

## Storyboard for Creating New Styles in a Microsoft Word Document

**Business Purpose:** CNJ Technology (fictitious company) creates many technical Microsoft Word documents for their clients. Currently, the format for these documents have been inconsistent.

The benefit for using the Style “templates and add-ins” feature is to save time creating cohesive technical documents for our clients. A style is a set of formatting characters that can be applied to text, tables, and lists in the documents to quickly change their appearance.

**Business Goal:** CNJ Technology will use the Style template in Microsoft Word to increase the consistency of documents provided to their clients.

**Target Audience:** Engineers/Technical Writers/Administrative Assistants

**Training Time:** 10 minutes

### **Intended Outcomes (Major Objectives):**

By the end of the module, the learner will be able to:

- Identify the Styles menu
- Create a new style
- Apply the new style in a document

**Notes for Reviewer:** Please use Comments in Review tab for feedback and questions. All comments will be resolved before programming can begin.

Questions for reviewers are indicated with **green highlighting**. All questions will need to be resolved before programming can begin.

Scene/Slide Title Player Notes/Overall Course Feel

**Visual Content**

**Audio/Voice Over**

Color Theme for module  
Blue (Color #0F243E)  
White Text  
Blue Color (#2C589A) (for some text) will be indicated

Slide Title Example:  


Font: Arial

Images of Microsoft Word Documents will be used throughout the module.


**Navigation, Animations & Interactivity**

**Navigation:**


Seek bar visible for the learner to pause when needed.

**Animations & Interactivity:**

Will be noted for each slide.

Scene/Slide Title 1.1 Welcome	
Visual Content	Audio/Voice Over
<p>Stock photo in Storyline</p>  <p>Creating Styles in a Microsoft Word Document (title – in the middle next to the coffee cup) white text (1)</p> <p>Navigation Button - (Blue #0F243E) with white text - Hover feature over the start button white button with blue #0F243E text (2)</p> <p>Start Button - (Blue #0F243E) with white text - Hover feature over the start button white button with blue #0F243E text (3)</p>	<p>Welcome to (1)creating styles in a Microsoft Word document. This short module will explain how to create and apply the new styles template for our client documents.</p> <p>If you'd like information on how to navigate the course, please select the (2)navigation button. If you're ready to begin, (3)select start.</p>
Navigation, Animations & Interactivity	
<p><b>Navigation:</b>            Navigation Button – User will move to slide 1.2 - Navigation slide            Start Button – User will move to slide 1.3 - Introduction slide            Disable previous and next buttons</p> <p><b>Animations &amp; Interactivity:</b>            (1) Fade in with audio and stay            (2 &amp; 3) Buttons will fade in with the narration cues. Hover feature (dark blue with white outline) both buttons.</p>	

**Scene/Slide Title 1.2 Navigation**

<b>Visual Content</b>	<b>Audio/Voice Over</b>
<p>Title: Navigation</p> <p>Background image from Storyline library.</p>  <p>(Transparency – 50%)</p> <p>6 Blue arrows with white trim to show the features (1)menu, (2)refresh (3)pause, (4)audio, and (5)previous (6)next</p>	<p>For this module, the menu (1)provides the contents of the course, so you can check on your progress.</p> <p>What to see something again? Select the (2)refresh button. Need to pause the course? Select the (3)play/pause button. Need to adjust the volume? Select the (4)audio button.</p> <p>The (5)previous and (6)next buttons allow you to move through the course.</p> <p>So, let's get started, select the next button to continue.</p>

**Navigation, Animations & Interactivity**

**Navigation:**  
Next button disabled until the end of the audio.  
User will select next to move to Slide 1.3.

**Animations & Interactivity:**  
Arrows (entrance wipe from the bottom) with audio.

At the end, all the arrows but the next will fade out.

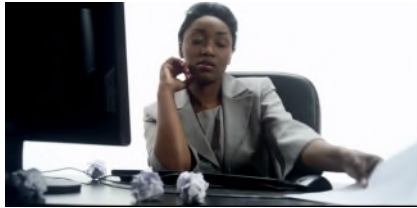
Scene/Slide Title 1.3 Introduction to Problem

Visual Content

Heading: HELP!! (1)  
Storyline Stock photo



Video – Frustrated business women



(2)

Heading: Company Documents(3)  
Storyline Stock photo



(4)

On the left side of the screen.

Video – Save Time



(5)

Right side of screen

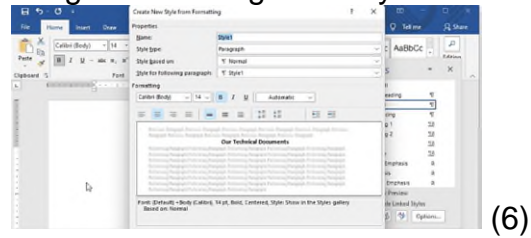
Audio/Voice Over

(1)Are you frustrated when receiving a new document from a client and nothing is lined up correctly? (2)Does it take three times as long to format the document before adding any new information?

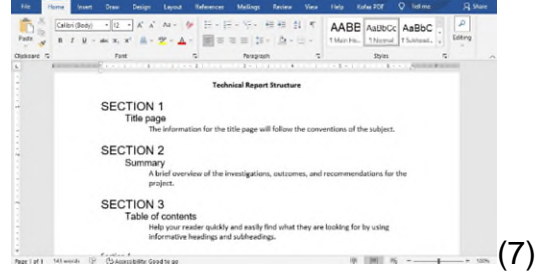
(3)We (4)have noticed over the past two years; our company’s documents are inconsistent. (5)We are here to help save time and energy. (6)By using the “templates and add-ins” feature to create new styles in a Word document, (7)we will be able to have all our documents formatted the same.

(8)Styles (9)in Microsoft Word (10)are a set of formatting characters that can be applied to (11)text, (12)tables and (13)lists. The (14)styles template will allow you to keep the format consistent throughout the entire document. (15)Once the new style is created and saved, it can be applied to any document.

## Image of Creating New Style



## Image of Technical Report Document



Title: Styles (8)

Stock Photo



Styles are formatting characters applied to....(10) (text will be at the top in the monitor)

Use icons for (11)text, (12)tables, and (13)lists. (in the middle of the monitor)

Styles template will keep our documents consistent. (14) (under the icons in the monitor)

## Image of our Technical Report Structure

### Technical Report Structure

#### SECTION 1

##### Title page

The information for the title page will follow the conventions of the subject.

#### SECTION 2

##### Summary

A brief overview of the investigations, outcomes, and recommendations for project.

#### SECTION 3

##### Table of contents

Help your reader quickly and easily find what they are looking for by using informative headings and subheadings.

(15) (will fit inside

the monitor)

## Navigation, Animations & Interactivity

### Navigation:

Next button disabled.

Automatically move to Slide 1.4.

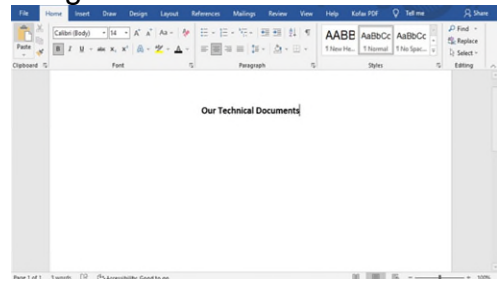
### Animations & Interactivity:

- (1) HELP will zoom in and out during audio – 2 times with first photo. Zooms in and out with video.
- (2) Video starts with audio – fades out at end of 1<sup>st</sup> paragraph
- (3) Fade in with audio and fade out at end of 2<sup>nd</sup> paragraph
- (4) Grow in and fade out when transiting to 6
- (5) Start regular but fade out when transiting to 6
- (6) Fade in and out at when transiting to 7
- (7) Fade in and out at end of 2<sup>nd</sup> paragraph
- (8) Fade in with audio and out at the end of the slide.
- (9) Fade in with audio and out at the end of the slide.
- (10) Fade in with audio and out at 15
- (11) Fade in with audio and out at 15
- (12) Fade in with audio and out at 15
- (13) Fade in with audio and out at 15
- (14) Fade in with audio and out at 15
- (15) Fade in with audio and out at end of the slide.

Visual Content

Title: Learning Objectives (1)

Image of Our Technical Documents Word Document



(2)

MAIN HEADING(3)

Subheading(4) (one indent under main heading)

Paragraph Text(5) (one indent under subheading)

In a Snip Single Corner Rectangle (Dark blue with white text) (Under the MAIN HEADING)(6)

Arial Font

Size 18

With All Caps

By the end of this module, you will be able to:  
(under the Our Technical Documents title on the photo) (7)

Snagit Video typing the learning objectives. (8)

Identify the Styles menu

Create a new style

Apply the new style in a document

*Select next to continue* (9)

Audio/Voice Over

(1) (2)Our company technical documents will have a consistent (3)main heading, (4)subheading, and (5)paragraph text for each section. By creating these styles, you can save time formatting the rest of the document.

In this training, we will only focus on the main heading style.

(6)This style will be Arial font 18 with all caps.

(7)So, by the end of this module, you will be able to.

(8)Identify the Styles menu

Create a new style

And apply the new style in a document

The following video and try it section will show you how it's done.

(9)When you are ready to continue, select next.



## Navigation, Animations & Interactivity

### Navigation:

Disable next button until audio is finished. User will select next.

### Animations & Interactivity:

- (1) Fade in at beginning and stay
- (2) Fade in at beginning and stay
- (3) Fade in with audio and fade out with audio with the blue rectangle
- (4) Fade in with audio and out with audio in this training
- (5) Fade in with audio and out with audio in this training
- (6) Fade in with audio and out with at the end of audio
- (7) Fade in with audio and stay until end of slide
- (8) Play video and keep until the end of the slide.
- (9) Fade in with audio until the end of the slide

Scene/Slide Title 1.5 Video	
Visual Content	Audio/Voice Over
<p>Video to fit the screen</p> <p>Camtasia Video – 2 – 3 minutes</p>	
Navigation, Animations & Interactivity	
<p><b>Navigation:</b>            Disable next button.            User will automatically advance to next slide when video is complete.</p> <p><b>Animations &amp; Interactivity:</b></p>	



Scene/Slide Title – Set up for the Try It Section

**Visual Content**

Each slide will have an image of word document



(example)

Hotspots will be on the area the learner will need to click for that slide.

Hotspot –

Example of Speech bubble.



Text in Speech bubble:

The Speech bubble will be pointing to hotspot.

**Audio/Voice Over**

**Navigation, Animations & Interactivity**

**Navigation:**


Next Button disabled

Previous button will be enabled.

When the user clicks on the correct hotspot area, they will advance to the next slide. If they click outside the hotspot area, a Try Again Slide will appear.

**Animations & Interactivity:**

The speech bubbles will fade in with audio.

Scene/Slide Title – Set Up for Try Again Section Layer	
Visual Content	Audio/Voice Over
<p>Design for the Try Again layer.  <b>This will be for all the Try It slides.</b></p> <p>Blue bar on the bottom of the slide. With white text saying – Sorry, that is incorrect. Click on the Try Again button to try again.</p> <p>Try Again button – White with blue text.</p> <p>Gray overlay (#818181) with 28% transparency</p> 	
Navigation, Animations & Interactivity	
<p><b>Navigation:</b>  The user will click try again button to return to main slide.</p> <p><b>Animations &amp; Interactivity:</b></p>	

## Scene/Slide Title 2.2 Styles Drop Down Arrow

### Visual Content

Image of word document



Hotspot – Styles arrow

Text in Speech bubble: Click the styles drop down arrow(2)

Highlight around Section 1. (1)

### Audio/Voice Over

The new Microsoft Word document is open, let's begin creating a new main heading style.

(1)Our cursor is next to Section 1.

To open the Styles pop up box, click on the arrow in the styles section in the home tab.

### Navigation, Animations & Interactivity

#### Navigation:

Next Button disabled

Previous button will be enabled.

User will advance to the next slide when clicking on the hotspot.

If they click outside the hotspot area, a Try Again Slide will appear

The user will click try again to return to main slide. Show layer try again when clicking outside the hotspot.

#### Animations & Interactivity:

(1) Fade highlight in and out with audio at end of sentence.

(2) Fade in and stay.

Scene/Slide Title 2.3 New Style Tab	
Visual Content	Audio/Voice Over
<p>Image of word document with Styles menu open</p> <p>Hotspot – New Style tab</p> <p>Text in Speech bubble: Click the New Style tab(1)</p>	<p>(1)Click the new style tab.</p>
Navigation, Animations & Interactivity	
<p><b>Navigation:</b>  Next Button disabled  Previous button will be enabled.</p> <p>User will advance to the next slide when clicking on the hotspot.  If they click outside the hotspot area, a Try Again Slide will appear</p> <p>The user will click try again to return to main slide. Show layer try again when clicking outside the hotspot.</p> <p><b>Animations &amp; Interactivity:</b>  (1) Fade in and stay</p>	

**Scene/Slide Title 2.4 Name Bar**

<b>Visual Content</b>	<b>Audio/Voice Over</b>
<p>Image of word document with Creating New Style from Formatting menu open</p> <p>Text Entry – Main Heading (The user will type Main Heading in the name section)</p> <p>Text in Speech bubble: (1) Click on the Name bar Type – Main Heading Then press Enter</p>	<p>The creating new style from formatting pop up box is open.</p> <p>Click on the name bar and (1)type – main heading.</p> <p>Press enter when finished.</p>

**Navigation, Animations & Interactivity**

<p><b>Navigation:</b> Next Button disabled Previous button will be enabled.</p> <p>User will advance to the next slide after Main Heading is typed and press enter. If they click outside the text entry area, a Try Again Slide will appear</p> <p>The user will click try again to return to main slide. Show layer try again when clicking outside the text entry.</p> <p><b>Animations &amp; Interactivity:</b> (1) Fade in with audio and stay.</p>
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**Scene/Slide Title 2.5 Font Drop Down Box**

<b>Visual Content</b>	<b>Audio/Voice Over</b>
<p>Image of word document with Creating New Style from Formatting menu open.</p> <p>Hotspot – Formatting Font drop down box</p> <p>Text in Speech bubble: Click the drop down box for the font(1)</p>	<p>Now we can change the font to Arial.</p> <p>(1)Click on the drop down box.</p>

**Navigation, Animations & Interactivity**

**Navigation:**  
Next Button disabled  
Previous button will be enabled.

User will advance to the next slide when clicking on the hotspot.  
If they click outside the hotspot area, a Try Again Slide will appear

The user will click try again to return to main slide. Show layer try again when clicking outside the hotspot.

**Animations & Interactivity:**  
(1) Fade in and stay

Scene/Slide Title 2.6 Arial	
Visual Content	Audio/Voice Over
<p>Image of word document with Creating New Style from Formatting menu with fonts showing open.</p> <p>Hotspot – Arial</p> <p>Text in Speech bubble: Click Arial(1)</p>	<p>(1)Click Arial</p>
Navigation, Animations & Interactivity	
<p><b>Navigation:</b>  Next Button disabled  Previous button will be enabled.</p> <p>User will advance to the next slide when clicking on the hotspot.  If they click outside the hotspot area, a Try Again Slide will appear</p> <p>The user will click try again to return to main slide. Show layer try again when clicking outside the hotspot.</p> <p><b>Animations &amp; Interactivity:</b>  (1) Fade in and stay</p>	

Scene/Slide Title 2.7 Font Size Box	
Visual Content	Audio/Voice Over
<p>Image of word document with Creating New Style from Formatting menu open.</p> <p>Hotspot – Size Font</p> <p>Text in Speech bubble: Click the drop down box to change the size(1)</p>	<p>Let's change the font size to 18.</p> <p>(1)Click on the drop down box.</p>
Navigation, Animations & Interactivity	
<p><b>Navigation:</b>  Next Button disabled  Previous button will be enabled.</p> <p>User will advance to the next slide when clicking on the hotspot.  If they click outside the hotspot area, a Try Again Slide will appear</p> <p>The user will click try again to return to main slide. Show layer try again when clicking outside the hotspot.</p> <p><b>Animations &amp; Interactivity:</b>  (1) Fade in and stay</p>	

Scene/Slide Title 2.8 Select 18	
Visual Content	Audio/Voice Over
<p>Image of word document with Creating New Style from Formatting menu with font sizes showing open.</p> <p>Hotspot – 18</p> <p>Text in Speech bubble: Click 18 for the size(1)</p>	<p>(1)Click 18</p>
Navigation, Animations & Interactivity	
<p><b>Navigation:</b>  Next Button disabled  Previous button will be enabled.</p> <p>User will advance to the next slide when clicking on the hotspot.  If they click outside the hotspot area, a Try Again Slide will appear</p> <p>The user will click try again to return to main slide. Show layer try again when clicking outside the hotspot.</p> <p><b>Animations &amp; Interactivity:</b>  (1) Fade in and stay</p>	

Scene/Slide Title 2.9 Format	
Visual Content	Audio/Voice Over
<p>Image of word document with Creating New Style from Formatting menu open.</p> <p>Hotspot – Format tab</p> <p>Text in Speech bubble: Click Format tab to change the text to ALL CAPS(1)</p>	<p>Now we need to change the font to all caps.</p> <p>(1)To do this, click on the Format tab</p>
Navigation, Animations & Interactivity	
<p><b>Navigation:</b>  Next Button disabled  Previous button will be enabled.</p> <p>User will advance to the next slide when clicking on the hotspot.  If they click outside the hotspot area, a Try Again Slide will appear</p> <p>The user will click try again to return to main slide. Show layer try again when clicking outside the hotspot.</p> <p><b>Animations &amp; Interactivity:</b>  (1) Fade in and stay</p>	

**Scene/Slide Title 2.10 Click Font**

<b>Visual Content</b>	<b>Audio/Voice Over</b>
<p>Image of word document with Creating New Style from Formatting menu with format tab showing font open.</p> <p>Hotspot – Font</p> <p>Text in Speech bubble: Click Font(1)</p>	<p>(1)ick Font</p>

**Navigation, Animations & Interactivity**

**Navigation:**  
Next Button disabled  
Previous button will be enabled.

User will advance to the next slide when clicking on the hotspot.  
If they click outside the hotspot area, a Try Again Slide will appear

The user will click try again to return to main slide. Show layer try again when clicking outside the hotspot.

**Animations & Interactivity:**  
(1) Fade in and stay

Scene/Slide Title 2.11 All Caps	
Visual Content	Audio/Voice Over
<p>Image of word document with Font menu open.</p> <p>Hotspot – Box next to All caps</p> <p>Text in Speech bubble: Click on All caps(1)</p>	<p>And under effects, on the right side, (1)click on the all caps box</p>
Navigation, Animations & Interactivity	
<p><b>Navigation:</b>  Next Button disabled  Previous button will be enabled.</p> <p>User will advance to the next slide when clicking on the hotspot.  If they click outside the hotspot area, a Try Again Slide will appear</p> <p>The user will click try again to return to main slide. Show layer try again when clicking outside the hotspot.</p> <p><b>Animations &amp; Interactivity:</b>  (1) Fade in and stay</p>	

Scene/Slide Title 2.12 OK Font Tab	
Visual Content	Audio/Voice Over
<p>Image of word document with Font menu open.</p> <p>Hotspot – OK</p> <p>Text in Speech bubble: Click OK(1)</p>	<p>Then (1)click OK.</p>
Navigation, Animations & Interactivity	
<p><b>Navigation:</b>  Next Button disabled  Previous button will be enabled.</p> <p>User will advance to the next slide when clicking on the hotspot.  If they click outside the hotspot area, a Try Again Slide will appear</p> <p>The user will click try again to return to main slide. Show layer try again when clicking outside the hotspot.</p> <p><b>Animations &amp; Interactivity:</b>  (1) Fade in and stay</p>	



**Scene/Slide Title 2.13 OK for New Style Formatting**

<b>Visual Content</b>	<b>Audio/Voice Over</b>
<p>Image of word document with Creating New Style from Formatting menu open.</p> <p>Hotspot – OK</p> <p>Text in Speech bubble: Click OK(2)</p> <p>Highlight around Section 1(1)</p>	<p>We can preview the Main Heading style by (1)looking at Section 1.</p> <p>Everything looks good.</p> <p>(2)Now click OK.</p>

**Navigation, Animations & Interactivity**

**Navigation:**  
Next Button disabled  
Previous button will be enabled.

User will advance to the next slide when clicking on the hotspot.  
If they click outside the hotspot area, a Try Again Slide will appear

The user will click try again to return to main slide. Show layer try again when clicking outside the hotspot.

**Animations & Interactivity:**  
(1) Fade highlight in and out with audio at the end of sentence.  
(2) Fade in and stay

Scene/Slide Title 2.14 Section 1	
Visual Content	Audio/Voice Over
<p>Image of word document with Main Heading created showing SECTION 1.</p> <p>Hotspot – Main Heading Tab in Styles</p> <p>Text in Speech bubble: Click Main Heading Style Tab(2)</p> <p>Highlight around Section 2(1)</p>	<p>Now that our main heading style is created. We can quickly go through the document and change all the section headings.</p> <p>(1)We can do this by clicking next to Section 2.</p> <p>Now in the Styles tab box, (2)click Main Heading.</p>
Navigation, Animations & Interactivity	
<p><b>Navigation:</b>  Next Button disabled  Previous button will be enabled.</p> <p>User will advance to the next slide when clicking on the hotspot.  If they click outside the hotspot area, a Try Again Slide will appear</p> <p>The user will click try again to return to main slide. Show layer try again when clicking outside the hotspot.</p> <p><b>Animations &amp; Interactivity:</b>  (1) Fade highlight in and out with audio at the end of sentence.  (2) Fade in and stay</p>	

Scene/Slide Title 2.15 Section 2	
Visual Content	Audio/Voice Over
<p>Image of word document with Main Heading created showing SECTION 1 and SECTION 2.</p> <p>Hotspot – Main Heading Tab in Styles</p> <p>Text in Speech bubble: Click Main Heading Style Tab(2)</p> <p>Highlight around Section 3(1)</p>	<p>(1)We put our cursor next to section 3.</p> <p>And now (2)select the Main Heading tab again.</p>
Navigation, Animations & Interactivity	
<p><b>Navigation:</b>  Next Button disabled  Previous button will be enabled.</p> <p>User will advance to the next slide when clicking on the hotspot.  If they click outside the hotspot area, a Try Again Slide will appear</p> <p>The user will click try again to return to main slide. Show layer try again when clicking outside the hotspot.</p> <p><b>Animations &amp; Interactivity:</b>  (1) Fade highlight in and out with audio at the end of sentence.  (2) Fade in and stay</p>	

Scene/Slide Title 2.16 Section 3

**Visual Content**

Title: Great Job! You are ready to create new styles in our company documents! (1)

Image of word document with Main Heading created showing SECTION 1, SECTION 2, and SECTION 3. (Under the title.)

**Audio/Voice Over**

(1)Great job! You are ready to create new styles in our company technical documents.

**Navigation, Animations & Interactivity**


**Navigation:**

Next Button disabled  
Previous button will be enabled.

Automatically move to Slide 3.1 Summary

**Animations & Interactivity:**

(1) Fade in from the top and stay

Scene/Slide Title 3.1 Summary	
Visual Content	Audio/Voice Over
<p>Title: Summary (fade at beginning) Stock image:</p>  <p>(left side with blue rectangle under)</p> <p>Right side: Each one white text for words in blue rectangles. Identify the Styles menu Create a new style Apply the new style in a document</p> <p>Review button (white with blue text and outline) on picture at bottom Assessment button (white with blue text and outline) on picture on bottom Hover features for both buttons (blue with white text and outline)</p>	<p>Now that you have completed this module, you can...</p> <p>(1)Identify the Styles menu (2)Create a new style And (3)apply the new style in a document</p> <p>If you need to review any of the steps, click on the (4) review tab.</p> <p>If you are ready for the assessment, click on the (5)assessment tab</p>
Navigation, Animations & Interactivity	
<p><b>Navigation:</b> Review button will go back to Try it Scene. Slide 2.1 Assessment button will go to Assessment Scene. Slide 3.2</p> <p><b>Animations &amp; Interactivity:</b> Title – fade at beginning Picture – grow at beginning (1) Fly in from right with audio (2) Fly in from right with audio (3) Fly in from right with audio (4) Fade in with audio (5) Fade in with audio</p>	

**Scene/Slide Title 3,2 Assessment Overview**

<b>Visual Content</b>	<b>Audio/Voice Over</b>
<p>Title: Assessment</p> <p>Image of someone typing (transparent 75%)</p> <p>It's time to apply what you've learned! (blue text) (centered) (1)</p> <p>6 Questions (2)</p> <p>Passing score: 80% (3) (On left side of slide)</p> <p>Start button (blue with white text and trim) hover (white with blue text) (under the passing score text)(4)</p>	<p>(1)It's time to apply what you've learned!</p> <p>For this assessment, follow the instructions on the screen. There will be (2)six questions and you need a (3)score of 80% or better to pass.</p> <p>When you're ready, (4)click start to begin.</p>

**Navigation, Animations & Interactivity**

<p><b>Navigation:</b> Click start button to start quiz.</p> <p><b>Animations &amp; Interactivity:</b> (1) Grow into the screen during audio (2) Grow with audio (3) Grow with audio (4) Fade with audio</p>
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**Visual Content**

**Audio/Voice Over**



Question and answers in the Monitor.

When would you need to create a new style template?  
*Select your answer and click submit. (#2C589A)*

After downloading a document from a client. (correct answer)

On the first Monday of every month.  
During our quarterly client meetings.

**Navigation, Animations & Interactivity**

**Navigation:**

Build in Graded Quiz – Multiple choice – No immediate feedback. 1 attempt to answer

Submit button

**Animations & Interactivity:**

**Visual Content**

**Audio/Voice Over**



Question and answers in the Monitor.  
Why is it important to create a new style template?  
*Select all that apply and click submit. (#2C589A)*

Saves time formatting the rest of the document.  
Easy application for new documents.  
Keeps our company documents consistent.  
**(all are correct)**

**Navigation, Animations & Interactivity**

**Navigation:**

Build in Graded Quiz – Multiple Response – No immediate feedback. 1 attempt to answer

Submit button

**Animations & Interactivity:**



**Visual Content**

**Audio/Voice Over**



Question and answers in the Monitor.  
Drag and drop the steps to create a new Main Heading Style?  
*Click submit when finished. (#2C589A)*

**(correct order)**

- Open Styles menu
- Click on new style tab
- Create Main Heading name
- Select Arial font and size 18
- Select all caps in formatting section
- Click OK after previewing the Main Heading

**Navigation, Animations & Interactivity**

**Navigation:**

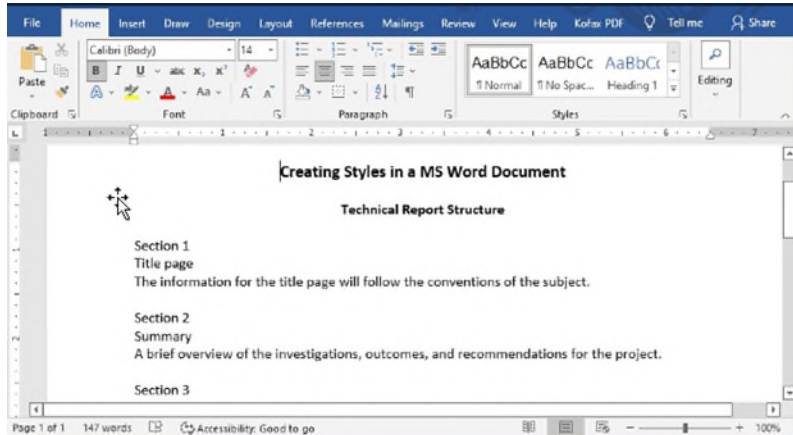
Build in Graded Quiz – Drag and Drop – No immediate feedback. 1 attempt to answer

Submit button

**Animations & Interactivity:**

**Visual Content**

Question in title bar:  
Where do you click to open the Styles menu?



Hotspot: Styles arrow

**Audio/Voice Over**

**Navigation, Animations & Interactivity**

**Navigation:**

Freeform Question Hotspot Quiz – No immediate feedback. 1 attempt to answer

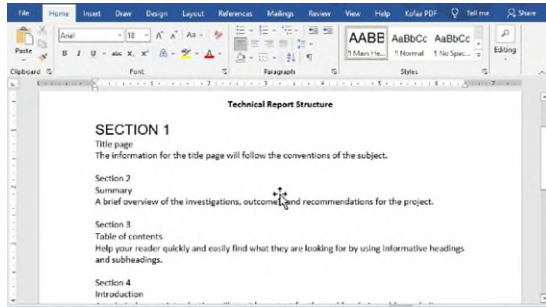
Clicking on the hotspot to answer.  
No Submit button.

**Animations & Interactivity:**

## Scene/Slide Title 3.7 Hotspot Section Question

### Visual Content

Question in title bar:  
Where does your cursor need to be placed when we want to change the sections?



Hotspot: Section 1, Section 2 and Section 3

### Audio/Voice Over

### Navigation, Animations & Interactivity

#### Navigation:

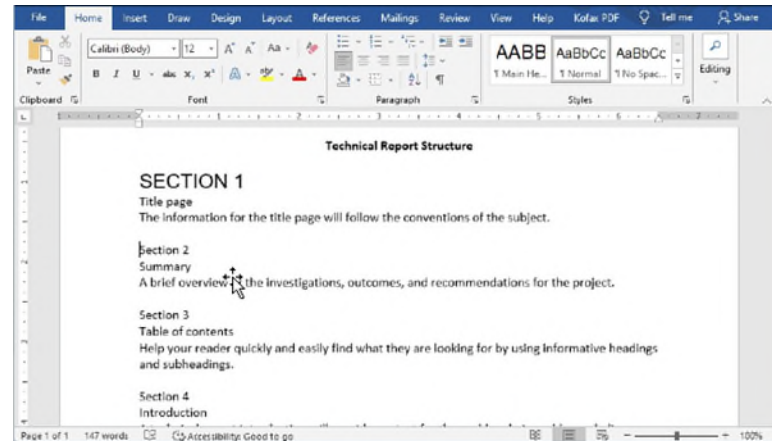
Freeform Question Hotspot Quiz – No immediate feedback. 1 attempt to answer

Clicking on the hotspot to answer.  
No Submit button.

#### Animations & Interactivity:

**Visual Content**

Question in title bar:  
After placing your cursor next to Section 2, which tab will apply the Main Heading Style?



Hotspot: Main Heading tab

**Audio/Voice Over**

**Navigation, Animations & Interactivity**

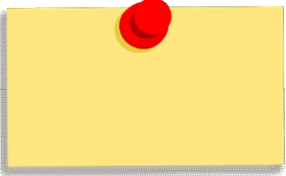
**Navigation:**

Freeform Question Hotspot Quiz – No immediate feedback. 1 attempt to answer

Clicking on the hotspot to answer.  
No Submit button.

**Animations & Interactivity:**

Scene/Slide Title 3.9 Results	
Visual Content	Audio/Voice Over
<p>Title: Results</p> <p>Background image of Word Document</p> <p>Your Score: %/%%            Passing Score: %/%%            In the middle of blank Word Document</p> <p>Review Quiz button (dark blue with white text)            Retry Quiz button (dark blue with white text)</p> <p>Success layer: Congratulations, you passed!! (#2C589A)            (above buttons)  <i>Click next to continue.</i> (#2C589A) (middle under buttons)</p> <p>Failed layer: You did not pass. Please try again.            (#2C589A) (above buttons)</p>	
Navigation, Animations & Interactivity	
<p><b>Navigation:</b>            Build in Results Slide.</p> <p>Failed layer: Disable next button.            Success layer: Next button</p> <p>Review Quiz: The answers will show.            Retry Quiz: Start quiz again.</p> <p><b>Animations &amp; Interactivity:</b>            Success layer: Click next to continue - will fly in from left.</p>	

Scene/Slide Title 3.11 Conclusion	
Visual Content	Audio/Voice Over
<p>Title: Congratulations! (1)</p> <p>Corkboard background</p>  <p>(middle of screen) (2)</p> <p>All text will appear on the sticky note.            You can create a Main Heading Style(2)            We appreciate your time.(3)            More information to come.(4)            Download reference sheet(5)            Thank you!! (Bold) (6)</p> <p>Blue arrow with white outline pointing to Resources tab. (5)</p>	<p>(1)Congratulations!! By completing this module, you are able to (2)create a Main Heading style for our technical documents. Thank you for being (3)committed to making our company successful. We appreciate your time.</p> <p>(4)More information will be coming regarding the changes for the rest of our technical documents.</p> <p>(5)A reference sheet for Creating New Styles can be downloaded under the resources tab.</p> <p>(6)Thank you again, you may close this browser to exit the course.</p>
Navigation, Animations & Interactivity	
<p><b>Navigation:</b>            Learner will close browser to exit.</p> <p>Resources on the player will be shown.</p> <p><b>Animations &amp; Interactivity:</b>            (1)Fade in with audio and stay            (2) Fade in and out with audio            (3) Fade in and out with audio            (4) Fade in and out with audio            (5) Fade in and out with audio            (6) Fade in with audio and stay</p>	