



# Course Outline

**MOS: Microsoft Office 2013 with  
Word, Excel and PowerPoint**



17 Jan 2020



Lesson



Practice test



Lab

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## 1. Course Objective

Gain hands-on expertise MOS 2013: 77-418, 77-422 and 77-420 exams with MOS-2013 course. This course covers all the objectives of MOS-2013 exams which includes creating and managing documents, presentations, worksheets and workbooks; formatting text paragraphs, sections, shapes and slides; creating tables, cells and ranges and much more.

## 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.

**145**  
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.

**265**  
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.

**265**  
GLOSSARY OF  
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: Taking Your First Steps with Word

- Welcome to a New Word
- The Office Look
- Using the Word Start Screen
- Touring the Word Screen
- Exploring the File Tab
- Undoing and Redoing Actions
- Setting Word Options
- Getting Help

- Exiting Word
- Summary

## Chapter 2: Diving Into Document Creation

- Creating a Blank File
- Creating a File from a Template
- Opening an Existing File
- Saving and File Formats
- Compatibility with Previous Versions of Word
- Choosing the Right Word View for the Task at Hand
- Printing a Document
- Achieving Attractive Documents with Styles
- Constructing Documents Faster with Outlining
- Cleaning Up Content with AutoCorrect
- Summary

## Chapter 3: Font/Character Formatting

- Working with Document Style and Content
- Reviewing the Ways You Can Format Text in Word

- Applying Character Formatting
- Structuring Text with Paragraph Formatting
- Setting Off Text with Paragraph Decoration
- Using the Styles Group to Apply Styles
- Checking Spelling and Grammar

#### Chapter 4: Cutting, Copying, and Pasting Using the Clipboard

- Adding and Moving Document Content with Cut, Copy, and Paste
- Managing Pasting Options
- Searching with the Navigation Pane
- Starting an Advanced Find from the Ribbon
- Replacing Text via the Ribbon
- Jumping to a Document Location with Go To (Ctrl+G)
- Summary

#### Chapter 5: Cleaning Up with AutoCorrect and AutoFormat

- Revisiting AutoCorrect
- Using Quick Parts and Building Blocks

- Inserting a Cover Page
- Printing Envelopes and Labels Automatically
- Printing an Envelope
- Creating Labels
- Creating PDF or XPS Output
- Emailing a Document
- Blogging
- Summary

## Chapter 6: Building Tables, Charts, and SmartArt to Show Data and Process

- Illustrating Your Story with Graphics
- Getting a Quick Start with Quick Tables
- Table Basics
- Working with Table Layout and Design
- Inserting SmartArt
- Summary

## Chapter 7: Adding Pictures and WordArt to Highlight Information

- Inserting Pictures from a File

- Adding an Online Picture
- Pasting or Snapping a Picture
- Manipulating Inserted Pictures (and Other Graphics)
- Creating WordArt
- Arranging Pictures and Other Objects
- Summary

## Chapter 8: Adding Drop Caps, Text Boxes, Shapes, Symbols, and Equations

- Adding a Drop Cap for Drama
- Why Use Text Boxes?
- Inserting a Text Box
- Inserting a Shape
- Summary

## Chapter 9: Setting Up the Document with Sections, Headers/Footers, and Columns

- Improving Document Setup and Look
- Changing Basic Page Setup
- Section Formatting

- Headers and Footers Overview
- Header and Footer Navigation and Design
- Adding Header and Footer Material
- Considering the Need for Columns
- Changing the Number of Columns
- Special Column Formatting
- Summary

## Chapter 10: Changing Other Page Features

- Adding and Removing Page Borders
- Formatting the Page Background
- Applying Page Background Colors, Patterns, Textures, or Pictures
- Adding a Watermark
- Removing Watermarks and Page Backgrounds
- Working More Effectively with Themes
- Working with Bookmarks
- Hyperlinks

Chapter 11: Identifying the Contents and Terms in Your Document: TOCs, Captions, and Indexing

- Automating Table of Contents Creation
- Working with TOC Styles
- Manually Creating a Table of Contents
- Updating or Deleting a Table of Contents
- Captions and Tables of Captioned Items
- Indexing a Document
- Footnotes and Endnotes Basics
- Working with Footnote and Endnote Styling
- Separators and Continuation
- Making a Bibliography
- Identifying the Sources for Your Bibliography
- Editing Citations
- Compiling the Citations into a Bibliography

## Chapter 12: Data Documents and Mail Merge

- Making Documents Work for You
- Previewing the Mail Merge Process

- Data Considerations
- Reviewing Data File Formats
- Choosing the Data Document Type
- Attaching a Data Source
- Assembling a Merge Document
- Mail Merge Pane/Wizard
- Summary

### Chapter 13: Managing Document Security, Comments, and Tracked Changes

- Protection Types
- Comments and Tracked Changes
- Accepting and Rejecting Changes
- Summary

### Chapter 14: Customizing the Quick Access Toolbar and Ribbon

- The QAT?
- Changing the Buttons on the Quick Access Toolbar
- The Customize Quick Access Toolbar Dialog Box
- Making Changes to the Ribbon



- Importing and Exporting Ribbon Customizations
- Summary

## Chapter 15: Word Options and Settings

- Opening Word Options
- General
- Display (and Printing)
- Proofing
- Save
- Language
- Advanced
- Summary

## Chapter 16: Macros: Recording, Editing, and Using Them

- Displaying Macro Tools and Creating a Macro
- Managing Macros
- Understanding More about Macro Security
- Macro Storage

- Automatic Macros
- Visual Basic for Applications: Quick and Dirty Answers
- Summary

## Chapter 17: A First Look at PowerPoint

- Who Uses PowerPoint and Why?
- Learning Your Way around PowerPoint
- Changing the View
- Zooming In and Out
- Customizing the Quick Access Toolbar
- Summary

## Chapter 18: Creating and Saving Presentation Files

- Starting a New Presentation
- Saving Your Work
- Setting Passwords for File Access
- Summary

## Chapter 19: Creating Slides and Text Boxes

- Creating New Slides
- Inserting Content from External Sources
- Managing Slides
- Using Content Placeholders
- Creating Text Boxes Manually
- Working with Text Boxes
- Understanding Layouts and Themes
- Changing a Slide's Layout
- Applying a Theme
- Managing Themes
- Changing Colors, Fonts, and Effects
- Changing the Background
- Managing Slide Masters
- Summary

## Chapter 20: Formatting Text

- Changing the Font
- Changing the Font Size

- Changing Font Color/Text Fill
- Applying Text Attributes
- Applying WordArt Styles
- Applying Text Effects
- Finding and Replacing Text
- Correcting Your Spelling and Grammar
- Using AutoCorrect to Fix Common Problems
- Using the Research Tools
- Summary
- Finding and Replacing Text

## Chapter 21: Formatting Paragraphs and Text Boxes

- Formatting Bulleted Lists
- Formatting Numbered Lists
- Formatting Text Boxes
- Summary

## Chapter 22: Creating and Formatting Tables

- Creating a New Table

- Moving around in a Table
- Selecting Rows, Columns, and Cells
- Editing a Table's Structure
- Applying Table Styles
- Formatting Table Cells
- Summary

## Chapter 23: Drawing and Formatting Objects

- Working with the Drawing Tools
- Understanding Object Formatting
- Resizing Objects
- Arranging Objects
- Merging Shapes
- Applying Shape or Picture Styles
- Understanding Color Selection
- Applying an Object Border
- Applying an Object Fill
- Applying Object Effects

- Summary

## Chapter 24: Creating SmartArt Graphics

- Understanding SmartArt Types and Their Uses
- Inserting a SmartArt Graphic
- Formatting a SmartArt Graphic
- Inserting Clip Art
- Inserting Photos
- Sizing and Cropping Photos
- Adjusting and Correcting Photos
- Compressing Images
- Creating a Photo Album Layout
- Summary

## Chapter 25: Working with Charts

- Understanding the Parts of a Chart
- Starting a New Chart
- Working with Chart Data

- Chart Types and Chart Layout Presets
- Working with Chart Elements
- Formatting a Chart
- Summary

## Chapter 26: Adding Sound Effects, Music, and Soundtracks

- How PowerPoint Uses Audio
- When to Use Sounds - and When Not To
- Inserting an Audio Clip as an Icon on a Slide
- Assigning a Sound to an Object
- Configuring Sound Playback
- Understanding Video Types
- Placing a Video on a Slide
- Changing the Video's Formatting
- Specifying Playback Options
- Summary

## Chapter 27: Creating Animation Effects and Transitions

- Assigning Transitions to Slides

- Animating Slide Content
- Summary

## Chapter 28: Creating Support Materials

- The When and How of Handouts
- Creating Handouts
- Summary

## Chapter 29: Preparing for a Live Presentation

- Starting and Ending a Show
- Using the On-Screen Show Controls
- Using the On-Screen Pen
- Using Custom Shows
- Creating and Using Sections
- Recording Narration and Timings
- Summary

## Chapter 30: Sharing and Collaborating

- Working with Comments



- Comparing and Merging Presentations
- Summary

## Chapter 31: Introducing Excel

- Identifying What Excel Is Good For
- Seeing What's New in Excel 2013
- Understanding Workbooks and Worksheets
- Moving Around a Worksheet
- Using the Ribbon
- Customizing Your Quick Access Toolbar
- Creating Your First Excel Workbook
- Customizing the Quick Access Toolbar
- Customizing the Ribbon
- Summary

## Chapter 32: Entering and Editing Worksheet Data

- Entering Text and Values into Your Worksheets
- Entering Text and Values into Your Worksheets

- Entering Dates and Times into Your Worksheets
- Modifying Cell Contents
- Applying Number Formatting
- Summary

### Chapter 33: Essential Worksheet Operations

- Learning the Fundamentals of Excel Worksheets
- Controlling the Worksheet View
- Working with Rows and Columns
- Summary

### Chapter 34: Working with Cells and Ranges

- Understanding Cells and Ranges
- Copying or Moving Ranges
- Using Names to Work with Ranges
- Adding Comments to Cells
- Summary

### Chapter 35: Introducing Tables

- What Is a Table?
- Creating a Table
- What Is a Chart?
- Understanding How Excel Handles Charts
- Creating a Chart
- Hands On: Creating and Customizing a Chart
- Working with Charts
- Understanding Chart Types
- Learning More
- Working with Titles in a Chart
- Working with a Legend
- Working with Gridlines
- Working with Data Series
- Sparkline Types
- Creating Sparklines
- Customizing Sparklines
- Summary

## Chapter 36: Worksheet Formatting

- Getting to Know the Formatting Tools
- Using Different Fonts to Format Your Worksheet
- Changing Text Alignment
- Using Colors and Shading
- Adding Borders and Lines
- Understanding Document Themes
- About Number Formatting
- Summary

### Chapter 37: Understanding Excel Files

- Creating a New Workbook
- Saving a Workbook
- Password-Protecting a Workbook
- Closing Workbooks
- Safeguarding Your Work
- Excel File Compatibility
- Exploring Excel Templates

- Summary

## Chapter 38: Printing Your Work

- Basic Printing
- Changing Your Page View
- Adjusting Common Page Setup Settings
- Adding a Header or Footer to Your Reports
- Types of Protection
- Protecting a Worksheet
- Protecting a Workbook
- Exporting Data
- Summary

## Chapter 39: Introducing Formulas and Functions

- Understanding Formula Basics
- Entering Formulas into Your Worksheets
- Editing Formulas
- Using Cell References in Formulas
- Correcting Common Formula Errors

- Counting and Summing Worksheet Cells
- Basic Counting Formulas
- Summing Formulas
- Summary

#### Chapter 40: Visualizing Data Using Conditional Formatting

- About Conditional Formatting
- Specifying Conditional Formatting
- Working with Conditional Formats
- Summary

#### Chapter 41: Enhancing Your Work with Pictures and Drawings

- Using Shapes
- Using SmartArt
- Using WordArt
- Working with Other Graphic Types
- Working with Hyperlinks
- Summary

## 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

24

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**

- Creating a document using a template
- Saving a document as a Word Template



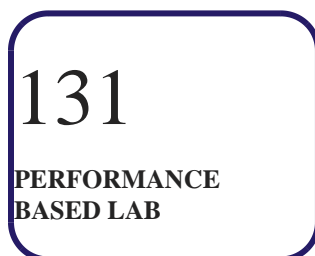
- Applying the Draft view
- Changing orientation and margin spacing
- Applying font attributes
- Customizing the line and character spacing
- Customizing character spacing
- Applying effects to the text
- Customizing text effects
- Formatting a paragraph as a numbered list
- Formatting paragraphs as a bulleted list
- Increasing the indent
- Setting the space before paragraphs
- Customizing tab settings
- Displaying document words count and using Word's Thesaurus features
- Applying a heading style
- Searching for a word within a document
- Finding and replacing a word
- Inserting a cover page using Quick Parts
- Publishing a document as a PDF
- Converting text into a table
- Adding a table and then an additional row
- Configuring height and width of a table
- Inserting SmartArt
- Inserting an image and creating its caption
- Inserting and customizing images
- Changing the brightness and contrast of an image
- Applying a picture style to an image
- Applying picture effects to an image
- Applying artistic effects to an image
- Inserting WordArt
- Applying a Drop Cap
- Inserting text boxes
- Inserting symbols
- Inserting a page break
- Configuring columns
- Inserting a section break

- Changing the location of the header and footer
- Formatting a heading
- Changing the color and effects of a page
- Inserting a watermark
- Inserting a custom text watermark
- Inserting a hyperlink
- Formatting a table of contents
- Customizing a table of contents
- Inserting an Endnote
- Adding a footnote
- Creating a Mail Merge letter
- Creating an address list
- Marking a document as Final
- Specifying editing restrictions
- Showing gridlines and hiding rulers
- Inserting a page number
- Enabling all macros
- Creating a macro
- Disabling macros
- Zooming in the Slide Sorter View
- Changing the view settings
- Creating file using template
- Creating a New Presentation using a Template
- Saving a File in XPS Format
- Saving a Slide as a JPEG
- Finalizing Presentation
- Inserting Additional Slides
- Customizing Slide Size
- Customizing footer
- Applying footer
- Applying themes
- Showing Gridlines
- Changing text to WordArt
- Hyperlinking a text
- Finding and replacing text

- Correcting the Spelling Error
- Applying bullets
- Modifying columns
- Applying a table style
- Changing color of SmartArt
- Reversing the direction of SmartArt
- Converting list to SmartArt
- Inserting an online picture
- Inserting a Picture in a Slide
- Cropping an image
- Cropping a picture to a shape
- Adding an image as a background
- Applying picture styles
- Modifying chart type
- Changing chart type
- Setting audio options
- Compressing Media
- Applying Transition
- Applying animation to text strings
- Adding paths to animations
- Applying animation to shapes
- Changing the print outline
- Printing handouts in Grayscale
- Changing the Print Settings
- Starting slide show from the current slide
- Starting the slide show from the beginning
- Creating a Custom Slide Show
- Looping a Slide Show
- Setting up slide show
- Inserting a comment
- Adding a Comment
- Using the Cut and Paste functions
- Moving a worksheet
- Copy a sheet to another workbook
- Create a new sheet and color the sheet tab

- Set column width and row height
- Split a worksheet horizontally
- Adding and hiding a column and a row
- Deleting data in a cell range
- Applying a cell style to a cell range
- Sorting a table
- Filtering data
- Deleting duplicate rows and sorting the table
- Applying a Table Style
- Using Sparklines to illustrate data trends
- Merging and centering cell text
- Creating a blank workbook
- Creating a workbook using a template
- Printing an individual worksheet
- Configuring Page Setup for printing
- Specifying a print area and checking its layout
- Printing repeated header rows
- Adding a header and footer
- Using the MIN and MAX functions
- Using the AVERAGE function
- Using the CONCATENATE function
- Concatenating text
- Using the COUNTIF function
- Inserting SmartArt

## 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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■ [www.uCertify.com](http://www.uCertify.com)