

# uCertify

## Course Outline

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**MOS: Microsoft PowerPoint  
2013 (Course & Lab)**



Lesson



Practice test



Lab

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## 1. Course Objective

Prepare for the Microsoft 77-422 exam with the MOS: Microsoft PowerPoint 2013 course and lab. The lab simulates real-world, hardware, software, and command-line interface environments and can be mapped to any text-book, course or training. The Microsoft PowerPoint course and lab cover all the objectives of the Microsoft MOS 77-422 exam and provide skills to create and manage presentations; insert and format shapes and slides; create slide content, apply transitions and animations; and manage multiple presentations.

## 2. Pre-Assessment

Pre-Assessment lets you identify the areas for improvement before you start your prep. It determines what students know about a topic before it is taught and identifies areas for improvement with question assessment before beginning the course.

## 3. Exercises

There is no limit to the number of times learners can attempt these. Exercises come with detailed remediation, which ensures that learners are confident on the topic before proceeding.

58  
EXERCISES

## 4. Quizzes

Quizzes test your knowledge on the topics of the exam when you go through the course material. There is no limit to the number of times you can attempt it.

60  
QUIZZES

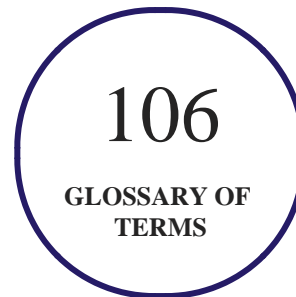
## 5. Flashcards

Flashcards are effective memory-aiding tools that help you learn complex topics easily. The flashcard will help you in memorizing definitions, terminologies, key concepts, and more. There is no limit to the number of times learners can attempt these. Flashcards help master the key concepts.

106  
FLASHCARDS

## 6. Glossary of terms

uCertify provides detailed explanations of concepts relevant to the course through Glossary. It contains a list of frequently used terminologies along with its detailed explanation. Glossary defines the key terms.



## 7. **Expert Instructor-Led Training**

uCertify uses the content from the finest publishers and only the IT industry's finest instructors. They have a minimum of 15 years real-world experience and are subject matter experts in their fields. Unlike a live class, you can study at your own pace. This creates a personal learning experience and gives you all the benefit of hands-on training with the flexibility of doing it around your schedule 24/7.

## 8. **ADA Compliant & JAWS Compatible Platform**

uCertify course and labs are ADA (Americans with Disability Act) compliant. It is now more accessible to students with features such as:

- Change the font, size, and color of the content of the course
- Text-to-speech, reads the text into spoken words
- Interactive videos, how-tos videos come with transcripts and voice-over
- Interactive transcripts, each word is clickable. Students can clip a specific part of the video by clicking on a word or a portion of the text.

JAWS (Job Access with Speech) is a computer screen reader program for Microsoft Windows that reads the screen either with a text-to-speech output or by a Refreshable Braille display. Student can easily navigate uCertify course using JAWS shortcut keys.

## 9. State of the Art Educator Tools

uCertify knows the importance of instructors and provide tools to help them do their job effectively. Instructors are able to clone and customize course. Do ability grouping. Create sections. Design grade scale and grade formula. Create and schedule assignments. Educators can also move a student from self-paced to mentor-guided to instructor-led mode in three clicks.

## 10. Award Winning Learning Platform (LMS)

uCertify has developed an award winning, highly interactive yet simple to use platform. The SIIA CODiE Awards is the only peer-reviewed program to showcase business and education technology's finest products and services. Since 1986, thousands of products, services and solutions have been recognized for achieving excellence. uCertify has won CODiE awards consecutively for last 7 years:

- **2014**
  1. Best Postsecondary Learning Solution
  
- **2015**
  1. Best Education Solution
  2. Best Virtual Learning Solution
  3. Best Student Assessment Solution
  4. Best Postsecondary Learning Solution
  5. Best Career and Workforce Readiness Solution
  6. Best Instructional Solution in Other Curriculum Areas
  7. Best Corporate Learning/Workforce Development Solution
  
- **2016**
  1. Best Virtual Learning Solution
  2. Best Education Cloud-based Solution

3. Best College and Career Readiness Solution
4. Best Corporate / Workforce Learning Solution
5. Best Postsecondary Learning Content Solution
6. Best Postsecondary LMS or Learning Platform
7. Best Learning Relationship Management Solution

• **2017**

1. Best Overall Education Solution
2. Best Student Assessment Solution
3. Best Corporate/Workforce Learning Solution
4. Best Higher Education LMS or Learning Platform

• **2018**

1. Best Higher Education LMS or Learning Platform
2. Best Instructional Solution in Other Curriculum Areas
3. Best Learning Relationship Management Solution

• **2019**

1. Best Virtual Learning Solution
2. Best Content Authoring Development or Curation Solution
3. Best Higher Education Learning Management Solution (LMS)

• **2020**

1. Best College and Career Readiness Solution
2. Best Cross-Curricular Solution
3. Best Virtual Learning Solution

## 11. Chapter & Lessons

uCertify brings these textbooks to life. It is full of interactive activities that keeps the learner engaged. uCertify brings all available learning resources for a topic in one place so that the learner can efficiently learn without going to multiple places. Challenge questions are also embedded in the



chapters so learners can attempt those while they are learning about that particular topic. This helps them grasp the concepts better because they can go over it again right away which improves learning.

Learners can do Flashcards, Exercises, Quizzes and Labs related to each chapter. At the end of every lesson, uCertify courses guide the learners on the path they should follow.

## Syllabus

### Chapter 1: A First Look at PowerPoint

- Who Uses PowerPoint and Why?
- What's New in PowerPoint 2013?
- Learning Your Way around PowerPoint
- Changing the View
- Zooming In and Out
- Enabling Optional Display Elements
- Opening a New Display Window for the Same Presentation
- Using the Help System
- Summary

### Chapter 2: Creating and Saving Presentation Files

- Starting a New Presentation

- Saving Your Work
- Setting Passwords for File Access
- Closing and Reopening Presentations
- Setting File Properties
- Summary

### Chapter 3: Creating Slides and Text Boxes

- Creating New Slides
- Inserting Content from External Sources
- Managing Slides
- Using Content Placeholders
- Creating Text Boxes Manually
- Working with Text Boxes
- Summary

### Chapter 4: Working with Layouts, Themes, and Masters

- Understanding Layouts and Themes
- Changing a Slide's Layout

- Applying a Theme
- Managing Themes
- Changing Colors, Fonts, and Effects
- Changing the Background
- Working with Placeholders
- Customizing and Creating Layouts
- Managing Slide Masters
- Summary

## Chapter 5: Formatting Text

- Changing the Font
- Changing the Font Size
- Adjusting Character Spacing
- Changing Font Color/Text Fill
- Applying a Text Outline
- Applying Text Attributes
- Applying WordArt Styles

- Applying Text Effects
- Copying Formatting with Format Painter
- Inserting Symbols
- Inserting Math Equations
- Summary

## Chapter 6: Formatting Paragraphs

- Formatting Bulleted Lists
- Formatting Numbered Lists
- Setting Indents and Tabs
- Adjusting Line Spacing
- Changing Horizontal Alignment
- Summary

## Chapter 7: Creating and Formatting Tables

- Creating a New Table
- Moving around in a Table
- Selecting Rows, Columns, and Cells

- Editing a Table's Structure
- Applying Table Styles
- Formatting Table Cells
- Using Tables from Word
- Integrating Excel Cells into PowerPoint
- Summary

## Chapter 8: Drawing and Formatting Objects

- Working with the Drawing Tools
- Selecting Objects
- Deleting Objects
- Moving and Copying Objects
- Understanding Object Formatting
- Resizing Objects
- Arranging Objects
- Merging Shapes
- Applying Shape or Picture Styles
- Understanding Color Selection

- Applying an Object Border
- Applying an Object Fill
- Applying Object Effects
- Summary

## Chapter 9: Creating SmartArt Graphics

- Understanding SmartArt Types and Their Uses
- Inserting a SmartArt Graphic
- Editing SmartArt Text
- Modifying SmartArt Structure
- Modifying a Hierarchy Graphic Structure
- Formatting a SmartArt Graphic
- Saving a SmartArt Graphic as a Picture
- Summary

## Chapter 10: Working with Charts

- Understanding the Parts of a Chart
- Starting a New Chart

- Working with Chart Data
- Chart Types and Chart Layout Presets
- Working with Chart Elements
- Controlling the Axes
- Formatting a Chart
- Rotating a 3-D Chart
- Working with Chart Templates
- Summary

## Chapter 11: Working With Photos

- Inserting Photos
- Sizing and Cropping Photos
- Adjusting and Correcting Photos
- Compressing Images
- Exporting a Photo from PowerPoint to a Separate File
- Summary

## Chapter 12: Incorporating Content from Other Programs

- Working with External Content: An Overview
- Copying Content from Other Programs
- Introducing OLE
- Summary

### Chapter 13: Adding Sound Effects, Music, and Soundtracks

- How PowerPoint Uses Audio
- When to Use Sounds - and When Not To
- Inserting an Audio Clip as an Icon on a Slide
- Assigning a Sound to an Object
- Adding a Digital Music Soundtrack
- Adding a CD Audio Soundtrack
- Configuring Sound Playback
- Using the Advanced Timeline to Fine-Tune Sound Events
- Summary

### Chapter 14: Incorporating Motion Video



- Understanding Video Types
- Placing a Video on a Slide
- Managing Clip Files and Links
- Changing the Video's Formatting
- Specifying Playback Options
- Summary

### Chapter 15: Creating Animation Effects and Transitions

- Assigning Transitions to Slides
- Animating Slide Content
- Layering Animated Objects
- Summary

### Chapter 16: Support Materials

- The When and How of Handouts
- Handouts
- Speaker Notes
- Printing an Outline

- Exporting Handouts or Notes Pages to Word
- Summary

## Chapter 17: Preparing for a Live Presentation

- Starting and Ending a Show
- Using the On-Screen Show Controls
- Using the On-Screen Pen
- Hiding Slides for Backup Use
- Using Custom Shows
- Creating and Using Sections
- Giving a Presentation on a Different Computer
- Summary

## Chapter 18: Designing User-Interactive Presentations

- Understanding User Interactivity
- Navigational Control Basics
- Creating Text Hyperlinks
- Creating Graphical Hyperlinks

- Setting Up a Secure System
- Summary

## Chapter 19: Preparing a Presentation for Mass Distribution

- Working with File Properties
- Checking for Compatibility and Usability
- Limiting User Access to a Presentation
- Presenting Online
- Working with the PowerPoint Viewer
- Summary

## Chapter 20: Collaborating Presentations

- Working with Comments
- Comparing and Merging Presentations
- Managing Simultaneous Edits
- Summary

## Chapter 21: Appendix

## Chapter 22: Appendix B

- Video Tutorials

## Videos and How To

uCertify course includes videos to help understand concepts. It also includes How Tos that help learners in accomplishing certain tasks.

**183**  
VIDEOS

**09:30**  
HOURS

## 12. Practice Test

uCertify provides full length practice tests. These tests closely follow the exam objectives and are designed to simulate real exam conditions. Each course has a number of test sets consisting of hundreds of items to ensure that learners are prepared for the certification exam.

## Here's what you get

25

PRE-ASSESSMENTS QUESTIONS

20

POST-ASSESSMENTS QUESTIONS

## Features

### Full Remediation

Each question comes with detailed remediation explaining not only why an answer option is correct but also why it is incorrect.

### Unlimited Practice

Each test can be taken unlimited number of times until the learner feels they are prepared. Learner can review the test and read detailed remediation. Detailed test history is also available.

### Learn, Test and Review Mode

Each test set comes with learn, test and review modes. In learn mode, learners will attempt a question and will get immediate feedback and complete remediation as they move on to the next question. In test mode, learners can take a timed test simulating the actual exam conditions. In review mode, learners can read through one item at a time without attempting it.

## 13. Performance Based Labs

uCertify's performance-based labs are simulators that provides virtual environment. Labs deliver hands on experience with minimal risk and thus replace expensive physical labs. uCertify Labs are cloud-based, device-enabled and can be easily integrated with an LMS. Features of uCertify labs:

- Provide hands-on experience in a safe, online environment
- Labs simulate real world, hardware, software & CLI environment
- Flexible and inexpensive alternative to physical Labs
- Comes with well-organized component library for every task
- Highly interactive - learn by doing
- Explanations and remediation available
- Videos on how to perform

## Lab Tasks

- Changing the print outline
- Changing presentation view
- Rearranging slides
- Changing the zoom settings
- Zooming in the Slide Sorter View
- Converting album to black and white
- Changing the view settings
- Showing Gridlines
- Creating file using template
- Creating a New Presentation using a Template
- Turning ON the compatibility mode
- Saving a presentation
- Saving an existing presentation with a new name
- Saving a File in XPS Format
- Saving a File as a PDF
- Saving a Slide as a JPEG

- Setting a password for the file modification
- Closing the open presentation
- Opening a presentation
- Setting up file properties
- Displaying the document panel
- Editing presentation properties at the Document Panel
- Creating a blank slide
- Opening a Word document as a presentation
- Inserting Additional Slides
- Importing a table from an external source
- Deleting a slide
- Inserting a manual text box
- Changing AutoFit behavior of a text box
- Finding and replacing text
- Changing layout of a slide
- Applying themes
- Customizing page numbers
- Customizing footer
- Applying footer
- Adding an image as a background
- Adding a layout
- Adding a new Slide Master
- Embedding fonts
- Changing font
- Correcting the Spelling Error
- Changing text to WordArt
- Changing the bullet symbol
- Applying bullets
- Adding Columns
- Configuring Columns
- Creating a table
- Modifying columns
- Applying a table style

- Modifying column settings
- Inserting a Regular Pentagon shape
- Changing Shape Styles
- Using the Quick Styles menu
- Formatting the Shape Outline
- Configuring the text box with Gradient Fill
- Converting list to SmartArt
- Inserting a SmartArt
- Reversing the direction of SmartArt
- Changing color of SmartArt
- Changing chart type
- Inserting a line chart
- Modifying chart type
- Inserting a picture
- Inserting an online picture
- Cropping an image
- Cropping a picture to a shape
- Applying picture styles
- Configuring image shadow effect
- Compressing Media
- Embedding a Word document
- Setting audio options
- Inserting a sound clip
- Inserting a video
- Assigning transition to a slide
- Looping a Slide Show
- Applying Transition
- Applying animation to text strings
- Adding paths to animations
- Applying animation to shapes
- Setting up slide show
- Printing handouts
- Printing handouts in Grayscale



- Changing the Print Settings
- Customizing Slide Size
- Changing the Notes Page Layout
- Starting slide show from the current slide
- Starting the slide show from the beginning
- Creating a custom show
- Creating a Custom Slide Show
- Creating a link to a website
- Hyperlinking a text
- Configuring AutoFormat as You Type
- Removing presentation metadata
- Compressing media for Internet Quality
- Checking compatibility
- Checking for accessibility issues
- Viewing the added digital signature
- Adding a Digital Signature
- Encrypting the Presentation
- Finalizing Presentation
- Inserting a comment

## Here's what you get

101

PERFORMANCE BASED  
LAB

101

VIDEO TUTORIALS

01:02


HOURS

## 14. Post-Assessment

After completion of the uCertify course Post-Assessments are given to students and often used in conjunction with a Pre-Assessment to measure their achievement and the effectiveness of the exam.

## CONNECT WITH US

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