

 uCertify

Course Outline

Microsoft PowerPoint 2016



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: A First Look at PowerPoint
 - Chapter 2: Creating and Saving Presentation Files
 - Chapter 3: Creating Slides and Text Boxes
 - Chapter 4: Formatting Text
 - Chapter 5: Formatting Paragraphs and Text Boxes
 - Chapter 6: Creating and Formatting Tables
 - Chapter 7: Drawing and Formatting Objects
 - Chapter 8: Creating SmartArt Graphics
 - Chapter 9: Working with Charts
 - Chapter 10: Adding Sound Effects, Music, and Soundtracks
 - Chapter 11: Creating Animation Effects and Transitions
 - Chapter 12: Creating Support Materials
 - Chapter 13: Preparing for a Live Presentation
 - Chapter 14: Sharing and Collaborating

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

Prepare for the Microsoft MOS 77-729 exam with the Microsoft PowerPoint 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 & training. The MOS PowerPoint 2016 course covers all the objectives of the 77-729 exam, which includes creating presentations; inserting, formatting, modifying, ordering and grouping slides; modifying handouts and notes; changing presentation options and views, configuring a presentation and a slide show, 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.

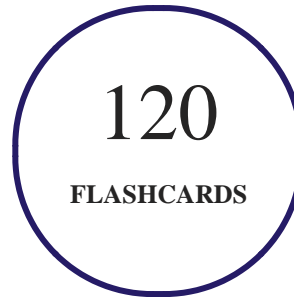
3. Quizzes

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.

83
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: 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 2: Creating and Saving Presentation Files

- Starting a New Presentation

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

Chapter 3: 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 4: 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 5: Formatting Paragraphs and Text Boxes

- Formatting Bulleted Lists

- Formatting Numbered Lists
- Formatting Text Boxes
- Summary

Chapter 6: 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 7: 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 8: 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 9: 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 10: 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 11: Creating Animation Effects and Transitions

- Assigning Transitions to Slides
- Animating Slide Content
- Summary

Chapter 12: Creating Support Materials

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

Chapter 13: 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 14: 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.

98

VIDEOS

03:48

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

31
PRE-ASSESSMENTS
QUESTIONS

2
FULL LENGTH TESTS

40
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:

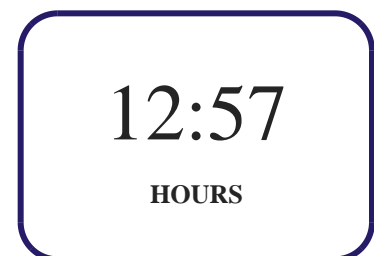
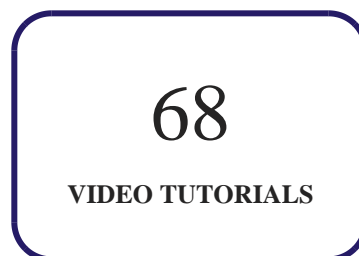
- Provide hands-on experience in a safe, online environment
- Labs simulate real world, hardware, software & CLI environment
- Flexible and inexpensive alternative to physical Labs
- Comes with well-organized component library for every task
- Highly interactive - learn by doing
- Explanations and remediation available
- Videos on how to perform

Lab Tasks

- Identifying 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



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:

■ Call: +1-415-763-6300

■ Email: sales@ucertify.com

■ www.ucertify.com