

 uCertify

# Course Outline

---

**Microsoft® Office Word 2016  
(with Expert Exam)**



Lesson



Practice test

## 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: Getting Started with Word  
    Chapter 2: Formatting Text and Paragraphs  
    Chapter 3: Working More Efficiently  
    Chapter 4: Managing Lists  
    Chapter 5: Adding Tables  
    Chapter 6: Inserting Graphic Objects  
    Chapter 7: Controlling Page Appearance  
    Chapter 8: Preparing to Publish a Document  
    Chapter 9: Appendix A: Microsoft Office Word 2016 Exam 77-725  
    Chapter 10: Appendix B: Microsoft Office Word 2016 Expert Exam 77-726  
    Chapter 11: Appendix C: Microsoft Word 2016 Common Keyboard Shortcuts  
    Chapter 12: Mastery Builders  
    Chapter 13: Organizing Content Using Tables and Charts  
    Chapter 14: Customizing Formats Using Styles and Themes

Chapter 15: Inserting Content Using Quick Parts

Chapter 16: Using Templates to Automate Document Formatting

Chapter 17: Controlling the Flow of a Document

Chapter 18: Simplifying and Managing Long Documents

Chapter 19: Using Mail Merge to Create Letters, Envelopes, and Labels

Chapter 20: Appendix A: Microsoft Office Word 2016 Exam 77-725

Chapter 21: Appendix B: Microsoft Office Word 2016 Expert Exam 77-726

Chapter 22: Appendix C: Microsoft Word 2016 Common Keyboard Shortcuts

Chapter 23: Mastery Builders

Chapter 24: Manipulating Images

Chapter 25: Using Custom Graphic Elements

Chapter 26: Collaborating on Documents

Chapter 27: Adding Document References and Links

Chapter 28: Securing a Document

Chapter 29: Using Forms to Manage Content

Chapter 30: Automating Repetitive Tasks with Macros

Chapter 31: Appendix A: Microsoft Office Word 2016 Exam 77-725

Chapter 32: Appendix B: Microsoft Office Word 2016 Expert Exam 77-726

Chapter 33: Appendix C: Microsoft Word 2016 Common Keyboard Shortcuts

Chapter 34: Mastery Builders

Videos and How To

9. Practice Test

Here's what you get

Features

10. Post-Assessment

## 1. Course Objective

Gain hands-on expertise in Microsoft Office Word 2016 and Microsoft Office Word 2016 Expert: 77-725 and 77-726 exams with complete Microsoft Office Word 2016 (with Word 2016 Expert) guide. The guide covers all the objectives of Microsoft 77-725 and 77-726 exams and provides the fundamental knowledge of the Word environment & advanced features of Word 2016 Expert for creating documents for effective communication and helps candidates in demonstrating the correct application of both the basic and advanced features of Word 2016. The guide trains you on all the aspects of Word 2016 and Word 2016 Expert exams and offers expertise in adding tables, managing lists, inserting graphics objects, controlling page appearance, publishing documents, manipulating images for Word 2016 and creating indexes, managing indexes, performing advanced editing and formatting, managing documents templates, managing document changes, creating custom style sets, creating style, and a lot more for Word 2016 Expert.

## 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. Quizzes

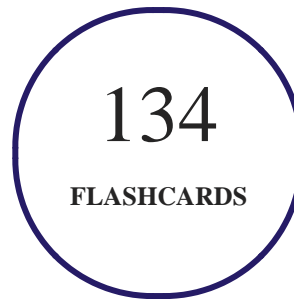
Quizzes test your knowledge on the topics of the exam when you go through the course material. There is no limit to the number of times you can attempt it.

115

QUIZZES

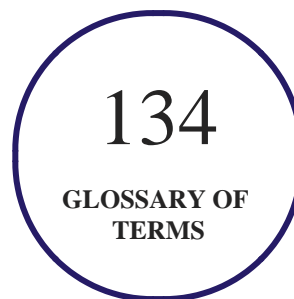
## 4. Flashcards

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.



## 5. 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.



## 6. 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.

## 7. 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.

## 8. 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.

## 9. 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

## 10. 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 with Word

- TOPIC A: Navigate in Microsoft Word
- TOPIC B: Create and Save Word Documents
- TOPIC C: Manage Your Workspace
- TOPIC D: Edit Documents
- TOPIC E: Preview and Print Documents
- TOPIC F: Customize the Word Environment
- Summary

#### Chapter 2: Formatting Text and Paragraphs



- TOPIC A: Apply Character Formatting
- TOPIC B: Control Paragraph Layout
- TOPIC C: Align Text Using Tabs
- TOPIC D: Display Text in Bulleted or Numbered Lists
- TOPIC E: Apply Borders and Shading
- Summary

### Chapter 3: Working More Efficiently

- TOPIC A: Make Repetitive Edits
- TOPIC B: Apply Repetitive Formatting
- TOPIC C: Use Styles to Streamline Repetitive Formatting Tasks
- Summary

### Chapter 4: Managing Lists

- TOPIC A: Sort a List
- TOPIC B: Format a List
- Summary

## Chapter 5: Adding Tables

- TOPIC A: Insert a Table
- TOPIC B: Modify a Table
- TOPIC C: Format a Table
- TOPIC D: Convert Text to a Table
- Summary

## Chapter 6: Inserting Graphic Objects

- TOPIC A: Insert Symbols and Special Characters
- TOPIC B: Add Images to a Document
- Summary

## Chapter 7: Controlling Page Appearance

- TOPIC A: Apply a Page Border and Color

- TOPIC B: Add Headers and Footers
- TOPIC C: Control Page Layout
- TOPIC D: Add a Watermark
- Summary

## Chapter 8: Preparing to Publish a Document

- TOPIC A: Check Spelling, Grammar, and Readability
- TOPIC B: Use Research Tools
- TOPIC C: Check Accessibility
- TOPIC D: Save a Document to Other Formats
- Summary

## Chapter 9: Appendix A: Microsoft Office Word 2016 Exam 77-725

## Chapter 10: Appendix B: Microsoft Office Word 2016 Expert Exam 77-726

## Chapter 11: Appendix C: Microsoft Word 2016 Common Keyboard Shortcuts

## Chapter 12: Mastery Builders

- Mastery Builder 1-1: Copying Web Data to a Word Document
- Mastery Builder 2-1: Formatting Text and Paragraphs

- Mastery Builder 3-1: Repeating Formats
- Mastery Builder 4-1: Formatting a Multilevel List
- Mastery Builder 5-1: Converting Text to a Table
- Mastery Builder 6-1: Adding an Image to a Document
- Mastery Builder 7-1: Changing Page Layout

### Chapter 13: Organizing Content Using Tables and Charts

- TOPIC A: Sort Table Data
- TOPIC B: Control Cell Layout
- TOPIC C: Perform Calculations in a Table
- TOPIC D: Create a Chart
- TOPIC E: Add an Excel Table to a Word Document (Optional)
- Summary

### Chapter 14: Customizing Formats Using Styles and Themes

- TOPIC A: Create and Modify Text Styles
- TOPIC B: Create Custom List or Table Styles
- TOPIC C: Apply Document Themes

- Summary

## Chapter 15: Inserting Content Using Quick Parts

- TOPIC A: Insert Building Blocks
- TOPIC B: Create and Modify Building Blocks
- TOPIC C: Insert Fields Using Quick Parts
- Summary

## Chapter 16: Using Templates to Automate Document Formatting

- TOPIC A: Create a Document Using a Template
- TOPIC B: Create and Modify a Template
- TOPIC C: Manage Templates with the Template Organizer
- Summary

## Chapter 17: Controlling the Flow of a Document

- TOPIC A: Control Paragraph Flow
- TOPIC B: Insert Section Breaks
- TOPIC C: Insert Columns

- TOPIC D: Link Text Boxes to Control Text Flow
- Summary

## Chapter 18: Simplifying and Managing Long Documents

- TOPIC A: Insert Blank and Cover Pages
- TOPIC B: Insert an Index
- TOPIC C: Insert a Table of Contents
- TOPIC D: Insert an Ancillary Table
- TOPIC E: Manage Outlines
- TOPIC F: Create a Master Document
- Summary

## Chapter 19: Using Mail Merge to Create Letters, Envelopes, and Labels

- TOPIC A: The Mail Merge Feature
- TOPIC B: Merge Envelopes and Labels
- Summary

## Chapter 20: Appendix A: Microsoft Office Word 2016 Exam 77-725

## Chapter 21: Appendix B: Microsoft Office Word 2016 Expert Exam 77-726

---

## Chapter 22: Appendix C: Microsoft Word 2016 Common Keyboard Shortcuts

## Chapter 23: Mastery Builders

- Mastery Builder 1-1: Organizing Content Using Tables and Charts
- Mastery Builder 2-1: Customizing Formats Using Styles and Themes
- Mastery Builder 3-1: Inserting Content Using Quick Parts
- Mastery Builder 4-1: Using Templates to Automate Document Formatting
- Mastery Builder 5-1: Controlling the Flow of a Document
- Mastery Builder 6-1: Simplifying and Managing Long Documents
- Mastery Builder 7-1: Using Mail Merge to Create Letters, Envelopes, and Labels

## Chapter 24: Manipulating Images

- TOPIC A: Integrate Pictures and Text
- TOPIC B: Adjust Image Appearance
- TOPIC C: Insert Other Media Elements
- Summary

## Chapter 25: Using Custom Graphic Elements

- TOPIC A: Create Text Boxes and Pull Quotes

- TOPIC B: Add WordArt and Other Text Effects
- TOPIC C: Draw Shapes
- TOPIC D: Create Complex Illustrations with SmartArt
- Summary

## Chapter 26: Collaborating on Documents

- TOPIC A: Prepare a Document for Collaboration
- TOPIC B: Mark Up a Document
- TOPIC C: Review Markups
- TOPIC D: Merge Changes from Other Documents
- Summary

## Chapter 27: Adding Document References and Links

- TOPIC A: Add Captions
- TOPIC B: Add Cross-References
- TOPIC C: Add Bookmarks
- TOPIC D: Add Hyperlinks
- TOPIC E: Insert Footnotes and Endnotes



- TOPIC F: Add Citations and a Bibliography
- Summary

## Chapter 28: Securing a Document

- TOPIC A: Suppress Information
- TOPIC B: Set Formatting and Editing Restrictions
- TOPIC C: Restrict Document Access
- TOPIC D: Add a Digital Signature to a Document
- Summary

## Chapter 29: Using Forms to Manage Content

- TOPIC A: Create Forms
- TOPIC B: Modify Forms
- Summary

## Chapter 30: Automating Repetitive Tasks with Macros

- TOPIC A: Automate Tasks by Using Macros
- TOPIC B: Create a Macro

- Summary

Chapter 31: Appendix A: Microsoft Office Word 2016 Exam 77-725

Chapter 32: Appendix B: Microsoft Office Word 2016 Expert Exam 77-726

Chapter 33: Appendix C: Microsoft Word 2016 Common Keyboard Shortcuts

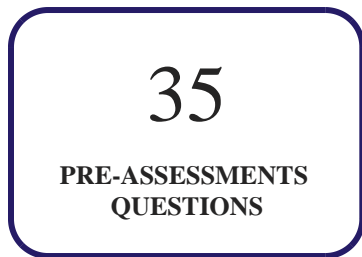
Chapter 34: Mastery Builders

- Mastery Builder 1-1: Formatting an Image
- Mastery Builder 2-1: Using Textual Graphic Elements
- Mastery Builder 3-1: Managing Tracked Changes
- Mastery Builder 4-1: Updating Document References and Links
- Mastery Builder 6-1: Creating a Form
- Mastery Builder 6-1: Using Macros

## 11. 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.

## 12. 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:

■ Call: +1-415-763-6300

■ Email: [sales@ucertify.com](mailto:sales@ucertify.com)

■ [www.ucertify.com](http://www.ucertify.com)