



Course Outline

IC3 GS4 Key Applications (Course & Labs)



17 Jan 2020



Lesson



Practice test



Lab

Contents

1. Course Objective
2. Pre-Assessment
3. Exercises, Quizzes, Flashcards & Glossary
 - Number of Questions
4. Expert Instructor-Led Training
5. ADA Compliant & JAWS Compatible Platform
6. State of the Art Educator Tools
7. Award Winning Learning Platform (LMS)
8. Chapter & Lessons
 - Syllabus
 - Chapter 1: Exploring Common Application Features in Microsoft Office
 - Chapter 2: Using Microsoft Word
 - Chapter 3: Using Microsoft Excel
 - Chapter 4: Using Microsoft PowerPoint
 - Chapter 5: Using Microsoft Access
 - Chapter 6: Collaborating with Others When Working in Microsoft Office
 - Chapter 7: Appendix A
 - Videos and How To
9. Practice Test
 - Here's what you get
 - Features
10. Performance Based Labs
 - Lab Tasks
 - Here's what you get
11. Post-Assessment

1. Course Objective

Gain hands-on expertise in IC3 GS4 Key Applications exam with IC3 GS4 Key Applications 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. IC3 GS4 Key Applications course and performance-based labs cover all the objectives of IC3 GS4 Key Applications exam which include word processing, spreadsheet and presentation applications and the common features of all the applications.

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.

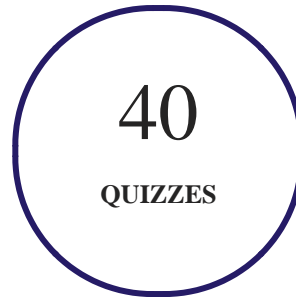
3. Exercises

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.

60
EXERCISES

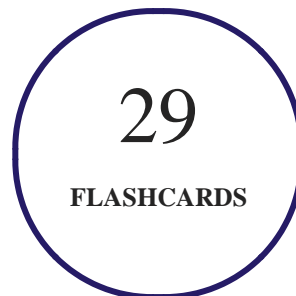
4. Quizzes

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: Exploring Common Application Features in Microsoft Office

- Creating New Empty Documents with Microsoft Office
- The Basics of Using Microsoft Office Applications
- The Basics of Formatting Your Microsoft Office Files
- Working with Multimedia Files in Microsoft Office
- Summary
- Exam Essentials

Chapter 2: Using Microsoft Word

- Configuring the Layout of Your Documents
- Organizing the Data in Your Documents
- Summary
- Exam Essentials

Chapter 3: Using Microsoft Excel

- Navigating among Worksheets, Workbooks, and Cells
- Changing the Alignment and the Positioning of Cells
- Changing the Size of Cells
- Formatting How Cells Are Displayed
- Adding and Removing Rows and Columns
- Merging or Unmerging Cells
- Using Number Formats in Microsoft Excel Workbooks
- Sorting and Filtering Data
- Using Common Formulas and Functions
- Adding Charts and Graphs
- Summary
- Exam Essentials

Chapter 4: Using Microsoft PowerPoint

- Adding and Removing Slides When Creating Presentations
- Changing the Order of Your Slides
- Changing the Design and the Background of Your Presentations

- Adding and Formatting the Text in Your Presentations
- Changing the Layout of Your Slides
- Adding Shapes and Pictures to Your Slides
- Adding Tables to Your Presentations
- Formatting the Tables in Your Presentations
- Adding Charts to Your Presentations
- Adding Video and Other Multimedia Files to Your Presentations
- Adding Animations to Your Presentation
- Setting Transitions between Slides and Viewing Your Presentations
- Summary
- Exam Essentials

Chapter 5: Using Microsoft Access

- Adding, Modifying, and Removing Data in a Microsoft Access Database
- Using Search in a Microsoft Access Database
- Using Stored Queries in a Microsoft Access Database
- Running Predefined Reports in a Microsoft Access Database
- Creating Simple Reports in a Microsoft Access Database

- Summary
- Exam Essentials

Chapter 6: Collaborating with Others When Working in Microsoft Office

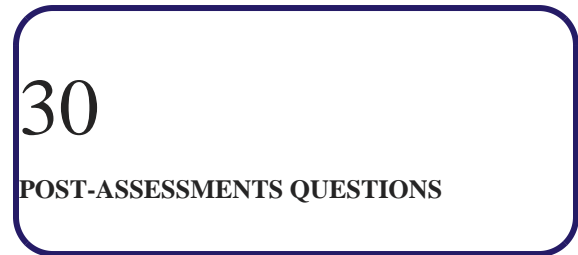
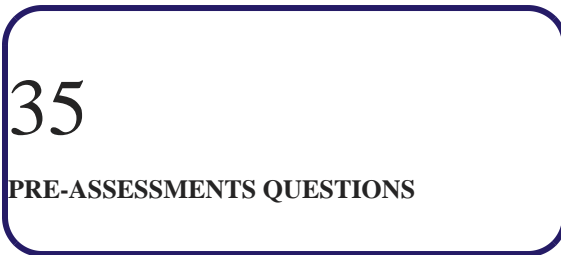
- Adding Comments to Your Microsoft Office Files
- Reviewing the Comments That Were Added to a Document
- Tracking Changes in a Microsoft Word Document
- Reviewing Changes in a Microsoft Word Document
- Sharing Your Work Files Using Email
- Storing Documents Using Network Attached Storage Solutions
- Storing Documents Using Cloud Storage Solutions
- Summary
- Exam Essentials

Chapter 7: Appendix A

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

- Starting and closing Microsoft Office applications
- Opening MS Office files
- Saving the data in MS Word
- Using a default template in MS Word
- Creating a blank database in MS Access
- Moving data in MS Word
- Undoing and redoing the changes
- Dragging and dropping data in MS PowerPoint
- Copying and pasting data in MS Word
- Sorting data in MS Excel
- Selecting non-adjacent cells in MS Excel tables
- Changing the text style to bold in MS Word
- Changing orientation and setting page size in MS Word
- Printing a document in MS Word
- Hiding and unhiding data in MS Excel
- Checking spelling and grammar in MS Word
- Zooming in to a MS Word document
- Inserting a picture into a MS PowerPoint presentation
- Adjusting pictures in MS PowerPoint
- Changing margins in MS Word
- Changing the alignment of the text
- Organizing MS Word contents into columns

- Enabling the ruler in MS Word
- Changing the line and paragraph spacing
- Merging and splitting cells in MS Word
- Creating tables in MS Word
- Adding or deleting rows and columns in a table
- Adding page numbers
- Creating lists in MS Word
- Sorting lists in MS Word
- Navigating between cells in MS Excel
- Jumping to a specific cell in MS Excel
- Searching a specific value in MS Excel
- Changing alignment and orientation of cells
- Changing the column width and the row height
- Adding and removing rows and columns
- Changing the formatting of cells
- Merging and unmerging cells in MS Excel sheet
- Setting the number format in MS Excel
- Filtering data in MS Excel
- Sorting data using color codes in MS Excel
- Using common functions in MS excel
- Using mathematical operators in MS Excel
- Using relative and absolute references
- Inserting a Bar chart in MS Excel
- Inserting a line chart in MS Excel
- Adding and removing slides
- Changing the order of slides
- Changing the theme and the background style in PowerPoint
- Adding and formatting text in a presentation
- Formatting the text in MS Word
- Adding shapes to the presentations
- Formatting tables in MS PowerPoint
- Adding video to the presentation
- Adding animations to the presentation
- Adding transitions between slides and viewing your presentation
- Adding, modifying, and removing data in a MS Access database

- Using search in a MS Access database
- Using stored queries to find data in a MS Access database
- Running a predefined report in a MS Access database
- Creating reports in a MS Access database
- Enabling track changes in MS Word
- Attaching files to an email in Microsoft Outlook
- Understanding NAS
- Identifying cloud computing types

Here's what you get

65
PERFORMANCE BASED
LAB

84
VIDEO TUTORIALS

01:15
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:

■ Contact No

■ Email: sales@ucertify.com

■ www.uCertify.com