

# uCertify

# Course Outline

## Microsoft Word 2019



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: Introduction
  - Chapter 2: Fundamentals
  - Chapter 3: Formatting
  - Chapter 4: Document setup
  - Chapter 5: Graphics
  - Chapter 6: Tables
  - Chapter 7: Introduction
  - Chapter 8: Illustrations
  - Chapter 9: Managing documents
  - Chapter 10: Styles
  - Chapter 11: References and hyperlinks
  - Chapter 12: Navigation and organization
  - Chapter 13: Saving and sharing documents
  - Chapter 14: Introduction

Chapter 15: Advanced formatting

Chapter 16: Advanced document management

Chapter 17: Using references

Chapter 18: Creating mailings

Chapter 19: Macros and forms

Chapter 20: Appendix A: Internationalization and accessibility

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 experience to pass the MO-100 certification exam with the Microsoft Word 2019 course and lab. The lab is cloud-based, device-enabled, and can be easily integrated with an LMS. Interactive chapters comprehensively cover MO-100 exam objectives and teach you how to manage documents, insert and format text, paragraphs, and sections, manage tables and lists, create and manage references, insert and format graphic elements, and manage document collaboration.

## 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.



## 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.



156

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.



93

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.



## 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 7 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

- **2019**

1. Best Virtual Learning Solution
2. Best Content Authoring Development or Curation Solution
3. Best Higher Education Learning Management Solution (LMS)

- **2020**

1. Best College and Career Readiness Solution
2. Best Cross-Curricular Solution
3. Best Virtual Learning 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: Introduction

### Chapter 2: Fundamentals

- Module A: Getting around
- Module B: Creating documents
- Module C: Document views
- Summary

### Chapter 3: Formatting

- Module A: Formatting characters
- Module B: Formatting paragraphs
- Module C: Quick Styles
- Module D: Making lists
- Summary

## Chapter 4: Document setup

- Module A: Page layout
- Module B: Proofing documents
- Module C: Printing, headers, and footers
- Module D: Templates
- Summary

## Chapter 5: Graphics

- Module A: Inserting pictures
- Module B: Formatting pictures
- Module C: Picture layout
- Summary

## Chapter 6: Tables

- Module A: Creating tables
- Module B: Formatting tables
- Summary

## Chapter 7: Introduction

## Chapter 8: Illustrations

- Module A: Shapes and text
- Module B: SmartArt
- Module C: 3D models
- Summary

## Chapter 9: Managing documents

- Module A: Custom themes
- Module B: Building blocks
- Module C: Section breaks
- Module D: Page backgrounds
- Summary

## Chapter 10: Styles

- Module A: Character styles
- Module B: Paragraph styles
- Summary

## Chapter 11: References and hyperlinks

- Module A: Reference notes
- Module B: Table of contents
- Module C: Hyperlinks
- Summary

## Chapter 12: Navigation and organization

- Module A: Navigating documents
- Module B: Master documents
- Summary

## Chapter 13: Saving and sharing documents

- Module A: Saving and sending

- Module B: Comments
- Module C: Protecting documents
- Summary

## Chapter 14: Introduction

## Chapter 15: Advanced formatting

- Module A: Tables and charts
- Module B: Creating building blocks
- Module C: Linking text
- Summary

## Chapter 16: Advanced document management

- Module A: Configuring Word options
- Module B: Working with templates
- Module C: Tracking and reviewing changes
- Summary

## Chapter 17: Using references

- Module A: Internal references

- Module B: Indexing
- Module C: Citing external sources
- Summary

## Chapter 18: Creating mailings

- Module A: Recipient lists
- Module B: Performing mail merges
- Module C: Envelopes and labels
- Summary

## Chapter 19: Macros and forms

- Module A: Macros
- Module B: Forms
- Summary

## Chapter 20: Appendix A: Internationalization and accessibility

- Module A: Internationalization
- Module B: Managing accessibility in documents

## 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

**25**  
PRE-ASSESSMENTS QUESTIONS

**28**  
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 Live Labs. Learn the real world skills using Live 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

- Creating and Saving a Document
- Changing the Text to Bold
- Changing the Font Style and Font Size
- Changing the Text Color
- Showing the Paragraph Marks
- Setting Tab Stops
- Changing the Heading Style



- Setting a Theme
- Creating a Multilevel List
- Inserting a Citation
- Changing the Basic Page Setup
- Formatting the Text into Columns
- Adding an AutoCorrect Shortcut
- Setting the Header and Footer
- Creating a Document using a Template
- Inserting a Picture from a File
- Formatting an Image
- Changing the Picture Layout
- Formatting the Table Border
- Inserting Rows and Columns
- Inserting a Table
- Modifying Table Design
- Inserting a Shape
- Using WordArt
- Adding a SmartArt
- Inserting a 3D Model
- Inserting a Cover Page
- Using the Section Breaks
- Adding Page Color
- Adding a Watermark
- Inserting Symbols
- Inserting an Endnote
- Modifying and Inserting Footnotes
- Inserting a Table of Contents Using Marked Entries
- Creating an Email Hyperlink
- Creating PDF and XPS Documents
- Creating a Blog Post
- Adding and Modifying a Comment
- Editing Restrictions
- Finding and Replacing Text

- Creating a Chart
- Inserting a Formula
- Using Document Tracking
- Adding a Bookmark
- Indexing a Document
- Inserting a Bibliography
- Editing a Citation
- Creating a Form

## 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.

CONNECT WITH US

 3187 Independence Drive  
Livermore, CA 94551,  
United States



+1-415-763-6300



support@ucertify.com



www.ucertify.com