

 uCertify

# Course Outline

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Microsoft Excel 2016



Lesson



Practice test



Lab

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## 1. Course Objective

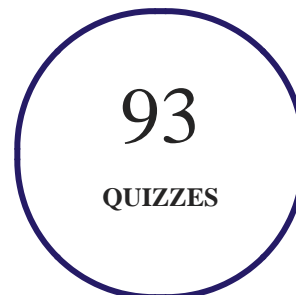
Learn the skills for passing Microsoft Excel 2016 certification exam with the [Microsoft MOS 77-727](#) cert guide. The study guide is suitable for people at all levels of proficiency in Microsoft Excel and covers all the objectives of the MOS 77-727 exam such as creating, navigating, and formatting the worksheets and workbooks, customizing options and views, inserting data in cells and ranges, summarizing and organizing data, creating tables, creating charts, and formatting objects.

## 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.

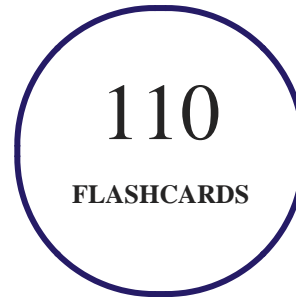
## 3. Quizzes

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.



## 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: Introducing Excel

- Identifying What Excel Is Good For
- Seeing What's New in Excel 2016
- Understanding Workbooks and Worksheets
- Moving Around a Worksheet
- Using the Ribbon
- Customizing the Ribbon
- Creating Your First Excel Workbook
- Customizing the Quick Access Toolbar



- Summary

## Chapter 2: Entering and Editing Worksheet Data

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

## Chapter 3: Essential Worksheet Operations

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

## Chapter 4: 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 5: Tables, Charts, and Sparklines

- What Is a Table?
- Creating a Table
- Changing the Look of a Table
- Working with Tables
- 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
- 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 6: 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 7: 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 8: Printing and Protecting 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

- Importing Data
- Summary

## Chapter 9: 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
- Basic Lookup Formulas
- Summary

## Chapter 10: Visualizing Data Using Conditional Formatting

- About Conditional Formatting
- Specifying Conditional Formatting

- Working with Conditional Formats
- Summary

## Chapter 11: Enhancing Your Work with Pictures and Drawings

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

## Chapter 12: Using Data Validation

- About Data Validation
- Specifying Validation Criteria
- Types of Validation Criteria You Can Apply
- Creating a Drop-Down List
- Using Formulas for Data Validation Rules
- Understanding Cell References

- Data Validation Formula Examples
- Summary

### Chapter 13: Introducing Pivot Tables

- About Pivot Tables
- Creating a Pivot Table Automatically
- Creating a Pivot Table Manually
- More Pivot Table Examples
- Summary

### Chapter 14: Performing Spreadsheet What-If Analysis

- A What-If Example
- Types of What-If Analysis
- Single-Cell Goal Seeking
- Summary

### Chapter 15: Appendix A

- Certification Objectives Map

## Videos and How To

uCertify course includes videos to help understand concepts. It also includes How Tos that help learners in accomplishing certain tasks.

30

VIDEOS

08:23

HOURS

## 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

30

PRE-ASSESSMENTS  
QUESTIONS

2

FULL LENGTH TESTS

45

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.

## 12. 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

- Identifying elements of Excel

- Identifying keys of Worksheet
- Modifying worksheet in MS Excel 2016
- Modifying cell contents
- Identifying key combinations
- Changing date format in MS Excel 2016
- Freezing the top row in MS Excel 2016
- Inserting a column in MS Excel 2016
- Understanding cell range address
- Understanding paste options
- Adding comments in MS Excel 2016
- Formatting data as table in MS Excel 2016
- Removing duplicates in MS Excel 2016
- Sorting data in MS Excel 2016
- Filtering data in MS Excel 2016
- Inserting a chart in MS Excel 2016
- Changing chart style in MS Excel 2016
- Changing chart color in MS Excel 2016
- Customizing a chart in MS Excel 2016
- Identifying chart types
- Removing gridlines and headings in MS Excel 2016
- Creating Sparklines in MS Excel 2016
- Formatting heading in MS Excel 2016
- Wrapping text in MS Excel 2016
- Applying border on the MS Excel 2016 sheet
- Saving a workbook in MS Excel 2016
- Understanding Workbook
- Understanding file compatibility
- Setting page margin in MS Excel 2016
- Printing an area in MS Excel 2016
- Adding header in MS Excel 2016
- Protecting a workbook in MS excel 2016
- Using the Concatenate function in MS Excel 2016
- Using the Average function in MS Excel 2016

- Using the SUMIF function in MS Excel 2016
- Using the SUM function in MS Excel 2016
- Using VLOOKUP in MS Excel 2016
- Applying conditional formatting in MS Excel 2016
- Inserting and configuring shape
- Understanding graphic types
- Hiding column in MS Excel 2016
- Adding data validation in MS Excel 2016
- Understanding pivot table
- Understanding the Scenarios dropdown-list

## Here's what you get

**44**  
PERFORMANCE BASED  
LAB

**32**  
VIDEO TUTORIALS

**16**  
MINUTES

## 13. 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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