# uCertify

# Course Outline

## Microsoft Word 2013 Expert Lab (77-425 & 77-426)

# Contents

# 1. Course Objective

Prepare for the Microsoft MOS Word 2013 Expert certification exam with the Microsoft Word 2013 Expert (77-425 & 77-426) 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 lab provides all the skills and expertise to manage and share documents; design advanced documents, create advanced references and create custom Word elements.

# 2. 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.

# 3. 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.

# 4. 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.

# 5. 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

# 6. 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

- Switching ON the Track changes option
- Displaying all markups
- Hiding all markups

- Modifying markup options
- Customizing markup options
- Showing the vertical reviewing pane
- Showing the horizontal reviewing pane
- Setting the space before paragraphs
- Enabling overtype mode
- Disabling the Protected View
- Marking a document as Final
- Locking the tracking option
- Recover an unsaved document
- Delete all unsaved documents
- Set the reviewing pane to vertical
- Turn on the track changes
- Set color when inserting text in Track On mode
- Saving a document in doc format
- Merge multiple documents
- See the revisions in balloons in all markup view show
- Change the insertion color
- Remove the formatting changes from the Markup area
- Hide the changes made by an author
- Set the reviewing pane to horizontal
- Specifying editing restrictions
- Show revisions in balloons
- Allowing comments in a protected document
- Checking for compatibility issues
- Encrypting a document
- Restrict editing
- Save a document and set the password
- Assign a shortcut for Home Tab
- Personalizing Microsoft Office
- Filter a record
- Adding a comment
- Showing comments
- Displaying comments of a specific user
- Customizing advanced track changes options
- Disabling the Paste Options button

- Inserting a BarCode field
- Loading a template to the Word's session
- Adding alternative text to an image
- Set the paper size
- Set the margin
- Specifying formatting restrictions
- Modify the tab order
- Set the text fill and the text outline effect
- Adding the author name and title
- Set the character spacing
- Insert a section break and start a new section
- Restrict formatting in a document
- Creating a macro
- Change the default language
- Enabling automatic hyphenation
- Insert a section break and start a new section from the next page
- Set the paragraph layout
- Saving the selected text to AutoText gallery
- Highlighting a word and changing its character spacing
- Customizing the line and character spacing
- Customizing character spacing
- Customizing paragraph settings
- Create a custom style
- Modify the Heading 1 style
- Assign a shortcut key to the Heading 1 style
- Hiding spelling and grammar errors for all new documents
- Customizing text effects
- Creating styles
- Applying the Outline view
- Inserting a Subdocument in the Outline view
- Collapsing a text in the Outline view
- Creating an address list
- Adding the Developer tab to a ribbon
- Inserting a text box
- Sorting a list
- Changing the label type while using mail merge

- Adding a signature line
- Inserting a hyperlink
- Creating an index
- Marking an index entry
- Insert an index
- Mark an entry
- Insert a table of content
- Insert Table of Authorities
- Inserting an image and creating its caption
- Adding a footnote
- Add an author
- Insert a caption
- Creating a new citation source
- Generating a bibliography
- Applying artistic effects to the image
- Inserting screenshots
- Adding a phrase to the AutoText gallery
- Inserting a building block
- Modifying a building block
- Changing the field shading value
- Delete a building block
- Create a character-specific style
- Clearing all text formatting and styles
- Change the default settings of the +Headings font
- Creating a custom color theme
- Creating a new theme font
- Applying a page border
- Applying shading to paragraphs
- Saving a custom style
- Assigning a shortcut key to a command
- Setting proofing language
- Disabling automatic detection of proofing language

## Here's what you get

| 107 | 56 |
|:---:|:---:|
| **VIDEO TUTORIALS** | **MINUTES** |

**Have Any Query? We Are Happy To Help!**

## GET IN TOUCH:

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