

 uCertify

Course Outline

Microsoft Office 2016



Lesson



Practice test



Lab

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Here's what you get

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1. Course Objective

Gain hands-on expertise in the Microsoft 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 cert guide completely covers the objectives of Microsoft Office 2016 certification exams. It also provides the knowledge and skills required to work with Microsoft Office applications.

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.

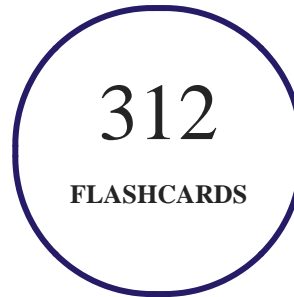
3. Quizzes

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.

285
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.



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: 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: 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 19: 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 20: Essential Worksheet Operations

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

Chapter 21: 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 22: 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 23: 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 24: 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 25: 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 26: 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 27: Visualizing Data Using Conditional Formatting

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

Chapter 28: Enhancing Your Work with Pictures and Drawings

- Using Shapes
- Using SmartArt
- Using WordArt

- Working with Other Graphic Types
- Working with Hyperlinks
- Summary

Chapter 29: 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 30: Introducing Pivot Tables

- About Pivot Tables
- Creating a Pivot Table Automatically
- Creating a Pivot Table Manually

- More Pivot Table Examples
- Summary

Chapter 31: Performing Spreadsheet What-If Analysis

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

Chapter 32: Appendix A

- Certification Objectives Map

Chapter 33: 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 34: Creating and Saving Presentation Files

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

Chapter 35: 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 36: 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 37: Formatting Paragraphs and Text Boxes

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

Chapter 38: 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 39: 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 40: 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 41: 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 42: 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 43: Creating Animation Effects and Transitions

- Assigning Transitions to Slides
- Animating Slide Content
- Summary

Chapter 44: Creating Support Materials

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

Chapter 45: 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 46: Sharing and Collaborating

- Working with Comments
- Comparing and Merging Presentations
- Summary

Videos and How To

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

97

VIDEOS

03:24

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

100

PRE-ASSESSMENTS
QUESTIONS

3

FULL LENGTH TESTS

84

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

- 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
- Zooming in the Document and Showing Paragraph Marks
- 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
- 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 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
- 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

Here's what you get

130
PERFORMANCE BASED
LAB

90
VIDEO TUTORIALS

47
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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■ www.ucertify.com