



Course Outline

**Microsoft MOS: Microsoft
PowerPoint 2010 (Course & Lab)**



17 Jan 2020



Lesson



Practice test



Lab

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Practice Test

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Here's what you get

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1. Course Objective

Gain hands-on expertise in Microsoft 77-883 certification exam with 77-883 - Microsoft MOS: Microsoft PowerPoint 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. 77-883 - Microsoft MOS: Microsoft PowerPoint 2010 certification program validates the skills and expertise of a candidate required for creating a slide presentation; working with graphical and multimedia elements; creating charts and tables; applying transitions and animations; collaborating on presentations; preparing presentations for delivery; and delivering 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.

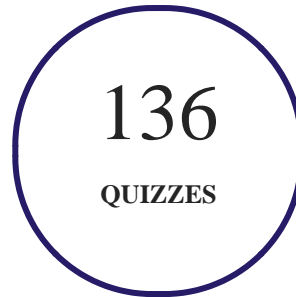
3. Exercises

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.

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EXERCISES

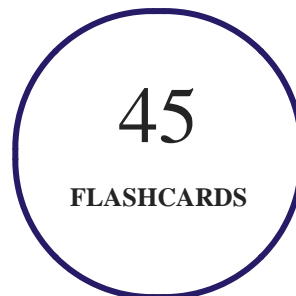
4. Quizzes

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.



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.



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 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 PowerPoint window
- Topic B: Getting help
- Lesson summary: Getting started
- Review Questions

Chapter 2: New presentations

- Topic A: Creating presentations
- Topic B: Saving presentations

- Topic C: Rearranging and deleting slides
- Topic D: Using slides from other presentations
- Lesson summary: New presentations
- Review Questions

Chapter 3: Formatting slides

- Topic A: Formatting text
- Topic B: Modifying text
- Topic C: Formatting paragraphs
- Lesson summary: Formatting slides
- Review Questions

Chapter 4: Using drawing objects

- Topic A: Adding shapes
- Topic B: Modifying objects
- Topic C: Using text in objects
- Lesson summary: Using drawing objects
- Review Questions

Chapter 5: Working with graphics

- Topic A: WordArt
- Topic B: Pictures
- Topic C: Clip art
- Lesson summary: Working with graphics
- Review Questions

Chapter 6: Using tables and charts

- Topic A: Tables
- Topic B: Charts
- Topic C: Diagrams
- Lesson summary: Using tables and charts
- Review Questions

Chapter 7: Modifying presentations

- Topic A: Templates and themes
- Topic B: Slide masters
- Topic C: Transitions and timings

- Topic D: Speaker notes
- Topic E: Slide shows
- Lesson summary: Modifying presentations
- Review Questions

Chapter 8: Proofing and delivering presentations

- Topic A: Proofing presentations
- Topic B: Running presentations
- Topic C: Printing presentations
- Lesson summary: Proofing and delivering presentations
- Review Questions

Chapter 9: Customizing PowerPoint

- Topic A: Application settings
- Topic B: The Ribbon
- Topic C: Custom themes
- Lesson summary: Customizing PowerPoint
- Review Questions

Chapter 10: Using graphics and multimedia

- Topic A: Clip art
- Topic B: Media clips
- Topic C: Animations
- Topic D: Photo albums
- Lesson summary: Using graphics and multimedia
- Review Questions

Chapter 11: Customizing SmartArt graphics, tables, and charts

- Topic A: Customizing SmartArt graphics
- Topic B: Customizing tables
- Topic C: Working with Chart Tools
- Lesson summary: Customizing SmartArt graphics, tables, and charts
- Review Questions

Chapter 12: Action buttons, custom slide shows, and equations

- Topic A: Interactive elements
- Topic B: Custom slide shows

- Topic C: Equations
- Lesson summary: Action buttons, custom slide shows, and equations
- Review Questions

Chapter 13: Distributing presentations

- Topic A: Using comments
- Topic B: Finishing a presentation
- Topic C: Distributing presentations
- Topic D: Broadcasting a slide show online
- Lesson summary: Distributing presentations
- Review Questions

Chapter 14: Integrating Microsoft Office files

- Topic A: Building slides from Word outlines
- Topic B: Embedding and linking content
- Topic C: Working with hyperlinks
- Lesson summary: Integrating Microsoft Office files
- 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.

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VIDEOS

01:47

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

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PRE-ASSESSMENTS QUESTIONS

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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

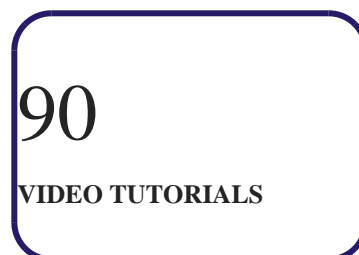
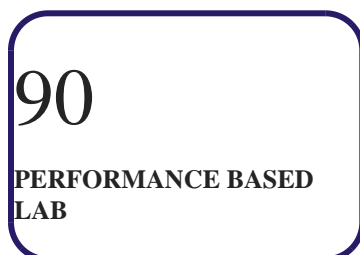
- Opening a presentation
- Displaying a presentation in the Notes Page view

- Changing the zoom settings
- Changing the presentation view
- Closing the presentation
- Changing the view settings
- Converting album to Black and White
- Creating a blank slide
- Changing layout of a slide
- Creating a new presentation using a template
- Inserting an additional slide
- Saving a presentation
- Saving an existing presentation with a new name
- Deleting a slide
- Controlling slide numbers
- Zooming in the Slide Sorter View
- Changing the bullet symbol
- Changing font
- Adding numbered list
- Finding and Replacing a word
- Inserting a Regular Pentagon shape
- Formatting the text box
- Changing the Title property
- Creating multiple columns in a single shape
- Showing gridlines
- Formatting the shape outline
- Inserting a manual text box
- Changing a text box's AutoFit behavior
- Adding a gradient fill to a text box
- Changing text to WordArt
- Inserting a picture
- Cropping an image
- Applying picture styles
- Cropping a picture to a shape
- Applying shadow effect on an image
- Inserting a picture
- Inserting an image via Office.com Clip Art

- Creating a table
- Modifying number of columns
- Importing a table from an external source
- Applying a table style
- Inserting a line chart
- Inserting a SmartArt
- Applying a theme
- Inserting a new Slide Master
- Inserting footer on all slides except in the title slide
- Adding a layout
- Adding an image as a background
- Assigning transition to a slide
- Applying transition
- Setting up a slide show
- Correcting the spelling error
- Configuring AutoFormat As You Type
- Customizing slide size
- Applying Print Settings
- Printing handouts
- Changing the Notes Page layout
- Printing Outline
- Printing Handouts
- Inserting a video
- Inserting a sound clip
- Compressing media
- Setting audio playback options
- Applying animation to an image
- Adding paths to animations
- Changing color of SmartArt
- Reversing the direction of SmartArt
- Converting list to SmartArt
- Applying Quick Styles
- Starting slide show from the current slide
- Starting the slide show from the beginning
- Looping a Slide Show

- Creating a custom show
- Creating a custom slide show
- Turning ON the compatibility mode
- Setting up file properties
- Setting a password for the file modification
- Checking for accessibility issues
- Finalizing Presentation
- Adding a digital signature
- Removing presentation metadata
- Using the document panel
- Encrypting the presentation with password
- Checking compatibility
- Saving a file in XPS format
- Opening a Word document as a presentation
- Embedding the fonts
- Embedding a Word document
- Creating a hyperlink to a website
- Hyperlinking a text

Here's what you get



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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