

# uCertify

## Course Outline

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### Microsoft Office 2016



Lesson



Practice test



Lab

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## 1. Course Objective

Gain hands-on expertise to pass the MS Office 2016 certification exams with the Microsoft Office 2016 course and lab. The lab simulates real-world, hardware, software and command line interface environments and can be mapped to any text-book, course or training. The Microsoft Office training course and lab cover all the objectives of MS Office 2016 certification exams and teach candidates how to create and manage documents; format text, paragraphs, and sections; create tables and lists; create and manage references; insert and format graphic elements; and 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.



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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.



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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 assessments. 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: 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: 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
- Summary

#### 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
- 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

- 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
- Adding a Basic Symbol
- Inserting a Symbol from the Symbol Dialog Box
- Summary

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

- 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
- Summary

## 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
- Summary

## Chapter 12: Data Documents and Mail Merge

- 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: Appendix A

- Certification Objectives Map

## Chapter 18: 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 19: Creating and Saving Presentation Files

- Starting a New Presentation

- Saving Your Work
- Setting Passwords for File Access
- Summary

## Chapter 20: 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 21: 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

## Chapter 22: Formatting Paragraphs and Text Boxes

- Formatting Bulleted Lists
- Formatting Numbered Lists

- Formatting Text Boxes
- Summary

## Chapter 23: 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 24: 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
- Using Action Buttons
- Summary

## Chapter 25: 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 26: 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 27: 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 28: Creating Animation Effects and Transitions

- Assigning Transitions to Slides
- Animating Slide Content
- Summary

## Chapter 29: Creating Support Materials

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

## Chapter 30: 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 31: Sharing and Collaborating

- Working with Comments
- Comparing and Merging Presentations
- Summary

### Chapter 32: Getting Started With Outlook 2016

- Navigate the Outlook Interface
- Perform Basic Email Functions
- Use Outlook Help
- Summary

### Chapter 33: Composing Messages

- Create an Email Message
- Check Spelling and Grammar
- Format Message Content
- Attach Files and Items
- Enhance an Email Message
- Manage Automatic Message Content
- Summary

#### Chapter 34: Reading and Responding to Messages

- Customize Reading Options
- Work with Attachments
- Manage Your Message Responses
- Summary

#### Chapter 35: Managing Your Messages

- Manage Messages Using Tags, Flags, and Commands
- Organize Messages Using Folders

- Summary

## Chapter 36: Managing Your Calendar

- View the Calendar
- Manage Appointments
- Manage Meetings
- Print Your Calendar
- Summary

## Chapter 37: Managing Your Contacts

- Create and Update Contacts
- View and Organize Contacts
- Summary

## Chapter 38: Working With Tasks and Notes

- Manage Tasks
- Manage Notes
- Summary

## Chapter 39: Customizing the Outlook Environment

- Customize the Outlook Interface
- Create and Manage Quick Steps
- Summary

## Chapter 40: Configure Advanced Message Options

- Insert Advanced Characters and Objects
- Modify Message Settings, Properties, and Options
- Use Automatic Replies
- Summary

## Chapter 41: Advanced Message Management

- Sort Messages
- Filter Messages
- Organize Messages
- Search Messages
- Manage Junk Mail
- Manage Your Mailbox

- Summary

## Chapter 42: Advanced Calendar Management

- Manage Advanced Calendar Options
- Manage Additional Calendars
- Manage Meeting Responses
- Summary

## Chapter 43: Advanced Contact Management

- Edit an Electronic Business Card
- Manage Advanced Contacts Options
- Forward Contacts
- Export Contacts
- Summary

## Chapter 44: Managing Activities by Using Tasks and Journal Entries

- Assign and Manage Tasks
- Record and Modify Journal Entries

- Summary

## Chapter 45: Sharing Workspaces with Others

- Delegate Access to Mail Folders
- Share Your Calendar
- Share Your Contacts
- Summary

## Chapter 46: Managing Outlook Data Files

- Back Up Outlook Items
- Change Data File Settings
- Summary

## Chapter 47: Appendix A: Configuring Email Message Security Settings

- Configure Email Message Security Settings

## Chapter 48: Appendix B: Microsoft Outlook 2016 Common Keyboard Shortcuts

## Chapter 49: Appendix C: Videos of Outlook 2016

## Videos and How To

uCertify course includes videos to help understand concepts. It also includes How Tos that help

learners in accomplishing certain tasks.

98  
VIDEOS

03:48  
HOURS

## 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

65  
PRE-ASSESSMENTS  
QUESTIONS

2  
FULL LENGTH TESTS

80  
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**

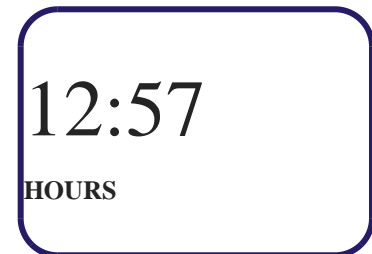
- Using the Word Count Option
- Exploring the File tab
- Understanding undoing and redoing actions
- Understanding Inserting versus Overtyping
- Creating a file from a template
- Saving a Document
- Identifying file formats
- Zooming in the Document
- Changing the Text to Bold
- Modifying the Font
- Changing the Text Color
- Showing Paragraph Marks and Zooming in the Document
- Increasing the Line Spacing
- Creating a Signature Line
- Inserting Page Breaks
- Inserting Bullets
- Changing the Heading Style
- Using the Cut and Paste Functions
- Understanding the Navigation pane
- Finding and Replacing the Text
- Revisiting AutoCorrect
- Inserting a Cover Page
- Printing an envelope
- Inserting a Table
- Formatting the Table Border
- Inserting Rows and Columns
- Drag the table style option to its description.
- Modifying the Table Design and Border
- Inserting SmartArt
- Inserting and Modifying the Picture
- Inserting an Online Picture
- Understanding resizing, rotating, and cropping
- Inserting a WordArt

- Applying a Drop Cap
- Inserting Symbols
- Inserting a Shape
- Drag the features of the Symbol dialog box to match them with their descriptions.
- Changing the Basic Page Setup
- Adding a Header
- Inserting Page Numbers
- Changing the Number of Columns and the Basic Page Setup
- Breaking Content into Columns
- Adding and Removing Page Borders
- Adding the Page Color
- Adding a Custom Text Watermark
- Identifying shortcut for inserting bookmark
- Identifying Mail merge options
- Identifying fields of the Rules feature
- Understanding Track Changes
- Understanding Accept and Reject Changes
- Understanding the Quick Access Toolbar
- Identifying formatting marks
- Identifying Macro file formats
- Identifying font dialog controls
- Adding notes in MS PowerPoint 2016
- Changing document view in MS PowerPoint 2016
- Showing gridlines in MS PowerPoint 2016
- Duplicating slide in MS PowerPoint 2016
- Understanding Outline view
- Understanding themes and template
- Adding a layout in MS PowerPoint 2016
- Applying themes in MS PowerPoint 2016
- Identifying text effects
- Customizing AutoCorrect Options in MS PowerPoint 2016
- Marking a document as final in MS PowerPoint 2016
- Formatting bulleted lists

- Setting fill transparency
- Aligning objects in MS PowerPoint 2016
- Identifying merge operations
- Inserting and formatting shapes in MS PowerPoint 2016
- Understanding border attributes
- Inserting SmartArt and arranging picture position in MS PowerPoint 2016
- Adding multiple screenshots in MS PowerPoint 2016
- Applying artistic effects in MS PowerPoint 2016
- Creating an album in MS PowerPoint 2016
- Understanding the parts of a chart
- Identifying chart elements
- Inserting audio in MS PowerPoint 2016
- Inserting a video in MS PowerPoint 2016
- Applying transition on the slide in MS PowerPoint 2016
- Applying animation on images in MS PowerPoint 2016
- Adding a motion path to an object
- Applying animation on an online picture
- Customizing the handout master in MS PowerPoint 2016
- Previewing the handout master in MS PowerPoint 2016
- Identifying shortcuts
- Identifying Message Form tabs
- Creating and Sending an Email
- Deleting Email Messages
- Understanding AutoCorrect feature
- Checking Spelling and Grammar in a Message
- Identifying paste options
- Attaching a File to a Message
- Understanding SmartArt
- Understanding reading options
- Working with Attachments
- Using Flags to Manage Messages
- Identifying the Calendar Grid Arrangement options
- Responding to a Meeting Request

- Printing a Calendar
- Creating Contacts
- Managing Notes
- Understanding Quick Steps
- Understanding chart type
- Modifying message settings
- Sorting Messages
- Filtering Messages
- Managing Junk Mail
- Managing Advanced Calendar Display Options
- Editing an Electronic Business Card
- Forwarding contacts
- Exporting contacts
- Identifying share calendar options
- Sharing Contacts
- Changing Data File Settings

## 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

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