
- Exploring the artwork library
- Using the Favorites panel
- Producing a Photo Book
- Changing page layouts
- Rearranging the order of images in a project
- Working with backgrounds
- Working with photos and frames
- Adjusting a photo inside a frame
- Refining your Photo Book layout using layers and effects
- Re-ordering the pages in a Photo Book
- Adding graphics to a project
- Placing text in a layout
- Creative framing with layer masks
- Getting creative with text
- Fitting text to a selection
- Wrapping text around a shape
- Using preset text styles
- More fun with type
- Creating a type mask
- Adding impact to a type mask

10 Printing, Sharing, and Exporting

- About printing
- Printing a contact sheet
- Printing a Picture Package
- Printing individual photos
- Ordering professionally printed photos online
- Sharing pictures
- Sharing photos by e-mail
- Using Photo Mail
- Creating an Online Album
- Customizing your Online Album
- Exporting copies of your photos for the Web
- Using an online sharing service
- Backing up your catalog and media files
- Backing up the catalog file
- Doing incremental backups

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DATES: Please call **301-362-2250** or email sales@thinkbiglearnsmart.com to request dates & GSA pricing for this class

Photoshop Lightroom Training

MARYLAND, VIRTUALLY ONLINE LIVE & ON-SITE

Duration: 2 days

**Request a Quote for
Private On-site Training**

COURSE DESCRIPTION

This Adobe Photoshop Lightroom training class provides you with hands-on practice with the basics of learning Adobe Lightroom, Adobe's toolbox for professional photographer's, which provides one easy application for managing, adjusting, and presenting large volumes of digital photographs. Countless tips, techniques, and hands-on tutorials will help you become more productive and adept using Adobe Photoshop Lightroom.

COURSE PREREQUISITES

We recommend that students should be comfortable using a mouse, opening and saving files, and the general operations of computers.

COURSE OBJECTIVES

- Importing from Digital Camera
- Viewing and Managing your Photos in Lightroom
- Streamline your editing and photo management process
- Grouping with Quick Collection
- Working with the Filmstrip
- Organizing with Keywords and Metadata
- Sync development setting to create a signature "look" for your photos
- Control color luminance, hue and saturation by color for vivid

pictures

- Remove film grain to your images
- Streamline skin and face retouching
- "A-B" compare different versions of the same photo
- Finding and Filtering Photos
- Batch watermark your photos
- Creating Slideshows in Lightroom
- Demo photos to clients with "Lights Out" mode
- Create a custom photo website without ever writing code
- Printing and Publishing your Photos
- Import and securely backup your data

RELATED TRAINING AND CERTIFICATION COURSES

- Photoshop Advanced
- Photoshop Intro

COURSE OUTLINE

1. Quick Tour of Photoshop Lightroom

- Understanding How Lightroom Works
- The Lightroom Workspace
- Lightroom Modules
- A Typical Workflow
- Importing Photos
- Reviewing and Organizing
- Developing and Editing
- Sharing Your Work
- Getting Help

2. Toggling Screen Modes

- Adjusting the Workspace Layout
- Working with the Left and Right Panel Groups
- Working with the Main Display Area
- Reviewing the Workspace

3. The Import Process

- Importing Photos from a Digital Camera or Memory Card
- Importing Images from a Disk or External Storage Media
- Importing via Drag and Drop
- Importing from Other Catalogs
- Importing from a Watched Folder

4. Viewing and Managing Your Images in the Library Module

- Switching Views
- Flagging Picks and Rejects and Deleting Images
- Grouping Images in the Quick Collection
- Working with the Filmstrip

5. Organizing folders

- Using Collections to Organize Images
- Using Keywords
- Using Flags and Ratings
- Adding Metadata
- Using the Painter Tool
- Renaming and Reconnecting Missing

6. Quick Develop

- The Develop Module
- Cropping, Rotating, and Flipping Images
- Undoing, Redoing, and Remembering Changes

- Removing Spots
- Applying Basic Color Corrections
- Making Discrete Color Adjustments
- Synchronizing Settings
- Local Corrections
- Working with and External Image Editor

7. Playing an Impromptu Slideshow

- Setting up a Slideshow
- The Lightroom Slideshow Module
- Choosing a Slideshow Template
- Customizing your Slideshow Template
- Adjusting the Playback Settings
- Saving the Customized Slideshow Template
- Exporting a Slideshow

8. About the Lightroom Print Module

- Distinguishing the Lightroom Print Templates
- Selecting a Print Template
- Customizing Print Templates
- Saving your Customized Print Template
- Using Color Management

9. The Lightroom Web Module

- Creating a Basic Web Gallery
- Creating a New Collection

- Customizing your Web Gallery
- Previewing the Gallery
- Saving your Custom Template
- Exporting your Gallery
- Uploading your Web Gallery to a Web Server

10. Preventing Data Loss

- Backing up the Catalog File
- Backing up the Library
- Exporting Photos

DISCLAIMER:

All course objectives and outlines are a guide for students. To ensure student satisfaction, these course topics and order may be modified or added to ensure the latest information is covered to support real world use of the technology.

DATES:

Please call **301-362-2250** or email sales@thinkbiglearnsmart.com to request dates & GSA pricing for this class.

PHP MySQL Programming Training

MARYLAND, VIRTUALLY ONLINE LIVE & ON-SITE

Duration: 4 days**In Person Price:** \$1695**Online Live Price:** \$1495**Request a Quote for
Private On-site Training****COURSE DESCRIPTION**

This PHP MySQL training course provides you with hands-on practice using PHP with MySQL scripting language for web developers. Web developers will learn the fundamentals of PHP, its data types, control structure, operators and arrays. Developers will learn about PHP's built-in tools and how to utilize them to create custom functions. Real world techniques and strategies will be delivered to teach the student best methods in application design, program structuring and coding. Variable referencing and scope will be covered. MySQL portion of the class will cover relational theory, design and building a project and the associated developer best practices. Content will cover MySQL data types, naming conventions and indexing. Students will participate in analysis of various development methods to access, manipulate data from building Select, Insert and Update queries to Group By and multi-table statements..

COURSE PREREQUISITES

We recommend that students have a working understanding of coding in HTML.

COURSE OBJECTIVES

- Introduction to PHP
- Programming with PHP
- Creating Dynamic Web Sites

- Introduction to MySQL
- Introduction to SQL
- Database Design
- Advanced SQL and MySQL
- Error Handling and Debugging
- Using PHP with MySQL
- Common Programming Techniques
- Web Application Development
- Cookies and Sessions
- Security Methods
- Perl-compatible Regular Expressions
- Introducing jQuery
- An OOP Primer

RELATED TRAINING & CERTIFICATION COURSES

HTML XHTML CSS Intro

HTML XHTML CSS Advanced

HTML5 CSS3

JavaScript Programming Intro

jQuery

jQuery Mobile

COURSE OUTLINE**1. Introduction to PHP**

- Basic Syntax
- Sending Data to the Web Browser
- Writing Comments
- What Are Variables?
- Introducing Strings
- Concatenating Strings
- Introducing Numbers
- Introducing Constants
- Single vs. Double Quotation Marks
- Basic Debugging Steps
- Review and Pursue

2. Programming with PHP

- Creating an HTML Form
- Handling an HTML Form
- Conditionals and Operators
- Validating Form Data
- Introducing Arrays
- For and While Loops
- Review and Pursue

3. Creating Dynamic Web Sites

- Including Multiple Files
- Handling HTML Forms, Revisited
- Making Sticky Forms
- Creating Your Own Functions
- Review and Pursue

4. Introduction to MySQL

- Naming Database Elements
- Choosing Your Column Types
- Choosing Other Column Properties
- Accessing MySQL
- Review and Pursue

5. Introduction to SQL

- Creating Databases and Tables
- Inserting Records
- Selecting Data
- Using Conditionals
- Using LIKE and NOT LIKE
- Sorting Query Results
- Limiting Query Results
- Updating Data
- Deleting Data
- Using Functions
- Review and Pursue

6. Database Design

- Normalization
- Creating Indexes
- Using Different Table Types
- Languages and MySQL
- Time Zones and MySQL
- Foreign Key Constraints
- Review and Pursue

7. Advanced SQL and MySQL

- Performing Joins
- Grouping Selected Results
- Advanced Selections
- Performing FULLTEXT Searches
- Optimizing Queries
- Performing Transactions
- Database Encryption
- Review and Pursue

8. Error Handling and Debugging

- Error Types and Basic Debugging
- Displaying PHP Errors
- Adjusting Error Reporting in PHP
- Creating Custom Error Handlers
- PHP Debugging Techniques
- SQL and MySQL Debugging Techniques
- Review and Pursue

9. Using PHP with MySQL

- Modifying the Template
- Connecting to MySQL
- Executing Simple Queries
- Retrieving Query Results
- Ensuring Secure SQL
- Counting Returned Records
- Updating Records with PHP
- Review and Pursue

10. Common Programming Techniques

- Sending Values to a Script
- Using Hidden Form Inputs

- Editing Existing Records
- Paginating Query Results
- Making Sortable Displays
- Review and Pursue

11. Web Application Development

- Sending Email
- Handling File Uploads
- PHP and JavaScript
- Understanding HTTP Headers
- Date and Time Functions
- Review and Pursue

12. Cookies and Sessions

- Making a Login Page
- Defining the Login Functions
- Using Cookies
- Using Sessions
- Improving Session Security
- Review and Pursue

13. Security Methods

- Preventing Spam
- Validating Data by Type
- Validating Files by Type
- Preventing XSS Attacks
- Using the Filter Extension
- Preventing SQL Injection Attacks
- Review and Pursue

14. Perl-compatible Regular Expressions

- Creating a Test Script
- Defining Simple Patterns
- Using Quantifiers
- Using Character Classes
- Finding All Matches
- Using Modifiers
- Matching and Replacing Patterns
- Review and Pursue

15. Introducing jQuery

- What is jQuery?
- Incorporating jQuery
- Using jQuery
- Selecting Page Elements
- Event Handling
- DOM Manipulation
- Using Ajax
- Review and Pursue

16. An OOP Primer

- Fundamentals and Syntax
- Working with MySQL
- The DateTime Class
- Review and Pursue

17. Example—Message Board

- Making the Database
- Writing the Templates
- Creating the Index Page
- Creating the Forum Page
- Creating the Thread Page

- Posting Messages
- Review and Pursue

18. Example—User Registration

- Creating the Templates
- Writing the Configuration Scripts
- Creating the Home Page
- Registration
- Activating an Account
- Logging In and Logging Out
- Password Management
- Review and Pursue

19. Example—E-Commerce

- Creating the Database
- The Administrative Side
- Creating the Public Template

- The Product Catalog
- The Shopping Cart
- Recording the Orders
- Review and Pursue

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DATES

Location	Start Date	End Date	Time
Columbia, MD - In Person & Online Live	Monday, Jan 05, 2015	Thursday, Jan 08, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Mar 30, 2015	Thursday, Apr 02, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Jun 22, 2015	Thursday, Jun 25, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Sep 14, 2015	Thursday, Sep 17, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Dec 07, 2015	Thursday, Dec 10, 2015	8:30 am EDT - 3:30 pm EDT

Premiere Elements Training

MARYLAND, VIRTUALLY ONLINE LIVE & ON-SITE

Duration: 2 days**Request a Quote for
Private On-site Training****COURSE DESCRIPTION**

Adobe Premiere Elements training delivers video editing tools that balance power and versatility with ease of use. Adobe Premiere Elements is ideal for home users, hobbyists, business users, and professional videographers—anyone who wants to produce high-quality movies and DVDs.

Adobe Premiere Elements software helps you edit video using smart, automated options, enhance your movies with pro-quality effects, and then share on virtually any screen. Live in the moment knowing that you can easily turn your everyday videos into memorable home movies

WHAT IS THE DIFFERENCE BETWEEN PREMIERE ELEMENTS AND PREMIERE PRO?

Adobe Premiere Elements offers an easy way for digital video enthusiasts to create great-looking movies from their videos. Adobe Premiere Pro software offers a start-to-finish solution for professional video production.

COURSE PREREQUISITES

Have a working knowledge of basic computer skills such as opening and closing files

COURSE OBJECTIVES

- The World of Digital Video
- Getting Ready to Edit
- Video Capture and Import
- Organizing Your Content
- Editing Video
- Working with Effects
- Creating Transitions
- Adding Titles and Credits
- Working with Sound
- Creating Menus
- Sharing Movies
- Working with Adobe Photoshop Elements

RELATED TRAINING AND CERTIFICATION COURSES

- Premiere Pro Advanced
- Premiere Pro Intro
- Photoshop Elements

COURSE OUTLINE**1. The World of Digital Video**

- How Adobe Premiere Elements fits into video production
- The Adobe Premiere Elements workspace
- Working in the Organizer
- What's new in Adobe Premiere Elements

2. Getting Ready to Edit

- Setting your startup preferences
- Setting up a new project
- Working with project preferences
- Customizing the Workspace

3. Video Capture and Import

- Capturing video with Adobe Premiere Elements
- Capture interfaces
- Using the Video Importer
- Capturing tape-based or live video
- Capturing with the Capture panel
- Importing content from your hard drive

4. Organizing Your Content

- Getting started
- Viewing the completed movie before you start
- Working in the Project Assets panel
- Tagging in the Organizer

5. Editing Video

- Getting started
- Viewing the completed movie before you start
- Working in the Monitor panel
- Editing in Quick view
- Using the Split Clip tool in Quick view
- Working in Expert view
- Editing in Expert view
- Using the Split Clip tool in Expert view
- Working in Smart Trim mode

6. Working with Effects

- Getting started
- Viewing the completed movie before you start
- Using effects
- Working with Smart Fix
- Perfecting your clips
- Fixing backlighting video
- Copying effects from one clip to another
- Working with Time Remapping
- Changing playback speed
- Creating a Pan & Zoom effect
- Working with keyframes
- Creating a Picture-in-Picture overlay
- Compositing two clips using Videomerge

7. Creating Transitions

- Getting started
- Viewing the completed movie before you start
- Working with transitions

8. Adding Titles and Credits

- Working with titles and title-editing mode
- Getting started
- Viewing the completed movie before you start
- Titles and text overview
- Creating a simple full-screen title
- Modifying text
- Superimposing a title over video clips
- Using graphics
- Creating a rolling credit

9. Working with Sound

- Getting started
- Viewing the completed movie before you start
- Quick view or Expert view?
- Workflow overview
- Creating background music with SmartSound
- Adding narration
- About waveforms
- Adjusting audio volume
- Volume, gain, or Normalize?
- Adjusting project volume with Smart Mix

10. Creating Menus

- Getting started

- Understanding DVD, Blu-ray, and AVCHD discs, plus web DVDs
- Manually adding scene markers
- Creating an auto-play disc
- Automatically generating scene markers
- Creating a disc with menus
- Modifying Scene Marker buttons
- Working with submenus
- Customizing menus with video, still images, and audio
- Animating buttons
- Changing menu button text properties
- Creating web DVDs
- Burning DVD, Blu-ray, and AVCHD discs

11. Sharing Movies

- Sharing and exporting video
- Getting started
- Viewing the completed movie for the first exercise
- Uploading to YouTube
- Sharing on your personal computer
- Exporting to mobile phones and players
- Exporting a frame of video as a still image

12. Working with Adobe Photoshop Elements

- Viewing the completed movie before you start
- Getting started
- Creating a new Photoshop file optimized for video
- Customizing a title in Adobe Photoshop Elements
- Editing a Photoshop image in Adobe Photoshop Elements

DISCLAIMER:

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DATES

Please call **301-362-2250** or email sales@thinkbiglearnsmart.com to request dates & GSA pricing for this class.

Premiere Pro- Introduction Training

MARYLAND, VIRTUALLY ONLINE LIVE & ON-SITE

Duration: 2 days**In Person Price:**\$795**Online Live Price:** \$600**GSA In Person:**\$640.81**GSA Online Live:** \$453.40**EDU/Nonprofit In Person:** \$695**EDU/Nonprofit Online Live:** \$550**Request a Quote for
Private On-site Training****COURSE DESCRIPTION**

ThinkBIG's introduction to Adobe Premiere Pro training course helps you understand and work with basic concepts and features to learn how to use Adobe Premiere Pro. You will run through a typical series of steps for creating, editing and fine-tuning a series of video pieces.

Adobe Premiere Pro, the essential editing tool for video enthusiasts and professionals, enhances your creative power and freedom. Adobe Premiere Pro is the most scalable, efficient, and precise video-editing tool available. It supports a broad range of video formats including AVCHD, HDV, XDCAM, P2 DVCPRO HD, XDCAM, AVC-Intra, Canon XF, RED, ARRIRAW, QuickTime, and many more. The superior performance of Adobe Premiere Pro lets you work faster and more creatively. The complete set of powerful and exclusive tools lets you overcome any editorial, production, and workflow challenges to deliver the high-quality work you demand.

Highly recommended to take Videography Fundamentals before this training if you would like to also learn about pre-production & production (not just post-production).

TARGET STUDENT

Professional editors in film and broadcast, filmmakers and production companies, corporate and event videographers, students and educators

COURSE PREREQUISITES

We recommend that students should be comfortable using a mouse, opening and saving files, and the general operations of computers

COURSE OBJECTIVES

- An overview to the workspace
- Setting Up a Project
- Importing Media
- Organizing Media
- Essentials of Video Editing
- Working with Clips and Markers
- Adding Transitions

RELATED TRAINING AND CERTIFICATION COURSES

- Premiere Pro Advanced
- After Effects Advanced
- After Effects Intro
- Audition
- Premiere Elements
- DSLR Video Training
- Videography Fundamentals
- Production Premium by Adobe
- SpeedGrade

COURSE OUTLINE**1. Touring Adobe Premiere Pro Creative Cloud**

- Getting started
- Nonlinear editing in Adobe Premiere Pro
- Expanding the workflow
- Touring the Adobe Premiere Pro workspace

2. Setting Up a Project

- Getting started
- Setting up a project
- Setting up a sequence

3. Importing Media

- Getting started
- Importing assets
- Working with the Media Browser
- Importing images
- The media cache

4. Organizing Media

- Getting started
- The Project panel
- Working with bins
- Organizing media with content analysis
- Monitoring footage
- Modifying clips

5. Essentials of Video Editing

- Getting started
- Using the Source Monitor
- Navigating the Timeline

- Essential editing commands

6. Working with Clips and Markers

- Getting started
- Program Monitor controls
- Controlling resolution
- Using markers
- Using Sync Lock and Track Lock
- Finding gaps in the Timeline
- Selecting clips
- Moving clips
- Extracting and deleting segments

7. Adding Transitions

- Getting started
- What are transitions?
- Edit points and handles
- Adding video transitions
- Using A/B mode to fine-tune a transition
- Adding audio transitions

DISCLAIMER:

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To ensure student satisfaction, these course topics and order may be modified or added to ensure the latest information is covered to support real world use of the technology.

CERTIFICATION THAT VALIDATES ADOBE PREMIERE PRO SKILLS

Upon completion of ThinkBIG's Premiere Pro Intro and Advanced courses – individuals should be prepared to certify as an Adobe Certified Associate!

Adobe conducted research to identify the foundational skills students need to effectively communicate using digital media tools. Based on feedback from educators, design and video professionals, businesses, and educational institutions around the world, the objectives cover entry-level skill expectations for video communication.

DATES

Location	Start Date	End Date	Time
Columbia, MD - In Person & Online Live	Monday, Dec 01, 2014	Tuesday, Dec 02, 2014	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Feb 02, 2015	Tuesday, Feb 03, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Mar 16, 2015	Tuesday, Mar 17, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Apr 27, 2015	Tuesday, Apr 28, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Jun 08, 2015	Tuesday, Jun 09, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Jul 20, 2015	Tuesday, Jul 21, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Aug 31, 2015	Tuesday, Sep 01, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Tuesday, Oct 13, 2015	Wednesday, Oct 14, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Nov 16, 2015	Tuesday, Nov 17, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Dec 14, 2015	Tuesday, Dec 15, 2015	8:30 am EDT - 3:30 pm EDT

Premiere Pro - Advanced Training

MARYLAND, VIRTUALLY ONLINE LIVE & ON-SITE

Duration: 2 days**In Person Price:**\$795**Online Live Price:** \$600**GSA In Person:**\$640.81**GSA Online Live:** \$453.40**EDU/Nonprofit In Person:** \$695**EDU/Nonprofit Online Live:** \$550**Request a Quote for
Private On-site Training****COURSE DESCRIPTION**

In ThinkBIG's Advanced Adobe Premiere training class you will learn to edit video with greater speed and precision with Adobe Premiere Pro, the industry-leading, cross-platform nonlinear editing application. Offering a clean, easily customizable interface and native support for a huge range of file formats, Adobe Premiere Pro lets you move through projects faster and deliver your best work, even on the tightest deadlines. Deep integration with other Adobe tools puts a complete production workflow at your fingertips and allows for close collaboration with other artists on projects of any size for virtually any deliverable.

Designed to work the way editors think, Adobe Premiere offers a slew of new features and refinements that let you move through your projects efficiently and intuitively, including Editing Finesse workflow enhancements, Link & Locate to help you find files faster, an expanded audio toolset, an even more responsive Mercury Playback Engine, and a powerful new closed captioning workflow. Adobe Premiere Pro also includes the Lumetri Deep Color Engine, so you can apply .look files from Adobe SpeedGrade to your clips and cut with the aesthetic of the grade. A library of Lumetri Looks is included, offering simple, beautiful grading presets you can use without leaving the application.

TARGET STUDENT

Professional editors in film and broadcast, filmmakers and production companies, corporate and event videographers, students and educators

COURSE PREREQUISITES

We recommend that students should be comfortable using a mouse, opening and saving files, and the general operations of computers. Also that students have completed Premiere Pro Intro, or have equivalent experience with Premiere Pro.

COURSE OBJECTIVES

- Advanced Editing Techniques
- Putting Clips in Motion
- Multi-camera Editing
- Editing and Mixing Audio
- Sweetening Sound
- Adding Video Effects
- Color Correction and Grading
- Exploring Compositing Techniques
- Creating Titles
- Managing Your Projects

RELATED TRAINING AND CERTIFICATION COURSES

- Premiere Pro Intro
- After Effects Advanced
- After Effects Intro
- Audition
- Premiere Elements
- DSLR Video Training
- Videography Fundamentals
- Production Premium by Adobe
- SpeedGrade

COURSE OUTLINE**1. Advanced Editing Techniques**

- Four-point editing
- Retiming clips
- Replacing clips and footage
- Nesting sequences
- Regular trimming
- Advanced trimming
- Trimming in the Program Monitor

2. Putting Clips in Motion

- Adjusting the Motion effect
- Changing clip position, size, and rotation
- Working with keyframe interpolation
- Using other motion-related effects

3. Multi-camera Editing

- The multi-camera process
- Creating a multi-camera sequence

- Switching multiple cameras
- Finalizing multi-camera editing

4. Editing and Mixing Audio

- Setting up the interface to work with audio
- Examining audio characteristics
- Adjusting audio volume
- Creating a split edit
- Adjusting audio levels for a clip

5. Sweetening Sound

- Sweetening sound with audio effects
- Adjusting EQ
- Applying effects in the Audio Track Mixer
- Cleaning up noisy audio

6. Adding Video Effects

- Working with effects
- Keyframing effects
- Effects presets
- Frequently used effects

7. Color Correction and Grading

- Color-oriented workflow
- An overview of color-oriented effects
- Fixing exposure problems
- Fixing color balance
- Special color effects
- Creating a look

8. Exploring Compositing Techniques

- What is an alpha channel?
- Making compositing part of your projects
- Working with the Opacity effect
- Working with alpha-channel transparencies
- Color keying a greenscreen shot
- Using mattes

9. Creating Titles

- An overview of the Titler window
- Video typography essentials
- Creating titles
- Stylizing text

- Working with shapes and logos
- Making text roll and crawl

10. Managing Your Projects

- The File menu
- Using the Project Manager
- Final project management steps
- Importing projects or sequences
- Managing collaboration
- Managing your hard drives
- Getting started
- Overview of export options
- Exporting single frames
- Exporting a master copy
- Working with Adobe Media Encoder
- Exchanging with other editing applications
- Recording to tape

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CERTIFICATION THAT VALIDATES ADOBE PREMIERE PRO SKILLS

Upon completion of ThinkBIG's Premiere Pro Intro and Advanced courses – individuals should be prepared to certify as an Adobe Certified Associate!

Adobe conducted research to identify the foundational skills students need to effectively communicate using digital media tools. Based on feedback from educators, design and video professionals, businesses, and educational institutions around the world, the objectives cover entry-level skill expectations for video communication.

DATES

Location	Start Date	End Date	Time
Columbia, MD - In Person & Online Live	Wednesday, Dec 03, 2014	Thursday, Dec 04, 2014	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, Feb 04, 2015	Thursday, Feb 05, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, Mar 18, 2015	Thursday, Mar 19, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, Apr 29, 2015	Thursday, Apr 30, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, Jun 10, 2015	Thursday, Jun 11, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, Jul 22, 2015	Thursday, Jul 23, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Thursday, Oct 15, 2015	Friday, Oct 16, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, Nov 18, 2015	Thursday, Nov 19, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, Dec 16, 2015	Thursday, Dec 17, 2015	8:30 am EDT - 3:30 pm EDT

Presenter Training

MARYLAND, VIRTUALLY ONLINE LIVE & ON-SITE

Duration: 2 days

In Person Price: \$795

Online Live Price: \$600

GSA In Person: \$640.81

GSA Online Live: \$453.40

EDU/Nonprofit In Person: \$695

EDU/Nonprofit Online Live: \$550

**Request a Quote for
Private On-site Training**

COURSE DESCRIPTION

Adobe Presenter software helps you communicate more effectively with engaging videos and interactive presentations created in PowerPoint. Minimize the time, effort, and costs of producing and editing videos by doing it yourself at your desktop without specialized equipment or training. Add quizzes and out-of-the-box assets; deliver content to the web, video sharing sites, desktops, and mobile devices, including iPad*; and track using integration with Learning Management Systems (LMSs) and Salesforce.com.

TARGET STUDENT

Anyone who needs to communicate with or train people online should use Adobe Presenter. This typically includes managers who need to easily convert PowerPoint slides into interactive training content. Subject-matter experts can convey their expertise by converting live presentations into on-demand videos. Sales and marketing departments can communicate more effectively with customers and partners by converting static collateral into impactful sales videos.

COURSE PREREQUISITES

Because of the amount of material ThinkBIGLearnSmart covers in class, we do require students to be comfortable using a mouse, opening and saving files, and the general operations of computers. While we will make every reasonable effort

to help, students with insufficient skills may be required to observe the class lessons or do their best to keep up without slowing down the rest of the class.

COURSE OBJECTIVES

- Create a Adobe Presenter presentation
- Preview a presentation
- Change slide properties
- Add and edit presenters
- Add and edit attachments
- Add audio files to a presentation
- Record audio
- Import video
- Adding quizzes and questions
- Create and edit themes
- Publish to an Adobe Connect Server (upon request)

RELATED TRAINING AND CERTIFICATION COURSES

- Articulate Studio Advanced
- Articulate Studio Intro
- Articulate Storyline
- Articulate Storyline Advanced
- Camtasia
- Captivate 7 Advanced
- Captivate 7 Intro
- Captivate 8 Advanced
- Captivate 8 Intro

COURSE OUTLINE

1. Creating presentations

- Design your presentation.
- Edit your presentation.
- Publish your presentation.

2. Editing Adobe Presenter presentations

- Change the presentation title.
- Add a presentation summary
- Change slide properties
- View slide properties for all slides
- Set a navigation name
- Set Go To Slide options
- Set slide advance behavior
- Lock slides
- Add and edit presenters
- Add a presenter profile
- Set the Presenter for an entire presentation
- Set the Presenter for slides
- Edit a Presenter
- Delete a Presenter
- Add and edit attachments
- Add an attachment to a presentation
- Attachment type Opens in
- Add and test links to documents

- Creating links to files
- Change the name, type, or location of a presentation attachment
- Delete a presentation attachment
- Add animation, image, and Flash (SWF) files
- Insert character images and scenes
- Pause the presentation after an animation plays
- Set image quality for a presentation

3. Audio in presentations

- Using audio in presentations
- Add audio files to a presentation
- Recording audio
- Setting up audio equipment
- Setting sound card options
- Changing audio recording settings
- Placing the microphone
- Improving microphone techniques
- Editing sound
- About audio recording equipment
- Computer with a sound card
- Microphone
- Microphone preamplifier
- Speakers
- Recording software
- Recording area
- Set audio recording quality
- CD Quality (stereo or mono)
- Near CD Quality (stereo or mono)
- FM Quality (stereo)
- Low Bandwidth (mono)
- Change the audio input source
- Calibrate microphones for recording
- Record audio
- Record audio at a specific location in a presentation
- Synchronize audio and animation timings
- Edit audio files
- Pre-play audio
- Add silence to an audio file
- Adjust audio volume
- Add and export slide notes
- Import slide notes
- Manage audio clips and files
- Edit audio timing
- Change how audio files are distributed across slides
- Jump to a specific slide during audio narration
- Pause the presentation during audio narration
- Listen to an audio file
- Zoom in on an area of the waveform
- Cut or copy and paste audio
- Delete an entire audio file or portion of an audio file

4. Record video presentations

- Record video presentations
- Recommended cameras and microphones
- Record videos
- Set recording preferences
- Option Output resolution Notes
- Change Display Resolution During Recording
- Record additional video
- Understanding the editing interface
- Timeline
- Navigating using Timeline
- Video editing controls

- Edit videos
- Change the project name
- Change layouts
- Add pan and zoom effects
- Trim videos
- Hide mouse movements
- Reduce audio noise
- Undo and redo edit operations
- Edit the video theme
- Add brand videos and icons
- Add lower-third text
- Publish videos
- Set publishing preferences
- Publish to YouTube
- Publish to Vimeo
- Publish as MP4 files
- Export to Microsoft PowerPoint
- Upload to Adobe Connect
- Troubleshooting Adobe Presenter Video Creator
- Presentation has a jagged appearance in side-by-side layout
- Error: Your camera doesn't support the minimum FPS required for Adobe Presenter Video
- Creator...
- The quality of the Adobe Presenter video is low

5. Recording application simulations

- Automatic recording
- Demonstration mode
- Training mode
- Assessment mode
- Custom mode
- Multimode recording
- Manual recording
- Panning
- Automatic Panning
- Manual Panning
- Specifying recording preferences
- Editing application simulations

6. Importing SWF files and video files

- Add and manage SWF files in presentations
- Insert a SWF file into a presentation
- Control an inserted SWF file through the Adobe Presenter playbar
- Delete SWF files from slides and sidebar
- Import video
- Importing H.264 video
- Edit imported video files

7. Inserting learning interactions

- Manage interactions

8. Adding quizzes and questions

- About quizzes and questions
- Branching in quizzes
- Reporting
- Quiz boundaries
- Tips for creating quizzes and questions
- Create a quiz
- Add fill-in-the-blank questions
- Add short-answer questions
- Add matching questions
- Add rating scale questions
- Add sequence questions
- Add Hot Spot questions
- Importing questions from existing quizzes

176 Presenter

- Edit quizzes and questions
- Change question slide order
- Delete a question slide
- Add a feedback message to a question
- Edit feedback message text in a quiz
- Change default labels
- About question groups
- Create question groups
- Set question shuffling
- Set answer shuffling
- Add a Quiz pane to a published presentation
- Set reporting options
- Set a pass rate for a quiz
- Set score display
- Changing fonts and button placement in quizzes
- Unanswered questions warning
- Use presentations with a learning management system
- Creating a SCORM manifest file
- Set advanced learning management system settings

9. Designing presentations

- Use elearning templates
- Apply PowerPoint themes to presentations
- Use PowerPoint XP templates as slide backgrounds
- Use PowerPoint 2007/2010 template as slide backgrounds
- Use PowerPoint theme colors
- Create and edit themes
- Select a presentation theme
- Create a custom theme
- Change and localize text labels in a theme
- Delete a theme
- Show and hide theme panes
- Set a default theme pane
- Choose a location for the sidebar
- Set Adobe Presenter options for a theme
- Add a slide Adobe Presenter logo
- Include slide notes in presentations
- Change presentation settings
- Automatically play a presentation
- Loop a presentation
- Change slide display timing
- Change Adobe logo
- Change Adobe logo hyperlink
- Change Adobe logo hyperlink for a single presentation

- Change Adobe logo hyperlink for all presentations
- Change SWF loading text
- Change the SWF loading text for a single presentation
- Change the SWF loading text for all presentations

10. Publishing and viewing presentations

- Publish locally
- Publish a presentation to PDF
- Publish the entire presentation as a package
- Add and access Adobe Connect Servers (upon request)
- Manage the Adobe Connect Server publishing list (upon request)
- Edit an Adobe Connect Server in the publishing list (upon request)
- Remove a Adobe Connect Server from the publishing list (upon request)
- Publish to an Adobe Connect Server (upon request)
- Select an Adobe Connect Server (upon request)
- Log in to Connect Pro
- Select a location for the presentation
- Enter presentation information
- Add a Adobe Presenter presentation to a Connect Pro meeting
- Add a presentation from the Content library to a Connect Pro meeting
- Add a zipped presentation from your computer to a Connect Pro meeting
- Add a presentation PowerPoint (PPT or PPTX) file from your computer to Connect Pro meeting
- View a presentation in a Connect Pro meeting
- Viewing the Outline pane
- View the Thumb pane
- View slide notes
- Search for text in a presentation
- Viewing the Quiz pane
- Use the presentation toolbar
- Switch between viewing modes
- Navigate between slides
- Navigate within the current slide
- Adjust the presentation audio
- Viewing a presentation in Connect Pro Training
- Using presentations with Connect Pro Events
- Viewing presentations on iPads
- Using presentations with third-party learning management systems

DISCLAIMER:

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DATES

Location	Start Date	End Date	Time
Columbia, MD - In Person & Online Live	Tuesday, Jan 20, 2015	Wednesday, Jan 21, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Apr 06, 2015	Tuesday, Apr 07, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, Jul 08, 2015	Thursday, Jul 09, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, Sep 30, 2015	Thursday, Oct 01, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Dec 21, 2015	Tuesday, Dec 22, 2015	8:30 am EDT - 3:30 pm EDT

Adobe Production Premium Training

MARYLAND, VIRTUALLY ONLINE LIVE & ON-SITE

Duration: 2 days

In Person Price:\$795

Online Live Price: \$600

GSA In Person:\$640.81

GSA Online Live: \$453.40

EDU/Nonprofit In Person: \$695

EDU/Nonprofit Online Live: \$550

**Request a Quote for
Private On-site Training**

COURSE DESCRIPTION

This Adobe Production Premium training course covers the digital video workflows in the Adobe video suite applications. With focused attention on the workflow and integration between the components of Production Premium, students will learn to take their project from concept all the way through the production and post-production pipelines using all the tools necessary.

Hands on exercises cover planning and organizing projects, editing in Premiere Pro, creating motion graphics and visual effects using After Effects, working with audio, color correcting in SpeedGrade (a new product in the suite), finishing and rendering compositions, and authoring for DVDs, Blu-ray Discs, and the Web. Students will also discover how easy it is to use Adobe Media Encoder and Dynamic Link across the suite for easy-to-manage workflow processes as well.

COURSE PREREQUISITES

You should have a working knowledge of your computer and operating system. You should know how to use the mouse and standard menus and commands, and also how to open, save, and close files. If you need to review these techniques, see the printed or online documentation included with your Windows or Mac OS system.

COURSE OBJECTIVES

- Working With Adobe Creative Cloud Production Premium
- Planning and Organizing Your Project
- Creating a Basic Edit
- Advanced Editing Techniques
- Creating Motion Graphics
- Creating Visual Effects
- Working with Audio
- Finishing, Rendering and Outputting
- Authoring for DVD, Blu-Ray, and the Web

RELATED TRAINING & CERTIFICATION COURSES

- After Effects Advanced
- After Effects Intro
- Audition
- Premiere Pro Advanced
- Premiere Pro Intro
- SpeedGrade

COURSE OUTLINE

1. Working in Adobe Creative Cloud Production Premium

- The "planning to playback" video-production workflow
- Learning the role of each component in the suite
- Working with media files in video production
- Real-time playback and editing

2. Organizing the Media Files For Your Project

- About Adobe Bridge
- Working with metadata
- About Adobe Story
- About Adobe Prelude

3. Creating a Basic Edit

- About Adobe Premiere Pro
- Creating a new project in Adobe Premiere Pro
- Importing footage and other media using the Media Browser
- Understanding the Project panel
- Interpreting Footage
- Creating bins
- Viewing your footage
- About subclips
- Creating the first sequence
- Working in the Timeline
- Working with audio
- Refining your story
- Using Markers
- Using Snap
- Finishing Your Rough Edit

4. Advanced Editing Techniques

- Versioning your edit
- Adding transitions
- Creating effects in Adobe Premiere Pro
- Keying and compositing green screen footage
- Adding titles with the Adobe Premiere Pro Title tool
- Stabilizing footage with the Warp Stabilizer

- Rendering your timeline

5. Creating Basic Motion Graphics & Video Effects

- Preserving your rough edit in Adobe Premiere Pro
- About Adobe After Effects
- Understanding the After Effects user interface
- Using Dynamic Link: from Adobe Premiere Pro to After Effects
- Using RAM Preview
- Working with text and animation presets in After Effects
- Using Dynamic Link: from After Effects to Adobe Premiere Pro
- Creating a motion graphic with Adobe After Effects
- Creating a new composition
- Working with layers

6. Advanced Still and Motion Graphics Techniques

- Incrementing your After Effects project
- About Adobe Illustrator
- Creating 3D extrusions in After Effects
- About Adobe Photoshop Extended
- Using Transfer Modes in After Effects
- Understanding and applying Motion Blur
- Adding and animating effects with After Effects
- Creating static and animated masks in After Effects
- Finishing the outro motion graphic
- Integrating your After Effects composition into your Adobe Premiere Pro Timeline

7. Working with Audio

- Making your final edit sequence in Premiere Pro
- Monitoring audio
- Understanding the Audio Tools in Adobe Premiere Pro and Audition
- Audio clip editing in Adobe Premiere Pro
- Audio clip editing in Adobe Audition

- Multitrack mixing and finishing in Adobe Audition
- Audio track editing in Adobe Audition
- Creating the final audio mix

8. Finishing, Rendering & Outputting

- Preserving your final audio edit in Adobe Premiere Pro
- The basics of color correction
- Using color-correction techniques in Adobe Premiere Pro
- About SpeedGrade
- Understanding compression and other factors for exporting files
- Exporting the final output with Adobe Premiere Pro
- About Adobe Media Encoder
- Rendering your compositions in After Effects

9. Authoring for DVD, Blu-Ray and the Web

- Preparing your final output sequence in Adobe Premiere Pro
- About Adobe Encore
- Using Dynamic Link to send your edit to Encore
- Overview of DVD navigation
- Programming navigation in DVD menus
- Adding motion to DVD menus
- Testing your project
- Outputting your DVD or Blu-ray Disc
- Outputting your project as Flash for the web
- Introducing Flash Professional

DISCLAIMER:

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DATES

Location	Start Date	End Date	Time
Columbia, MD - In Person & Online Live	Wednesday, Feb 11, 2015	Thursday, Feb 12, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Jun 15, 2015	Tuesday, Jun 16, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, Aug 26, 2015	Thursday, Aug 27, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, Nov 04, 2015	Thursday, Nov 05, 2015	8:30 am EDT - 3:30 pm EDT

S

Sharepoint Designer 2010 - Introduction Training

MARYLAND & ON-SITE

Duration: 1 day

In Person Price:\$395

GSA In Person:\$318.39

**Request a Quote for
Private On-site Training**

COURSE DESCRIPTION

In this SharePoint Designer training course you will use SharePoint Designer 2010 to create and modify a SharePoint site.

TARGET STUDENT

This course is intended for web designers and developers, application developers, SharePoint site owners, and other knowledge workers with SharePoint end-user experience, who want to use SharePoint Designer to create and customize SharePoint sites, enhance the look and feel of a SharePoint site, and create dynamic pages using Web Parts and workflows

COURSE PREREQUISITES

To benefit from this course, you should have basic end-user skills with SharePoint and be familiar with the general structure and hierarchy of SharePoint sites. You can obtain this level of knowledge and skill by taking the following:

- Microsoft Windows SharePoint Foundation 2010: Intro
- Microsoft Windows SharePoint Foundation 2010: Advanced (Recommended but not required)

COURSE OBJECTIVES

- Identify the basic features of the SharePoint Designer environment.
- Create a new subsite.
- Add content to a web page.
- Use Cascading Style Sheets to format a SharePoint site.
- Link web pages.
- Add SharePoint components to the site.
- Automate business processes with workflows.

RELATED TRAINING AND CERTIFICATION COURSES

- SharePoint Designer 2010 Advanced
- Sharepoint Foundation 2010 Intro
- SharePoint Foundation 2010 Advanced

COURSE DESCRIPTION

1. Getting Started with the SharePoint Designer Environment

- Topic 1A: Identify SharePoint Designer Interface Components
- Topic 1B: Get Help in SharePoint Designer
- Topic 1C: Customize the SharePoint Designer Interface

2. Creating a Subsite

- Topic 2A: Create a Blank Subsite
- Topic 2B: Create a Page Layout
- Topic 2C: Add Content to a Master Page

3. Adding Content to the Site

- Topic 3A: Add and Format Text
- Topic 3B: Work with Tables
- Topic 3C: Work with Images

4. Formatting a Site with Cascading Style Sheets

- Topic 4A: Create an External Style Sheet
- Topic 4B: Create Internal Styles
- Topic 4C: Modify External Style Sheets

5. Linking Web Pages

- Topic 5A: Add Hyperlinks
- Topic 5B: Create a Hotspot
- Topic 5C: Create Bookmark Links
- Topic 5D: Open a Linked Page in a New Browser Window

6. Adding SharePoint Components to the Site

- Topic 6A: Add Lists and Libraries to the Site
- Topic 6B: Add Web Parts to a Site

7. Automating Business Processes with Workflows

- Topic 7A: Create a Workflow
- Topic 7B: Modify a Workflow

DISCLAIMER:

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DATES

Location	Start Date	End Date	Time
System Source Columbia	Thursday, Nov 06, 2014	Thursday, Nov 06, 2014	9:00 am EDT - 5:00 pm EDT

SharePoint Designer 2010 - Advanced Training

MARYLAND & ON-SITE

Duration: 1 day

In Person Price:\$395

GSA In Person:\$318.39

**Request a Quote for
Private On-site Training**

COURSE DESCRIPTION

In this SharePoint Designer training, you will extend a SharePoint site by including server-side controls and administer a SharePoint site.

TARGET STUDENT

This course is intended for entry-level SharePoint solution developers who are currently capable of creating basic SharePoint sites using the out-of-the-box functionality provided by the built-in SharePoint Designer templates, and who now want to extend or create SharePoint sites with functionality by incorporating server web controls, data controls, customized workflows, and administration.

COURSE PREREQUISITES

To ensure your success in this course, you should be able to create basic SharePoint sites using existing SharePoint Designer templates. You can attain this level of skill and knowledge by taking the Microsoft Windows SharePoint Designer 2010: Intro course prior to this course.

COURSE OBJECTIVES

- Provide user interactivity to their websites using ASP.NET forms.

- Implement custom content types.
- Integrate SharePoint sites with other data sources.
- Manipulate external data sources.
- Implement advanced data integration techniques.
- Create different types of workflows.
- Administer a SharePoint site using administration tools in SharePoint Designer 2010.

RELATED TRAINING AND CERTIFICATION CLASSES

- SharePoint Designer 2010 Intro
- Sharepoint Foundation 2010 Intro
- SharePoint Foundation 2010 Advanced

COURSE OUTLINE

1. Working with ASP.NET Forms

- Topic 1A: Create an ASP.NET Form
- Topic 1B: Modify Form Control Properties
- Topic 1C: Validate Inputs

2. Implementing Custom Content Types

- Topic 2A: Create Custom Content Types
- Topic 2B: Add Custom Content Types to a List

3. Integrating SharePoint Sites with Data Sources

- Topic 3A: Access a Data Source
- Topic 3B: Manipulate the Data in Data View

4. Manipulating External Data Sources

- Topic 4A: Create External Content Types
- Topic 4B: Create an External List

5. Implementing Advanced Data Integration Using SharePoint Designer 2010

- Topic 5A: Display Data from a Linked Data Source in a Data View
- Topic 5B: Deploy Web Services
- Topic 5C: Manage Web Part Zones
- Topic 5D: Display XML Data with XSLT

6. Creating Workflows

- Topic 6A: Create a Site Workflow
- Topic 6B: Create a Reusable Workflow

7. Administering a SharePoint Site Using SharePoint Designer 2010

- Topic 7A: Manage Permissions for SharePoint Designer 2010
- Topic 7B: Save a Customized Site as a SharePoint Site Template

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DATES

Location	Start Date	End Date	Time
System Source Columbia	Friday, Dec 05, 2014	Friday, Dec 05, 2014	9:00 am EDT - 5:00 pm EDT
System Source- Havre de Grace	Tuesday, Dec 16, 2014	Tuesday, Dec 16, 2014	9:00 am EDT - 5:00 pm EDT

SharePoint Foundation 2010 - Introduction Training

MARYLAND & ON-SITE

Duration: 2 days

In Person Price:\$795

GSA In Person:\$640.81

**Request a Quote for
Private On-site Training**

COURSE DESCRIPTION

In this SharePoint Foundation 2010 Training you will use, create, and edit content in a team website. You will also create and perform basic management of a team site using SharePoint Foundation 2010.

TARGET STUDENT

This course is designed for individuals who will need to access information on a Microsoft SharePoint team site or for individuals who may need to create and manage a team website.

COURSE PREREQUISITES

- Take any or all of ThinkBIG's courses in the Microsoft Office 2010 curriculum and possess power-user familiarity with at least one of the applications.
- Experience accessing information via a web browser.

COURSE OBJECTIVES

- identify basic functions of collaboration technology and Microsoft SharePoint Foundation 2010 team sites.
- add and modify list items and work with list views.
- add, edit, and share documents across libraries and wikis.
- communicate and collaborate with team members.
- work remotely with SharePoint content.
- customize your SharePoint environment.

- create a team site.
- perform basic site administration.

RELATED TRAINING AND CERTIFICATION COURSES

- SharePoint Designer 2010 Intro
- SharePoint Designer 2010 Advanced
- SharePoint Foundation 2010 Advanced

COURSE OUTLINE

1. Introducing Microsoft SharePoint Foundation 2010

- Describe Microsoft SharePoint Foundation 2010
- Describe the Microsoft SharePoint Foundation Team Site

2. Working with Lists

- Add List Items
- Modify List Items
- Change List Views

3. Working with Libraries

- Add Documents to a Library
- Edit Library Documents
- Create Wiki Pages
- Request Access to SharePoint Content

4. Communicating with Team Members

- Participate in a Discussion Board
- Contribute to Blogs
- Collaborate via the People and Groups List

5. Working Remotely with SharePoint Content

- Access SharePoint Content from Mobile Devices
- Work Offline with SharePoint Content in Microsoft Office 2010
- Work Offline with Shared Calendars

6. Customizing Your SharePoint Environment

- Customize Personal and Regional Settings
- Personalizing the Page View with Web Parts
- Create an Alert
- Subscribe to an RSS Feed

7. Creating a Team Site

- Create a Site
- Create a Workspace
- Create a List
- Create a Library
- Create a Discussion Board
- Create Views
- Create a Survey

8. Performing Basic Site Administration

- Manage Users and Groups
- Manage Site Look and Feel

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MICROSOFT OFFICE SPECIALIST CERTIFICATION GIVES YOU THE TOOLS TO BUILD A BRIGHTER FUTURE.

- Achieve industry-recognized certification
- Learn the computing skills companies are looking for
- Boost your workforce resume
- Differentiate yourself from other applicants

- Gain valuable experience and confidence
- Heighten your earning potential
- Prepare yourself for a successful future

After completing our SharePoint training courses, users should be better prepared to take the MOS Certification Exam for SharePoint 2010!

DATES

Location	Start Date	End Date	Time
System Source- Havre de Grace	Thursday, Nov 13, 2014	Friday, Nov 14, 2014	9:00 am EDT - 5:00 pm EDT

SharePoint Foundation 2010- Advanced Training

MARYLAND & ON-SITE

Duration: 2 days

In Person Price:\$795

GSA In Person:\$640.81

**Request a Quote for
Private On-site Training**

COURSE DESCRIPTION

In this SharePoint training course you will manage site collections and site components as a site collection administrator and as a site administrator.

TARGET STUDENT

This course is designed for individual contributors or departmental staff in a variety of job roles, such as administrative assistants, functional or operations managers, with basic SharePoint skills, and who have the responsibility for managing SharePoint sites as an enabling technology within their workgroups, not necessarily IT tech professionals.

COURSE PREREQUISITES

- Microsoft SharePoint Foundation 2010: Level 1
- Some familiarity with basic Windows server concepts such as Windows 2003 and Windows 2003 concepts, PowerShell, basic concepts of coding and scripting, and Internet Information Server (IIS) is recommended but not required.

COURSE OBJECTIVES

- brand a site collection.
- manage lists in a site collection.
- manage document libraries.

- manage form libraries.
- manage content structures in a site collection.
- manage a workflow.
- manage indexing and searching options.
- enable offline work with SharePoint sites using SharePoint Workspace 2010.
- manage a SharePoint application using Central Administration.
- manage user access.
- manage security options in Microsoft SharePoint Foundation 2010.
- manage site usage.
- perform site maintenance.

RELATED TRAINING AND CERTIFICATION COURSES

- SharePoint Designer 2010 Intro
- SharePoint Designer 2010 Advanced
- Sharepoint Foundation 2010 Intro

COURSE OUTLINE

1. Branding a Site Collection

- Topic 1A: Describe the SharePoint Site Hierarchy
- Topic 1B: Create a Custom Look and Feel for a Site Collection
- Topic 1C: Create a Custom Site Layout

2. Managing Lists

- Topic 2A: Perform Calculations on List Data
- Topic 2B: Create Custom Lists
- Topic 2C: Customize List Settings

3. Managing Libraries

- Topic 3A: Perform Advanced Operations on a Library
- Topic 3B: Create a Library Template
- Topic 3C: Describe Information Rights Management

4. Managing Form Libraries

- Topic 4A: Create a Form Library
- Topic 4B: Customize a Form Template Using InfoPath

5. Managing Content Structures

- Topic 5A: Create a Content Type
- Topic 5B: Apply Content Types

6. Managing Workflows

- Topic 6A: Add a Default Workflow
- Topic 6B: Create a Custom Workflow

7. Working with Indexing and Searching

- Topic 7A: Index Content
- Topic 7B: Enable Search Options

8. Working Offline Using SharePoint Workspace 2010

- Topic 8A: Synchronize a SharePoint Site on the Local Computer
- Topic 8B: Perform Offline Operations on a SharePoint Site

9. Managing the SharePoint Applications Using Central Administration

- Topic 9A: Create a Site Collection
- Topic 9B: Administer a Site Collection
- Topic 9C: Administer a Web Application

10. Managing User Access

- Topic 10A: Manage Permissions

- Topic 10B: Describe Authentication Modes

11. Managing Site Security

- Topic 11A: Set Web Part Security
- Topic 11B: Set Antivirus Options
- Topic 11C: Manage Blocked File Types

12. Managing Site Usage

- Topic 12A: Set Site Collection Quotas and Locks
- Topic 12B: Monitor Site Usage

13. Managing Site Maintenance

- Topic 13A: Recover Lost Information
- Topic 13B: Perform a Granular Backup
- Topic 13C: Restore a Granular Backup
- Topic 13D: Perform a Farm Backup
- Topic 13E: Restore a Farm Backup

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- Learn the computing skills companies are looking for
- Boost your workforce resume
- Differentiate yourself from other applicants
- Gain valuable experience and confidence
- Heighten your earning potential
- Prepare yourself for a successful future

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DATES

Please call **301-362-2250** or email sales@thinkbiglearnsmart.com to request dates & GSA pricing for this class.

Social Media for the Enterprise Training

MARYLAND, VIRTUALLY ONLINE LIVE & ON-SITE

Duration: 2 days

**Request a Quote for
Private On-site Training**

COURSE DESCRIPTION

This training course will help students become familiar with all social media tools to help them to market, communicate with and grow their audience for their business. Students will learn to optimize every platform to the greatest advantage of their organization to get real results.

TARGET STUDENT

People who have the ability to work in a PC and/or Mac OS environment.

COURSE PREREQUISITES

We recommend that students should be comfortable using a mouse, opening and saving files, and the general operations of computers.

COURSE OBJECTIVES

- What is social media?
- How it all started
- Success and failure
- Tool overview
- Why social media?
- What's in it for me?
- Create buyin
- TweetDeck

- Evernote
- Security
- How to use social media
- Four marketing approaches
- Measurement, refinement and improvement

COURSE OUTLINE

1. Marketing in the Round

- Integration and the Marketing Round
- Breaking Down the Silos
- CEO CCommunication
- Creating the Marketing Round
- The Dashboard
- Bringing It All Together
- Exercises
- Developing the Vision
- Creating the SMARTER Goals
- Building the Dashboard

2. Know All the Tools

- The Forms of Media
- Paid Media
- Earned Media
- Owned Media
- Examples of the Forms of Media
- Pros and Cons of Each Media
- Paid Media
- Earned Media
- Owned Media
- Taking It One Step at a Time
- Crawl
- Walk
- Run
- Fly
- Exercises

3. Understanding Stakeholders and the Competitive Landscape

- Branding and Its Role in the Marketing Round
- Listening and Research First
- Competitive Analysis
- Strengths, Weaknesses, Opportunities, and Threats Report
- Testing the Waters
- Exercises

4. Marketing: Tools, Tactics, Sequencing, and Timing

- The Four Approaches to Choosing Tactics
- Direct Community Interaction with Stakeholders
- Top-Down Influence Approaches
- The Groundwell
- Flanking Techniques
- Weigh the Whole Market Situation
- Read the Tea Leaves
- Consider More Than One Tactic
- Reacting Versus Responding to Competition
- Seize First Place
- The Element of Surprise
- Measured Expenditure Matters
- Exercises
- Which Approach Is Right for My Company?
- Seizing First Place

- Surprise

5. When to Go Direct

- Benefits of the Direct Approach
- Direct Mail
- Email
- Social Media
- Mobile
- Events
- Risks of the Direct Approach
- Direct Mail
- Email
- Social Media
- Mobile
- Events
- Determining Your Direct Approach
- Build or Buy the List
- Exercises
- Becoming Direct
- Checklist of Hidden Costs
- Copywriting for Direct

6. The Top-Down Approach

- Benefits of the Top-Down Approach
- Events
- Media Relations
- Public Relations
- Advertising
- Influencers
- Risks of the Top-Down Approach
- Events
- Media Relations
- Public Relations
- Advertising
- Influencers
- Determining Your Top-Down Approach
- Exercises
- Getting to the Yes

7. The Groundswell Approach

- Brand Monitoring
- Word-of-the-Mouth Marketing
- Brand Ambassadors/Communities
- Content Marketing
- User-Generated Content
- Crowdsourcing
- Social Media

- Risks of the Groundswell Approach
- Brand Monitoring
- Word-of-the-Mouth Marketing
- Brand Ambassadors
- Communities
- Content Marketing
- User-Generated Content
- Crowdsourcing
- Social Media
- Exercises
- Monitoring Program
- Determining Groundswell Tactics

8. When to Deploy Flanking Techniques

- Benefits of Flanking Approaches
- Advertising
- Guerrilla Marketing
- Event Marketing and Networking
- Trickle-Up Media Relations
- Risks of Flanking Approaches
- Advertising
- Guerrilla Marketing
- Event Marketing Networking
- Trickle-Up Media Relations
- Determining Your Flank Approach
- Exercises
- Media Planning

9. Integration

- Horizontal Integration
- Vertical Integration
- Internal Integration
- External Integration
- Data Integration
- Marketing in the Round
- Mapping to Resources
- Determining Approaches and Tactics
- Email Marketing
- Content Marketing
- Search Engine Optimization
- Search Engine Marketing
- Tips for a Unified Brand
- Exercises Mapping Resources
- Determining Approaches and Tactics
- Create a Unified Brand

10. Plan the Entire Tactical Effort

- Master Your Calendar
- Understanding the Resources at Play
- Timing: Which Tactics Should Lead
- Sequencing and Weaving
- Visualizing the Comprehensive Multichannel
- Campaign
- Seizing the Lead
- Adding Diagnostic Measurement to the Plan
- Exercises

11. Measure Results to Dollar and Cents

- Create Benchmarks and Develop a Dashboard
- Making Decisions
- Exercises
- Develop the Benchmarks
- Build the Dashboard

12. Respect and Anticipate Community and Competition

- Measurement as a Diagnostic
- When the Customer Rises
- Respect Your Competitors
- When to Respond to the Competition
- Staying Sharp
- Exercises
- Media Behavior Dashboard
- Monitoring Competition

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DATES

Please call **301-362-2250** or email **sales@thinkbiglearnsmart.com** to request dates & GSA pricing for this class.

SpeedGrade Training

MARYLAND, VIRTUALLY ONLINE LIVE & ON-SITE

Duration: 2 days

In Person Price: \$795

Online Live Price: \$600

GSA In Person: \$640.81

GSA Online Live: \$453.40

EDU/Nonprofit In Person: \$695

EDU/Nonprofit Online Live: \$550

**Request a Quote for
Private On-site Training**

COURSE DESCRIPTION

Adobe SpeedGrade is a powerful color grading system with a streamlined interface and the GPU-based Lumetri Deep Color Engine, giving you speed and precision as you work. Load projects from Adobe Premiere Pro for grading and finishing. SpeedGrade includes professionally designed look presets, SpeedLooks, and film stock emulations to help you get going quickly. Full integration of the Lumetri Deep Color Engine in Adobe Premiere Pro, along with native Look file support in Adobe Premiere Pro, After Effects, and Photoshop, helps ensure visual consistency across your production pipeline. In this hands on SpeedGrade training course – you will learn to craft the perfect look for every production.

COURSE PREREQUISITES

You should have a working knowledge of your computer and operating system. You should know how to use the mouse and standard menus and commands, and also how to open, save, and close files. If you need to review these techniques, see the printed or online documentation included with your Windows or Mac OS system.

COURSE OBJECTIVES

- An Overview of Adobe SpeedGrade
- Adobe SpeedGrade Workflows
- Primary Corrections

- Mask Corrections
- Secondary Layers
- Scene Balancing
- Keyframing and Pan & Scan
- Creative Techniques
- Stereographic Workflows
- Rendering and Export

RELATED TRAINING & CERTIFICATION COURSES

- After Effects Advanced
- After Effects Intro
- Premiere Pro Advanced
- Premiere Pro Intro
- Production Premium by Adobe

COURSE OUTLINE

1. An Overview of Adobe SpeedGrade

- Getting started
- Grading in Adobe SpeedGrade
- The SpeedGrade workflow
- Touring Adobe SpeedGrade
- Getting around your project

2. Adobe SpeedGrade Workflows

- Getting started
- Importing media
- Moving projects into SpeedGrade
- Using Scene Change Detection

3. Primary Corrections

- Getting started
- Using Undo and Redo
- Using the Primary controls
- Adjusting contrast
- Making detailed adjustments
- Using a control surface
- Adjusting color.

4. Mask Corrections

- Getting started
- Using masks
- Tracking masks

5. Secondary Layers

- Getting started
- Adding a Secondary layer
- Single-component keys
- Inside/outside adjustments
- Limiting secondaries
- Legalizing problem colors

6. Scene Balancing

- Getting started
- Managing grades
- Balancing a scene
- Working with Grade Tracks
- Using Annotations

7. Keyframing and Pan & Scan

- Getting started

- Keyframing grades
- Keyframing a mask
- Using Pan & Scan controls

8. Creative Techniques

- Getting started
- Using custom Look layers
- Creating stylistic looks
- Utility Look layers
- Adding a look to all clips

9. Stereographic Workflows

- Getting started
- Creating a stereo project
- Monitoring stereo Timelines
- Matching the left- and right-eye media
- Controlling convergence

- Grading stereo projects

10. Rendering and Export

- Getting started
- Rendering graded media
- Setting Output options
- Exporting an EDL

DISCLAIMER:

All course objectives and outlines are a guide for students. To ensure student satisfaction, these course topics and order may be modified or added to ensure the latest information is covered to support real world use of the technology.

DATES

Location	Start Date	End Date	Time
Columbia, MD - In Person & Online Live	Tuesday, Feb 17, 2015	Wednesday, Feb 18, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, May 06, 2015	Thursday, May 07, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Jul 20, 2015	Tuesday, Jul 21, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Sep 21, 2015	Tuesday, Sep 22, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Nov 30, 2015	Tuesday, Dec 01, 2015	8:30 am EDT - 3:30 pm EDT

Storyline - Introduction Training

MARYLAND, VIRTUALLY ONLINE LIVE & ON-SITE

Duration: 2 days

In Person Price:\$795

Online Live Price: \$600

GSA In Person:\$640.81

GSA Online Live: \$453.40

EDU/Nonprofit In Person: \$695

EDU/Nonprofit Online Live: \$550

**Request a Quote for
Private On-site Training**

COURSE DESCRIPTION

This 2-Day Articulate Storyline training course provides you with everything you need to create compelling e-Learning with Articulate Storyline. You are guided through the development of a rapid e-Learning course via a highly interactive workshop, allowing you to experience the simplicity, flexibility, and power of Storyline. You will receive a course workbook and practice files and course content.

TARGET STUDENT

People who have the ability to work in a PC and/or Mac OS environment.

COURSE PREREQUISITES

We recommend that students should be comfortable using a mouse, opening and saving files, and the general operations of computers.

COURSE OBJECTIVES

- Overview of the tool
- Setting Up The Player
- Converting An Old Project
- Creating A new Project
- Exploring Scenes and Slides

- Adding your content
- Working With Objects
- Adding Objects and Interactions
- Actions, Triggers & Variables
- Adding Quizzes & Questions
- Recording Your Screen
- Publishing
- 508 Compliance Considerations

RELATED TRAINING AND CERTIFICATION COURSES

- Articulate Storyline Advanced
- Articulate Studio Advanced
- Articulate Studio Intro
- Presenter
- Camtasia
- Captivate Advanced
- Captivate Intro

COURSE OUTLINE

1. Getting to Know Storyline

- Stories, Scenes and Pages
- Story View
- Slide View
- View options
- Opening a Project
- Previewing a Project

2. Creating New Projects

- Creating a new Blank Project
- Importing From PowerPoint
- Importing From Quizmaker
- Changing Story Size
- Saving Projects

3. Working with Scenes and Slides

- Adding Scenes
- Adding New Slides
- Managing Slides
- Slide Themes
- Slide Masters
- Slide Notes
- Basic Slide Navigation
- Slide Properties

4. Working With Text

- Adding Text Boxes
- Editing Text
- Formatting Text
- Formatting Text Boxes

5. Adding Graphics

- Inserting Pictures
- Formatting Pictures
- Inserting Captions
- Inserting Characters

6. Working With Media

- Inserting Audio

- Inserting Video
- Inserting Flash

7. Working with Objects

- Managing Objects
- Formatting Objects
- The Timeline
- Timing Objects
- Animations
- Arranging Objects

8. States & Layers

- About States
- Adding New States
- Editing and Managing States
- About Layers
- Creating Layers
- Adding Content to Layers

9. Triggers & Actions

- Elements of an Action
- Event Types
- Action Types
- Adding and Managing Triggers
- Interactive Objects

10. Questions & Quizzes

- Adding Questions
- Question Types
- Editing Questions
- Question Options
- Entering Feedback
- Results Slides

11. The Player

- Player Overview
- Player Features
- Menu & Menu Settings
- Resources
- Glossary
- Colors & Effects
- Player Management

12. Screen Recordings

- Preparing Your Recording
- Creating a Recording
- Record Settings
- Playback Mode Options
- Video on a Single Slide Mode
- Step-by-step Slides

13. Publishing

- Publishing Formats
- Publishing Process
- Mobile Publishing
- Published Files
- Publish to Web
- Publish to LMS
- Publish to CD
- Publish to Word

14. 508 Compliance Considerations

DISCLAIMER:

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DATES

Location	Start Date	End Date	Time
Columbia, MD - In Person & Online Live	Monday, Nov 24, 2014	Tuesday, Nov 25, 2014	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Jan 05, 2015	Tuesday, Jan 06, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Tuesday, Feb 17, 2015	Wednesday, Feb 18, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Mar 30, 2015	Tuesday, Mar 31, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, May 11, 2015	Tuesday, May 12, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Jun 22, 2015	Tuesday, Jun 23, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Aug 31, 2015	Tuesday, Sep 01, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Tuesday, Oct 13, 2015	Wednesday, Oct 14, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Nov 23, 2015	Tuesday, Nov 24, 2015	8:30 am EDT - 3:30 pm EDT

Storyline - Advanced Training

MARYLAND, VIRTUALLY ONLINE LIVE & ON-SITE

Duration: 2 days**In Person Price:**\$795**Online Live Price:** \$600**GSA In Person:**\$640.81**GSA Online Live:** \$453.40**EDU/Nonprofit In Person:** \$695**EDU/Nonprofit Online Live:** \$550**Request a Quote for
Private On-site Training****COURSE DESCRIPTION**

Learn Storyline! This 1-Day hands-on Advanced Articulate Storyline training course takes your Storyline skills to the next level. This advanced training builds on your existing Storyline skills to develop and build advanced interactions, extend the functionality of Storyline, and gain a better understanding of project workflow. We'll explore the development of custom interactivity and provide you with tips and tricks you can immediately apply to your own projects giving you everything you need to create compelling e-Learning.

TARGET STUDENT

People who have the ability to work in a PC and/or Mac OS environment.

COURSE PREREQUISITES

We recommend that students should be comfortable using a mouse, opening and saving files, and the general operations of computers.

Also have attended our 2 day Articulate Storyline intro class, or equivalent experience (2-4 months with recent Storyline experience)

COURSE OBJECTIVES

- Functionality Review

- Mastering the timeline
- Creative Review
- Using Lightboxes
- Screencast Specifics
- Variables
- Mastering conditions using variables
- 508 Compliance Considerations

RELATED TRAINING AND CERTIFICATION COURSES

- Articulate Storyline
- Articulate Studio Advanced
- Articulate Studio Intro
- Presenter
- Camtasia
- Captivate Advanced
- Captivate Intro
- Captivate 8 Advanced
- Captivate 8 Intro

COURSE OUTLINE**1. Review of the Storyline fundamentals**

- Create a short scene using video, PowerPoint slides, graphics, interactive objects, layers, and triggers
- Timeline Review
- Timing Objects

A Deeper Dive Into:**2. Creating Projects**

- Importing PowerPoint
- Importing Templates

3. Working with Slides

- Slide Properties-Custom Player Features
- Using the Free Storyline templates

4. Working with Graphics

- Picture formatting and effects
- Using the Curve, Freeform, and Scribble tool
- Adding a screenshot

5. Working with Objects

- Alt Text
- Animations
- Scrolling Panels
- Mouse
- Buttons
- Hotspots
- Markers
- Data Entry Fields
- Scrolling Panels
- Mouse
- Adding Hyperlinks
- Creating Drag and Drop Interactions

6. Working with Media

- Record Audio in Storyline
- The Audio Editor
- Record Video from Storyline
- Add a Video from a Website
- The Video Editor
- Adding Web Objects

7. Working with States, Layers, and Triggers

- Designing with States
- Layer Properties
- Trigger Event Types
- Action Types

8. Working with Quizzes

- Freeform Questions
- Convert to Freeform
- Feedback and Feedback Layers
- Feedback Masters
- Setting Up Branching
- Results Slides
- Quiz-Related Variables
- Quiz-Related Triggers

9. Working with Variables

- About Variables
- Displaying Variables in Storyline
- Adding Text Variables
- Lab 1: Create Text Entry Variables to Use In a Drag and Drop
- Adding True/False Variables
- Lab 2: Create True/False Variables to Show Slide Completion
- Adding Number Variables
- Lab 3: Create Number Variables to Assign Weighted Scores
- Lab 4: Building a Simple Counter

- Lab 5: Creating dynamic content based on a learner's choice

10. Working with Conditional Logic

- About Conditional Logic
- Adding a Condition Based on a Variable
- Adding a Condition Based on a Shape
- Adding a Condition Based on a Window
- Lab 6: Creating an Interaction Using Conditional Logic

11. Working with Screen Recordings

- Creating a Recording
- Insert a Try Mode Recording
- Insert a Test Mode Recording
- Working with Try and Test Mode Options
- Mouse Options
- Action Fine Tuning
- Editing Try and Test Mode Slides
- Re-Insert a Recording
- Import a Recording
- Export a Recording

12. Publishing

- Project Information
- Quality Settings
- Mobile Publishing

13. 508 Compliance Considerations**DISCLAIMER:**

All course objectives and outlines are a guide for students. To ensure student satisfaction, these course topics and order may be modified or added to ensure the latest information is covered to support real world use of the technology.

DATES

Location	Start Date	End Date	Time
Columbia, MD - In Person & Online Live	Wednesday, Jan 07, 2015	Thursday, Jan 08, 2015	8:30 am EDT - 3:30 am EDT
Columbia, MD - In Person & Online Live	Thursday, Feb 19, 2015	Friday, Feb 20, 2015	8:30 am EDT - 3:30 am EDT
Columbia, MD - In Person & Online Live	Wednesday, Apr 01, 2015	Thursday, Apr 02, 2015	8:30 am EDT - 3:30 am EDT
Columbia, MD - In Person & Online Live	Wednesday, May 13, 2015	Thursday, May 14, 2015	8:30 am EDT - 3:30 am EDT
Columbia, MD - In Person & Online Live	Wednesday, Jun 24, 2015	Thursday, Jun 25, 2015	8:30 am EDT - 3:30 am EDT
Columbia, MD - In Person & Online Live	Wednesday, Sep 02, 2015	Thursday, Sep 03, 2015	8:30 am EDT - 3:30 am EDT
Columbia, MD - In Person & Online Live	Thursday, Oct 15, 2015	Friday, Oct 16, 2015	8:30 am EDT - 3:30 am EDT
Columbia, MD - In Person & Online Live	Monday, Nov 30, 2015	Tuesday, Dec 01, 2015	8:30 am EDT - 3:30 am EDT

V

Videography Fundamentals for Multimedia Production Training

MARYLAND & ON-SITE

Duration: 2 days

In Person Price: \$795

GSA In Person: \$640.81

EDU/Nonprofit In Person: \$695

**Request a Quote for
Private On-site Training**

COURSE DESCRIPTION

In this hands-on Videography training class, you can work on the technical and creative side of DSLR* video (or any other video camera you may have!). You will learn from an industry expert how to go from pre-production to post-production while working hands-on with real equipment and scenarios.

We will start with the design of your story, picking your locations, framing your shots, lighting your shots (if needed), using a green screen, mic'ing your subjects and capturing great footage using your video-capable DSLR* (or any other video camera you may have).

Then, we'll put all of the pieces together while enhancing picture and sound. The end file will be optimized for web and digital delivery.

This class will provide you with real-world video experience from start to finish. Come and get some hands-on experience with equipment and techniques, or bring your own equipment and learn how to better take advantage of its capabilities.

TARGET STUDENT

Those interested in obtaining or reinforcing basic videography skills for use in video, web, DVD and multimedia development.

It is strongly recommended to attend a Premiere Pro Intro course after completion of this course for even further video techniques.

**We cater to the DSLR Video community, but the fundamentals taught in this class apply to anyone using any kind of video camera. We encourage those who do not use DSLRs for video to take this class and bring their own equipment.*

COURSE PREREQUISITES

No prior knowledge of videography is required. Basic knowledge and experience in camera usage and computer technology is required. Users with experience in multimedia applications who are moving toward integrating video will gain from taking ThinkBIGLearnSmart's course. It is suggested that students bring in their own camera to class.

COURSE OBJECTIVES

- Pre-production
- Writing the Script
- Location Scouting
- Production
- Camera Setup
- Lighting the Scene
- Working with a green screen
- Shooting
- Post-production
- Editing
- Exporting Your Video

RELATED TRAINING AND CERTIFICATION COURSES

- DSLR Video Training
- Premiere Pro Advanced
- Premiere Pro Intro
- Premiere Elements
- After Effects Advanced
- After Effects Intro

COURSE OUTLINE

1. Writing the script:

- What do you want to communicate?
- Who is your audience?
- How will they get your material?

2. Location Scouting:

- Where do you need to shoot?
- Do you need lights?
- Do you need special equipment (rails, jibs, etc)?
- Any audio considerations? Is it noisy?
- What about power?
- Permits?
- Gear check- right gear for the job
- Create an equipment list – What do you need?
- Logistics Tech scout
- How will this really go?

3. Camera Setup:

- Best place to be to take advantage of the existing light
- Framing the shot – The rule of thirds
- Do not cross the shooting “line”!
- “M” is for manual – Learn how to set up your camera in manual mode

4. Lighting the scene (3-point lighting the easy way!)

- Working with lights
- Working with diffusers
- Working with reflectors
- Where should you put the lights?
- GreenScreen lighting

5. Shooting

- Shooting styles

- Working with Talent
- When to use an assistant
- Working with Audio
- Getting the shot
- Dynamic Shooting for more interesting footage
- When to shoot and when to wait
- Time Lapse – best practices
- POST-PRODUCTION

6. Editing

- Media Management – Importing
- Basic Editing w/ Adobe Premiere Pro
- Multicamera editing in Adobe Premiere Pro
- Audio Sync the fast and easy way!
- Basic color correction
- Basic Effects
- Basic Titles
- Basic Audio cleanup (Adobe Audition)
- Basic GreenScreen Keying

7. Exporting your video

- What is a codec and why should I care?
- What's the best way to export for YouTube? Vimeo? Others?
- Exploring the Adobe Media Encoder
- It is then suggested as a next step that students register for Premiere Pro Intro for further editing skills.

DISCLAIMER:

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DATES

Location	Start Date	End Date	Time
Columbia, MD - In Person & Online Live	Monday, Dec 01, 2014	Tuesday, Dec 02, 2014	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Feb 09, 2015	Tuesday, Feb 10, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Apr 20, 2015	Tuesday, Apr 21, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Jun 29, 2015	Tuesday, Jun 30, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, Sep 09, 2015	Thursday, Sep 10, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Nov 09, 2015	Tuesday, Nov 10, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Monday, Dec 28, 2015	Tuesday, Dec 29, 2015	8:30 am EDT - 3:30 pm EDT

W

Web Accessibility and Section 508 Compliance Training

MARYLAND, VIRTUALLY ONLINE LIVE & ON-SITE

Duration: 2 days

**Request a Quote for
Private On-site Training**

COURSE DESCRIPTION

In this Web Accessibility and Section 508 compliance training class, students will learn why and how to create websites that meet the Section 508 standards for website accessibility. This class targets web designers – i.e., the people who will be responsible for creating the accessible pages. Students attending this class will find it helpful to have some knowledge of HTML, CSS and basic web design.

COURSE PREREQUISITES

We recommend that students should be comfortable using a mouse, opening and saving files, and the general operations of computers as well as a basic knowledge of HTML and CSS.

COURSE OBJECTIVES

- Understand the importance of creating accessible websites
- Learn what it means to make a site “accessible”
- Learn to create proper text equivalents
- Learn to test your web pages for accessibility
- Learn to create accessible navigation
- Learn to make your image maps accessible
- Learn to create accessible alternative to audio and multimedia
- Learn to create accessible forms and data tables
- Learn to create web pages that can benefit from but do not rely on scripts and style sheets

- CSS style sheet overview

RELATED TRAINING AND CERTIFICATION COURSES

- Acrobat Section 508
- HTML XHTML & CSS Advanced
- HTML, XHTML & CSS Intro
- HTML5 & CSS3

COURSE OUTLINE

1. An Introduction to Section 508

- What is Section 508?
- What Does it Mean to be “Accessible?”
- Standards Make the Job Easier
- Other Forces for Accessibility

2. Text Equivalents

- Text Alternatives for Images (alt-text)
- Choosing Text Equivalents for Images And Image Links
- Choosing Text Equivalents for Client-Side Image Map Areas
- Creating Quality Text Alternatives
- Using Long Descriptions for Text Equivalents
- Alt-Text

3. Assessing Your Site's Accessibility

- Accessibility Toolbars
- The Web Accessibility Toolbar for IE
- Using Your Browser
- Viewing Your Page Without Images
- Changing Fonts and Colors
- Accessibility Testing Tools
- Using Lynx
- Using IBM Home Page Reader
- Using Other Evaluation and Repair Tools
- Web Accessibility

4. Navigation

- Accessible In-page Navigation
- The 508 Requirements for in-page Navigation
- Other Navigation Ideas
- Accessible Links
- In-Page Navigation
- Frame Navigation

5. Accessible Image Maps

- Examples of Image Maps
- Accessible Image Maps
- Client-Side Image Maps
- Server-Side Image Maps
- Complex Client-Side Image Maps
- Image Map Accessibility

6. Audio and Multimedia

- Some Definitions
- Section 508 Requirement for Transcripts
- Requirement for Captioning
- SAMI
- SMIL
- Video Descriptions
- Audio and Multimedia

7. Special Cases

- Never Depend on Color Alone

- Color Contrast
- Avoid Flicker
- Timed Responses
- Text-Only

8. Accessible Forms

- Form Basics
- Push Buttons
- Image Buttons
- Generalized Buttons
- Text Entry Fields
- Make Sure Labels are Close to Text Fields
- What About the Prompt in the Text Entry Field?
- Associate Labels with Elements
- Radio Buttons and Check Boxes
- Select Menus
- Attribute for Form Controls
- An Example Collection of Form Controls
- Accessible Forms

9. Accessible Tables

- Table Basics
- Using Column and Row Headers
- Accessible Tables
- Accessible Complex Table

10. Scripts and Applets

- JavaScript
- JavaScript Accessibility Concerns
- The Section 508 Standard
- Comparison of JavaScript Requirements
- Turn Off JavaScript in Your Browser
- Accessibility Problems With Events
- Different Roles for JavaScript Content

- Direct Content
- Changes in Attributes
- Verification in Forms
- Hidden Content
- The Evolving Standards and Guidelines
- Keyboard Access
- Roles States and Values
- Ajax and Web 2.0
- Applets and Plug-ins

11. Cascading Style Sheets

- Style Sheet Overview
- Individual Settings
- Reading Web Pages without CSS
- Using CSS to Simulate Markup
- CSS Positioning
- Background Images
- Visibility and Image Replacement CSS

DISCLAIMER:

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DATES:

Please call **301-362-2250** or email sales@think-biglearnsmart.com to request dates & GSA pricing for this class.

WordPress Training

MARYLAND, VIRTUALLY ONLINE LIVE & ON-SITE

Duration: 2 days

In Person Price: \$795

Online Live Price: \$600

GSA In Person: \$640.81

GSA Online Live: \$453.40

EDU/Nonprofit In Person: \$695

EDU/Nonprofit Online Live: \$550

**Request a Quote for
Private On-site Training**

COURSE DESCRIPTION

Learn WordPress: ThinkBIG's WordPress training is a two-day hands-on class designed to give web designers the skills, tools, and knowledge to implement and maintain a WordPress site. Students learn how to install and configure WordPress, and to troubleshoot, in case of problems. The course is a combination of lectures and hands-on exercises that provide practical real-world experience.

TARGET STUDENT

This training is designed for web designers who wish to learn about WordPress, and for anyone wishing to incorporate WordPress into their web workflow.

COURSE PREREQUISITES

Understanding of either Windows or Mac OS X Operating System

COURSE OBJECTIVES

- Foundations of a WordPress-based website
- Basics of the WordPress User Interface
- Finding and Using WordPress Plugins
- Working with WordPress Themes
- WordPress Content Management
- WordPress Search Engine Optimization (SEO)

- Managing Multimedia with WordPress
- Troubleshooting Common WordPress Problems

RELATED TRAINING AND CERTIFICATION COURSES

- HTML XHTML & CSS Advanced
- HTML, XHTML & CSS Intro
- Photoshop Intro
- HTML5 & CSS3 for Responsive Web Design
- Dreamweaver Intro w/ HTML Fundamentals
- JavaScript Programming Intro

COURSE OUTLINE

1. Domains and Hosts: Getting the Foundation in Place

- Understanding DNS Basics
- Choosing a Good Domain Name
- Registering Your Domain Name
- All About Web Hosts and Hosting Websites
- How to Manage Settings and Features on Your Web Host

2. Installing WordPress on Your Own Server

- Installation Requirements for WordPress
- Downloading WordPress to Install Yourself
- Installing WordPress on Your Web Host Yourself
- Setting Your Directory Permissions

3. Getting Around WordPress

- Becoming Familiar with the Dashboard
- Posts, Pages, Tags, Media, and More: Content Administration
- Tapping into the Core Settings for Your Blog
- Other Settings

4. Configuring WordPress to Work Its Best

- Choosing the Right Settings for Your Blog
- Moderating Comments and Comment Spam
- Managing Additional Authors on Your Blog
- Caching and Other Tune-Ups
- WordPress.com Notes

5. How WordPress.com Is Different Than WordPress.org

- WordPress.com and WordPress.org: Complementary Differences
- Creating Your Account
- Setting Up Different Blogs
- Becoming Familiar with the WordPress.com Dashboard
- Getting Your Settings Right for WordPress.com
- Picking the Right Theme for Your Blog
- Configuring Sidebar Widgets on Your Blog
- When to Add WordPress.com Upgrades to Your Blog
- The Final Word
- Summary

6. Organizing the Content on Your Blog

- Understanding Posts Versus Pages
- Organize Your Posts with Categories
- Connect Your Posts Together with Tags
- Custom Post Types and Custom Taxonomies
- Adding a Blogroll of Links to Your Blog

7. Creating and Managing Content with WordPress

- Hands On with the Editors
- Hands on with the New Image Editor in Detail
- Adding Media to Your Blog and Posts

8. Finding and Using Plugins

- Finding Plugins
- Installing Plugins Quickly and Easily
- Upgrading Plugins
- Recommended Plugins

9. All About Themes

- Understanding the Structure of WordPress Themes
- Finding Themes and Choosing the Right One for Your Blog
- Installing Themes on Your Blog
- Configuring Extra Features on Themes
- All About Configuring Widgets
- Editing a Themes to Make it Your Own
- Using Theme Frameworks and Parent-Child Themes

- Theme Best Practices
- WordPress.com Notes

13. Maintaining WordPress

- Updating and Upgrading WordPress
- Updating Plugins and Themes
- Database Maintenance for WordPress Users
- WP-DBManager

DISCLAIMER:

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DATES

Location	Start Date	End Date	Time
Columbia, MD - In Person & Online Live	Wednesday, Jan 28, 2015	Thursday, Jan 29, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, Mar 25, 2015	Thursday, Mar 26, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, May 20, 2015	Thursday, May 21, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, Jul 22, 2015	Thursday, Jul 23, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, Sep 16, 2015	Thursday, Sep 17, 2015	8:30 am EDT - 3:30 pm EDT
Columbia, MD - In Person & Online Live	Wednesday, Oct 21, 2015	Thursday, Oct 22, 2015	8:30 am EDT - 3:30 pm EDT

Word 2010- Introduction Training

MARYLAND & ON-SITE

Duration: 1 day

In Person Price:\$275

**Request a Quote for
Private On-site Training**

COURSE DESCRIPTION

This Microsoft Word training course is intended for students who want to learn basic Microsoft Word 2010 skills, such as creating, editing, and formatting documents; inserting simple tables and creating lists; and employing a variety of techniques for improving the appearance and accuracy of document content.

COURSE PREREQUISITES:

To ensure success, students should be familiar with using personal computers, and should have experience using a keyboard and mouse. Students should be comfortable in the Windows or Mac environment, and be able to use Windows or Mac to manage information on their computers. Specific tasks the students should be able to perform include: launching and closing applications, navigating basic file structures, and managing files and folders.

COURSE OBJECTIVES

- Getting Started with Word
- Editing a Document
- Formatting Text and Paragraphs
- Adding Tables
- Managing Lists
- Inserting Graphic Objects

- Controlling Page Appearance
- Proofing a Document
- Customizing the Word Environment

RELATED TRAINING & CERTIFICATION COURSES

- Word 2013 Level 2
- Word 2010 Level 2
- Word 2013 Level 1
- Excel 2010 Level 1
- Excel 2010 Level 2
- Excel 2010 Level 3
- Excel 2013 Level 1
- Excel 2013 Level 2
- Excel 2013 Level 3

COURSE OUTLINE

1. Getting Started with Word

- Identify the Components of the Word Interface
- Create a Word Document
- Help

2. Editing a Document

- Navigate and Select Text
- Modify Text
- Find and Replace Text

3. Formatting Text and Paragraphs

- Apply Character Formatting
- Align Text Using Tabs
- Display Text as List Items
- Control Paragraph Layout
- Apply Borders and Shading
- Apply Styles
- Manage Formatting

4. Adding Tables

- Insert a Table
- Modify a Table
- Format a Table
- Convert Text to a Table

5. Managing Lists

- Sort a List
- Renumber a List
- Customize a List

6. Inserting Graphic Objects

- Insert Symbols and Special Characters
- Add Images to a Document

7. Controlling Page Appearance

- Apply a Page Border and Color
- Add a Watermark
- Add Headers and Footers
- Control Page Layout

8. Proofing a Document

- Check Spelling and Grammar
- Other Proofing Tools
- Check Accessibility

9. Customizing the Word Environment

- Customize the Word Interface
- Additional Save Options

DISCLAIMER:

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MICROSOFT OFFICE SPECIALIST CERTIFICATION GIVES YOU THE TOOLS TO BUILD A BRIGHTER FUTURE.

- Achieve industry-recognized certification
- Learn the computing skills companies are looking for

- Boost your workforce resume
- Differentiate yourself from other applicants
- Gain valuable experience and confidence
- Heighten your earning potential
- Prepare yourself for a successful future

After completing our Word training courses, users should be better prepared to take the MOS Certification Exams for Word 2010!

DATES:

Please call **301-362-2250** or email sales@thinkbiglearnsmart.com to request dates & GSA pricing for this class.:

Word 2010 - Advanced Training

MARYLAND & ON-SITE

Duration: 1 day

In Person Price: \$275

**Request a Quote for
Private On-site Training**

COURSE DESCRIPTION

After completing the first course in this series, Microsoft Word 2010: Level 1, you are now able to perform the basic tasks to create a variety of documents. You probably noticed as you continued working in Word that there are some tasks that you repeat quite often. This intermediate Microsoft Word training course will show you how you can work more efficiently by automating some tasks and providing methods to maintain consistency between documents. You will create more complex documents that include lists, tables, charts, graphics, and newsletter layouts. You will also merge data into documents to personalize correspondence and address envelopes and labels with the data as well.

Word can be used to create complex documents that are nearly as complicated as those created using a desktop publishing application. Using Word, you can control how the text flows between paragraphs and pages, you can link a story on page one to the rest of the story later in the document, and you can add graphics and specify how the text and graphic appear together on the page.

TARGET STUDENT

This Level 2 Microsoft Word training course is designed for students who wish to use Microsoft Word to create and mod-

ify complex documents and use tools that allow them to customize those documents.

COURSE PREREQUISITES

To ensure success, students should be comfortable in the Windows or Mac environment, and be able to use Windows or Mac to manage information on their computers. Specific tasks the students should be able to perform include: opening and closing applications, navigating basic file structures, and managing files and folders. Before starting this course, students should have completed Microsoft Word 2010: Intro, or possess the equivalent knowledge:

COURSE OBJECTIVES

- Work with tables and charts.
- Customize formats using styles and themes.
- Use images in a document.
- Create custom graphic elements.
- Insert content using Quick Parts.
- Control text flow.
- Use templates.
- Use mail merge.
- Use macros.

RELATED TRAINING & CERTIFICATION COURSES

- Word 2010 Level 1
- Word 2013 Level 2
- Word 2010 Level 2
- Word 2013 Level 1
- Excel 2010 Level 1
- Excel 2010 Level 2
- Excel 2010 Level 3
- Excel 2013 Level 1
- Excel 2013 Level 2
- Excel 2013 Level 3

COURSE OUTLINE

1. Working with Tables and Charts

- Topic A: Sort Table Data
- Topic B: Control Cell Layout
- Topic C: Perform Calculations in a Table
- Topic D: Create a Chart

2. Customizing Formats Using Styles and Themes

- Topic A: Create and Modify Text Styles
- Topic B: Create Custom List or Table Styles
- Topic C: Apply Document Themes

3. Using Images in a Document

- Topic A: Resize an Image

- Topic B: Adjust Image Appearance
- Topic C: Integrate Pictures and Text
- Topic D: Insert and Format Screenshots
- Topic E: Insert Video

4. Creating Custom Graphic Elements

- Topic A: Create Text Boxes and Pull Quotes
- Topic B: Draw Shapes
- Topic C: Add WordArt and Other Text Effects
- Topic D: Create Complex Illustrations with SmartArt

5. Inserting Content Using Quick Parts

- Topic A: Insert Building Blocks
- Topic B: Create and Modify Building Blocks
- Topic C: Insert Fields Using Quick Parts

6. Controlling Text Flow

- Topic A: Control Paragraph Flow
- Topic B: Insert Section Breaks
- Topic C: Insert Columns
- Topic D: Link Text Boxes to Control Text Flow

7. Using Templates

- Topic A: Create a Document Using a Template
- Topic B: Create a Template

8. Using Mail Merge

- Topic A: The Mail Merge Features
- Topic B: Merge Envelopes and Labels
- Topic C: Create a Data Source Using Word

9. Using Macros

- Topic A: Automate Tasks Using Macros

- Topic B: Create a Macro

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DATES:

Please call **301-362-2250** or email sales@think-biglearnsmart.com to request dates & GSA pricing for this class.:

Word 2013 - Introduction Training

MARYLAND & ON-SITE

Duration: 1 day

In Person Price:\$275

**Request a Quote for
Private On-site Training**

COURSE DESCRIPTION

This introductory Word 2013 training course is intended for students who want to learn basic Word 2013 skills, such as creating, editing, and formatting documents; inserting simple tables and creating lists; and employing a variety of techniques for improving the appearance and accuracy of document content.

COURSE PREREQUISITES

To ensure success, students should be familiar with using personal computers, and should have experience using a keyboard and mouse. Specific tasks the students should be able to perform include: launching and closing applications, navigating basic file structures, and managing files and folders.

COURSE OBJECTIVES

- Getting Started with Word
- Editing a Document
- Formatting Text and Paragraphs
- Adding Tables
- Managing Lists
- Inserting Graphic Objects
- Controlling Page Appearance
- Proofing a Document

- Customizing the Word Environment

RELATED TRAINING & CERTIFICATION COURSES

- Word 2010 Level 1
- Word 2010 Level 2
- Word 2013 Level 2
- Excel 2010 Level 1
- Excel 2010 Level 2
- Excel 2010 Level 3
- Excel 2013 Level 1
- Excel 2013 Level 2
- Excel 2013 Level 3

COURSE OUTLINE

Lesson 1: Getting Started with Word

- Topic A: Identify the Components of the Word Interface
- Topic B: Create a Word Document
- Topic C: Help

Lesson 2: Editing a Document

- Topic A: Navigate and Select Text
- Topic B: Modify Text
- Topic C: Find and Replace Text

Lesson 3: Formatting Text and Paragraphs

- Topic A: Apply Character Formatting
- Topic B: Align Text Using Tabs
- Topic C: Display Text as List Items
- Topic D: Control Paragraph Layout
- Topic E: Apply Borders and Shading
- Topic F: Apply Styles
- Topic G: Manage Formatting

Lesson 4: Adding Tables

- Topic A: Insert a Table
- Topic B: Modify a Table
- Topic C: Format a Table
- Topic D: Convert Text to a Table

Lesson 5: Managing Lists

- Topic A: Sort a List
- Topic B: Renumber a List
- Topic C: Customize a List

Lesson 6: Inserting Graphic Objects

- Topic A: Insert Symbols and Special Characters
- Topic B: Add Images to a Document

Lesson 7: Controlling Page Appearance

- Topic A: Apply a Page Border and Color
- Topic B: Add a Watermark
- Topic C: Add Headers and Footers
- Topic D: Control Page Layout

Lesson 8: Proofing a Document

- Topic A: Check Spelling and Grammar
- Topic B: Other Proofing Tools
- Topic C: Check Accessibility

Lesson 9: Customizing the Word Environment

- Topic A: Customize the Word Interface
- Topic B: Additional Save Options

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Word 2013 - Advanced Training

MARYLAND & ON-SITE

Duration: 1 day

In Person Price:\$275

**Request a Quote for
Private On-site Training**

COURSE DESCRIPTION

After completing the first course in this series, Microsoft Office Word 2013: Level 1, you are now able to perform the basic tasks to create a variety of documents. You probably noticed as you continued working in Word that there are some tasks that you repeat quite often. This course will show you how you can work more efficiently by automating some tasks and providing methods to maintain consistency between documents. You will create more complex documents that include lists, tables, charts, graphics, and newsletter layouts. You will also merge data into documents to personalize correspondence and address envelopes and labels with the data as well.

Word can be used to create complex documents that are nearly as complicated as those created using a desktop publishing application. Using Word, you can control how the text flows between paragraphs and pages, you can link a story on page one to the rest of the story later in the document, and you can add graphics and specify how the text and graphic appear together on the page.

TARGET STUDENT

This course is designed for students who wish to use Microsoft Word to create and modify complex documents and use tools that allow them to customize those documents.

COURSE PREREQUISITES

Specific tasks the students should be able to perform include: opening and closing applications, navigating basic file structures, and managing files and folders. Before starting this course, students should have completed the following course or possess the equivalent knowledge:

- Word 2013 Introduction

COURSE OBJECTIVES

- Work with tables and charts.
- Customize formats using styles and themes.
- Use images in a document.
- Create custom graphic elements.
- Insert content using Quick Parts.
- Control text flow.
- Use templates.
- Use mail merge.
- Use macros.

RELATED TRAINING & CERTIFICATION COURSES

- Word 2010 Level 1
- Word 2010 Level 2
- Word 2013 Level 1
- Excel 2010 Level 1
- Excel 2010 Level 2
- Excel 2010 Level 3
- Excel 2013 Level 1
- Excel 2013 Level 2
- Excel 2013 Level 3

COURSE OUTLINE

Lesson 1: Working with Tables and Charts

- Topic A: Sort Table Data
- Topic B: Control Cell Layout
- Topic C: Perform Calculations in a Table
- Topic D: Create a Chart

Lesson 2: Customizing Formats Using Styles and Themes

- Topic A: Create and Modify Text Styles
- Topic B: Create Custom List or Table Styles
- Topic C: Apply Document Themes

Lesson 3: Using Images in a Document

- Topic A: Resize an Image
- Topic B: Adjust Image Appearance
- Topic C: Integrate Pictures and Text
- Topic D: Insert and Format Screenshots
- Topic E: Insert Video

Lesson 4: Creating Custom Graphic Elements

- Topic A: Create Text Boxes and Pull Quotes
- Topic B: Draw Shapes
- Topic C: Add WordArt and Other Text Effects
- Topic D: Create Complex Illustrations with SmartArt

Lesson 5: Inserting Content Using Quick Parts

- Topic A: Insert Building Blocks
- Topic B: Create and Modify Building Blocks
- Topic C: Insert Fields Using Quick Parts

Lesson 6: Controlling Text Flow

- Topic A: Control Paragraph Flow
- Topic B: Insert Section Breaks
- Topic C: Insert Columns
- Topic D: Link Text Boxes to Control Text Flow

Lesson 7: Using Templates

- Topic A: Create a Document Using a Template
- Topic B: Create a Template

Lesson 8: Using Mail Merge

- Topic A: The Mail Merge Features
- Topic B: Merge Envelopes and Labels
- Topic C: Create a Data Source Using Word

Lesson 9: Using Macros

- Topic A: Automate Tasks Using Macros
- Topic B: Create a Macro

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VIRTUAL ONLINE LIVE TRAINING

Learn ● Smart

By Blending Our Instructor Led Classroom Training Classes With The Latest Remote Face-To-Face Technology, Students Anywhere In The World Can Join Our Instructor-Led Live Classes Remotely!

PROJECT BASED TRAINING

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Need To Get Productive Immediately? Learn While You Build With Our Unique Project Based Training®! We Provide Skills Training On Technology Tool Features That Apply To The Needs Of Your Specific Project.

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Choice. Flexibility. Savings. SmartPass® training voucher students get a discounted flat rate per class when needing multiple classes for one individual or multiple individuals from the same organization.



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