

 uCertify

Course Outline

**Microsoft Office PowerPoint
2016**



Lesson



Practice test

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Videos and How To

9. Practice Test

Here's what you get

Features

10. Post-Assessment

1. Course Objective

Get certified for the Microsoft PowerPoint 2016 77-729 exam with Microsoft Office PowerPoint 2016 course. Microsoft Office PowerPoint 2016 course focuses on the objectives covered in the Microsoft 77-729 exam and provides knowledge required to create and manage presentations, insert and format text, shapes, and images, insert tables, charts, SmartArt, and media, apply transitions and animations, and manage multiple presentations. The course will help you gain a fundamental understanding of the PowerPoint 2016 environment and demonstrate the correct application of PowerPoint 2016.

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.

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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.



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FLASHCARDS

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.



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GLOSSARY OF
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 PowerPoint

- TOPIC A: Navigate the PowerPoint Environment
- TOPIC B: View and Navigate a Presentation
- TOPIC C: Create and Save a PowerPoint Presentation
- TOPIC D: Use PowerPoint Help
- Summary

Chapter 2: Developing a PowerPoint Presentation

- TOPIC A: Select a Presentation Type
- TOPIC B: Edit Text

- TOPIC C: Build a Presentation
- Summary

Chapter 3: Performing Advanced Text Editing Operations

- TOPIC A: Format Characters
- TOPIC B: Format Paragraphs
- TOPIC C: Format Text Boxes
- Summary

Chapter 4: Adding Graphical Elements to Your Presentation

- TOPIC A: Insert Images
- TOPIC B: Insert Shapes
- Summary

Chapter 5: Modifying Objects in Your Presentation

- TOPIC A: Edit Objects
- TOPIC B: Format Objects
- TOPIC C: Group Objects

- TOPIC D: Arrange Objects
- TOPIC E: Animate Objects
- Summary

Chapter 6: Adding Tables to Your Presentation

- TOPIC A: Create a Table
- TOPIC B: Format a Table
- TOPIC C: Insert a Table from Other Microsoft Office Applications
- Summary

Chapter 7: Adding Charts to Your Presentation

- TOPIC A: Create a Chart
- TOPIC B: Format a Chart
- TOPIC C: Insert a Chart from Microsoft Excel
- Summary

Chapter 8: Preparing to Deliver Your Presentation

- TOPIC A: Review Your Presentation

- TOPIC B: Apply Transitions
- TOPIC C: Print Your Presentation
- TOPIC D: Deliver Your Presentation
- Summary

Chapter 9: Appendix A: Microsoft Office PowerPoint 2016 Exam 77-422

Chapter 10: Appendix B: Microsoft PowerPoint 2016 Common Keyboard Shortcuts

Chapter 11: Mastery Builders

- Mastery Builder 2-1: Creating a Presentation
- Mastery Builder 3-1: Editing Text
- Mastery Builder 4-1: Adding Images to a Presentation
- Mastery Builder 5-1: Working with Objects
- Mastery Builder 7-1: Working with Tables and Charts
- Mastery Builder 8-1: Preparing for and Delivering a Presentation

Chapter 12: Modifying the PowerPoint Environment

- TOPIC A: Customize the User Interface
- TOPIC B: Set PowerPoint 2016 Options

- Summary

Chapter 13: Customizing Design Templates

- TOPIC A: Modify Slide Masters and Slide Layouts
- TOPIC B: Add Headers and Footers
- TOPIC C: Modify the Notes Master and the Handout Master
- Summary

Chapter 14: Adding SmartArt and Math Equations to a Presentation

- TOPIC A: Create SmartArt
- TOPIC B: Modify SmartArt
- TOPIC C: Write Math Equations
- Summary

Chapter 15: Working with Media and Animations

- TOPIC A: Add Audio to a Presentation
- TOPIC B: Add Video to a Presentation
- TOPIC C: Customize Animations and Transitions

- Summary

Chapter 16: Collaborating on a Presentation

- TOPIC A: Review a Presentation
- TOPIC B: Store and Share Presentations on the Web
- Summary

Chapter 17: Customizing a Slide Show

- TOPIC A: Annotate a Presentation
- TOPIC B: Set Up a Slide Show
- TOPIC C: Create a Custom Slide Show
- TOPIC D: Add Hyperlinks and Action Buttons
- TOPIC E: Record a Presentation
- Summary

Chapter 18: Securing and Distributing a Presentation

- TOPIC A: Secure a Presentation
- TOPIC B: Broadcast a Slide Show

- TOPIC C: Create a Video or a CD
- Summary

Chapter 19: Appendix A: Microsoft Office PowerPoint 2016 Exam 77-422

Chapter 20: Appendix B: Microsoft PowerPoint 2016 Common Keyboard Shortcuts

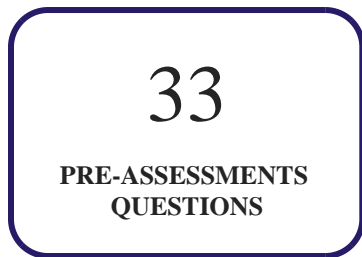
Chapter 21: Mastery Builders

- Mastery Builder 1-1: Customizing PowerPoint 2016
- Mastery Builder 2-1: Customizing a Template
- Mastery Builder 3-1: Creating a SmartArt Graphic
- Mastery Builder 4-1: Adding Audio and Animation to a Slide
- Mastery Builder 5-1: Comparing Presentations and Storing Files Online
- Mastery Builder 6-1: Customizing a Slide Show
- Mastery Builder 7-1: Securing and Backing Up Your Presentation

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!

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