



# Microsoft Multimedia

Introduction (Full Day Course)





# Course Details:

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## Booking Information:

To reserve a place in this course please contact Envisage Training or visit our website to enrol online.

## Envisage Training:

- Computer Training
- ICT & Software Applications
- Instructor-Led Online Training
- Professional Development
- Room & Equipment Hire
- Training Needs Analysis

## Delivery Modes:

- Scheduled Courses
- In-House & On-Site
- Instructor-Led Online Training
- Customised Courses



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## Duration:

1 Full Day

## Who should attend:

Ideal for a person with limited knowledge of Microsoft Producer, Photo Story and Moviemaker, and seeking to become familiar with the basics of the applications. At the conclusion of this course participants should be able to understand the basics of the software package with the capacity to apply this knowledge in their personal and professional lives. It is ideal for people who work in areas where effective presenting of information is important.

## Course Pre-requisites:

Participants should be familiar with working in a Windows environment and have a general computer working knowledge.

## Related Courses:

Why not extend on what you have learned in this course, and gain the skills needed to unleash the full power of other products and applications. Envisage Training's basic, intermediate, and advanced courses will provide you with the training needed to give you every advantage.

# Topics Covered

Using the free Windows Moviemaker 2.0 and Photo Story 3, learn how easy it is to create a fabulous movie that contains video clips, photos, effects, transitions, audio, narration and credits. Turn any classroom activity into a movie! PLUS learn how to create exciting Photo Stories by adding effects to your pictures. Use Photo Story 3 to record narration for your pictures, and add titles and background music to your story. You can also share your story in a variety of ways.

Learn how easy it is to integrate the powerful, yet FREE Microsoft Producer with Microsoft PowerPoint and more. Use Producer to import existing PowerPoint presentations, Windows media files, still images and HTML files, and then synchronize narrations with your video and PowerPoint presentations. You can then publish the presentation to an intranet site or to the web.

<ul style="list-style-type: none"><li>➤ Understanding Windows Media and Streaming Technologies</li><li>➤ The Producer Interface</li><li>➤ The Timeline</li><li>➤ The Toolbar</li><li>➤ Creating a new Presentation</li><li>➤ Synchronizing slides</li><li>➤ The Capture Wizard</li><li>➤ Narrating Slides with Audio and Video</li><li>➤ Saving your project</li><li>➤ Pack and Go – Archive</li><li>➤ Publishing your final presentation</li><li>➤ Keyboard Short Cuts</li><li>➤ System Requirements</li><li>➤ Supported file types</li><li>➤ Download links needed for Producer - Client PC's</li><li>➤ Menu Commands overview</li><li>➤ Toolbars</li><li>➤ Streaming Media Links</li><li>➤ Photo Story 3 for Windows</li><li>➤ Importing and arranging your pictures</li><li>➤ Adding titles to your pictures</li></ul>	<ul style="list-style-type: none"><li>➤ Narrating your pictures and customizing motion</li><li>➤ To narrate your pictures</li><li>➤ Adding background music to your story</li><li>➤ Saving your story</li><li>➤ To save your story</li><li>➤ Getting started with Windows Movie Maker</li><li>➤ Creating and improving video</li><li>➤ Capturing video</li><li>➤ Opening Windows Movie Maker</li><li>➤ Importing video and pictures</li><li>➤ Dragging media to the Storyboard</li><li>➤ Importing Audio</li><li>➤ Editing a Movie</li><li>➤ Effects &amp; Transitions</li><li>➤ Titles or Credits</li><li>➤ Editing clips</li><li>➤ To combine a split audio or video clip</li><li>➤ Narrating the timeline</li><li>➤ Setting Audio Levels</li><li>➤ Using AutoMovie</li><li>➤ Saving a Movie</li></ul>
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