



Course Outline

Microsoft Word 2010 (Course & Lab)



17 Jan 2020



Lesson



Practice test



Lab

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1. Course Objective

Gain hands-on expertise in Microsoft Word 2010 certification exam by 77-881- Microsoft Word 2010 course and performance-based labs. Performance-based labs simulate real-world, hardware, software & command line interface environments and can be mapped to any text-book, course & training. The course and lab cover all the objectives of Microsoft Office Specialist certification exam and provide the expertise and technical knowledge required to create, customize, and organize documents by using formatting and visual content that is appropriate for the information presented.

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.

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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.



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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.



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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.



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GLOSSARY OF
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 5 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

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: Getting started

- Topic A: The Word window
- Topic B: New documents
- Topic C: Word Help
- Unit summary: Getting started
- Review Questions

Chapter 2: Navigation and selection techniques

- Topic A: Document navigation

- Topic B: Selection techniques
- Unit summary: Navigation and selection techniques
- Review Questions

Chapter 3: Editing text

- Topic A: Working with text
- Topic B: Using Undo and Redo
- Topic C: Cutting, copying, and pasting text
- Unit summary: Editing text
- Review Questions

Chapter 4: Formatting text

- Topic A: Character formatting
- Topic B: Tab settings
- Topic C: Paragraph formatting
- Topic D: Paragraph spacing and indents
- Topic E: Automatic formatting
- Unit summary: Formatting text
- Review Questions

Chapter 5: Tables

- Topic A: Creating tables
- Topic B: Working with table content
- Topic C: Changing the table structure
- Unit summary: Tables
- Review Questions

Chapter 6: Page layout

- Topic A: Headers and footers
- Topic B: Margins
- Topic C: Page breaks
- Unit summary: Page layout
- Review Questions

Chapter 7: Proofing and printing documents

- Topic A: Checking spelling and grammar
- Topic B: Using AutoCorrect
- Topic C: Finding and replacing text

- Topic D: Printing documents
- Topic E: PDF and XPS documents
- Unit summary: Proofing and printing documents
- Review Questions

Chapter 8: Basic Graphics

- Topic A: Adding graphics and clip art
- Topic B: Working with graphics
- Unit summary: Graphics
- Review Questions

Chapter 9: Styles and outlines

- Topic A: Examining formatting
- Topic B: Creating styles
- Topic C: Modifying styles
- Topic D: Working with outlines
- Unit summary: Styles and outlines
- Review Questions

Chapter 10: Sections and columns

- Topic A: Creating and formatting sections
- Topic B: Working with columns
- Unit summary: Sections and columns
- Review Questions

Chapter 11: Formatting tables

- Topic A: Table formatting basics
- Topic B: Borders and shading
- Topic C: Table data
- Topic D: Table styles

- Unit summary: Formatting tables
- Review Questions

Chapter 12: Printing labels and envelopes

- Topic A: Labels
- Topic B: Envelopes
- Unit summary: Printing labels and envelopes
- Review Questions

Chapter 13: Templates and building blocks

- Topic A: Template basics
- Topic B: Building blocks
- Topic C: Document properties
- Unit summary: Templates and building blocks
- Review Questions

Chapter 14: Advance Graphics

- Topic A: Creating diagrams
- Topic B: Using the Drawing tools

- Topic C: Formatting text graphically
- Unit summary: Graphics
- Review Questions

Chapter 15: Managing document revisions

- Topic A: Tracking changes
- Topic B: Working with comments
- Unit summary: Managing document revisions
- Review Questions

Chapter 16: Web features

- Topic A: Web pages
- Topic B: Hyperlinks
- Unit summary: Web features
- Review Questions

Chapter 17: Using Mail Merge

- Topic A: Form letters
- Topic B: Data sources for the recipient list

- Topic C: Mailing labels and envelopes
- Unit summary: Using Mail Merge
- Review Questions

Chapter 18: Objects and backgrounds

- Topic A: Inserting content from other applications
- Topic B: Changing the document background
- Unit summary: Objects and backgrounds
- Review Questions

Chapter 19: Using macros

- Topic A: Recording and running macros
- Topic B: Modifying and deleting macros
- Unit summary: Using macros
- Review Questions

Chapter 20: Working with forms

- Topic A: Creating forms
- Topic B: Protecting forms

- Topic C: Sharing and securing documents
- Unit summary: Working with forms
- Review Questions

Chapter 21: Customizing Word

- Topic A: Customizing the Ribbon
- Topic B: Customizing the Quick Access toolbar
- Topic C: Customizing keyboard shortcuts
- Unit summary: Customizing Word
- Review Questions

Chapter 22: Long documents

- Topic A: Master documents
- Topic B: Tables of contents and figures
- Topic C: Indexes, bibliographies, and other references
- Topic D: Bookmarks and cross-references
- Topic E: Web frames
- Unit summary: Long documents

- Review Questions

Chapter 23: XML features

- Topic A: Working with XML
- Unit summary: XML features
- Review Questions

Videos and How To

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

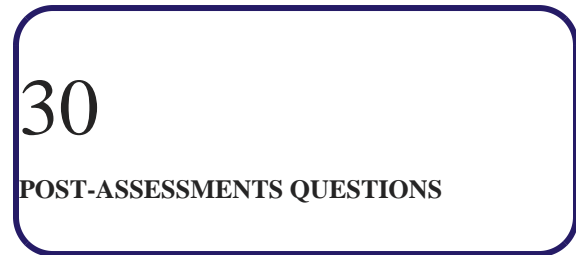
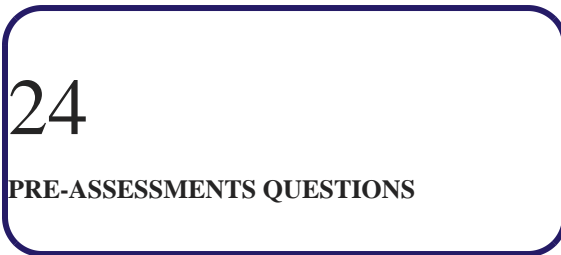
154
VIDEOS

02:36
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



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

- Using Compatibility Checker
- Saving the document in docx file format
- Changing the file format
- Changing the default file location
- Setting duration to autosave the document
- Creating a blank document
- Hiding spaces between pages
- Moving to a specific page
- Disabling protected view for files
- Changing date and time format
- Configuring auto correct options
- Inserting table
- Highlighting the text
- Customizing Borders
- Hiding a ruler
- Formatting the paragraph into columns
- Justifying Paragraph
- Setting indentation
- Inserting the page break
- Customizing paragraph settings
- Inserting text in the footer area
- Changing the default value of the header and footer

- Customizing page setup
- Changing the orientation of the page
- Setting margins
- Customizing pagination settings
- Applying page breaks
- Customizing paragraph spacing
- Converting the Word document to PDF
- Hiding spelling and grammar errors
- Inserting an image
- Removing formatting
- Changing the page number format
- Customizing Hyphenation options
- Viewing building blocks
- Encrypting the document
- Specifying formatting and editing restrictions
- Applying formatting restrictions
- Protecting a document
- Applying a drop cap
- Enabling track changes
- Personalizing copy of Microsoft Office
- Changing the label type
- Inserting a watermark
- Changing page color
- Assigning a shortcut to a macro
- Disabling macros without notification
- Adding information to a document
- Marking a document as final
- Adding a digital signature
- Inserting table of contents
- Deleting table of contents
- Marking index entries
- Inserting an index
- Creating a source
- Generating bibliography

Here's what you get

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PERFORMANCE BASED
LAB

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VIDEO TUTORIALS

01:10
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.

Have Any Query? We Are Happy To Help!

GET IN TOUCH:

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