uCertify

Course Outline

Microsoft Office 2019

20 May 2024

www.uCertify.com

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: Introduction

   Chapter 2: Fundamentals

   Chapter 3: Formatting

   Chapter 4: Document setup

   Chapter 5: Graphics

   Chapter 6: Tables

   Chapter 7: Introduction

   Chapter 8: Illustrations

   Chapter 9: Managing documents

   Chapter 10: Styles

   Chapter 11: References and hyperlinks

   Chapter 12: Navigation and organization

   Chapter 13: Saving and sharing documents

   Chapter 14: Introduction

   Chapter 15: Advanced formatting

   Chapter 16: Advanced document management

   Chapter 17: Using references

   Chapter 18: Creating mailings

Chapter 19: Macros and forms

Chapter 20: Appendix A: Internationalization and accessibility

Chapter 21: Appendix B: Video Tutorials

Chapter 22: Introduction

Chapter 23: Fundamentals

Chapter 24: Creating worksheets

Chapter 25: Formatting

Chapter 26: Manipulating data

Chapter 27: Charts

Chapter 28: Output

Chapter 29: Settings and templates

Chapter 30: Introduction

Chapter 31: Managing workbooks

Chapter 32: Named ranges

Chapter 33: Tables

Chapter 34: Summarizing data

Chapter 35: PivotTables

Chapter 36: Presentation features

Chapter 37: Advanced charts

Chapter 38: Collaboration

Chapter 39: Introduction

Chapter 40: Logical and Lookup Functions

Chapter 41: Advanced Formulas

Chapter 42: Special functions

Chapter 43: Importing and Exporting

Chapter 44: Analysis

Chapter 45: Macros and Forms

Chapter 46: Appendix: Video Tutorials

- Chapter 47: Introduction
- Chapter 48: Fundamentals
- Chapter 49: Creating a presentation
- Chapter 50: Formatting
- Chapter 51: Working with shapes and images
- Chapter 52: Working with charts and tables
- Chapter 53: Customization
- Chapter 54: Introduction
- Chapter 55: Advanced formatting
- Chapter 56: Animation, time effects, and media
- Chapter 57: Reviewing content, tracking changes, and saving in other formats
- Chapter 58: Custom slide shows
- Chapter 59: Sharing, collaborating, and security

Videos and How To

9. Practice Test
    - Here's what you get
    - Features
10. Live labs
    - Lab Tasks
    - Here's what you get
11. Post-Assessment

1. Course Objective

Gain the skills required to pass the Microsoft Office certification exam with the Microsoft Office 2019 course and lab. The lab is versatile and delivers a hands-on experience, replacing expensive physical labs. The Microsoft Office training course covers objectives of the Microsoft Office Specialist and Expert exams for Word 2019 and offers an interactive learning experience in creating and saving documents and using different document views; inserting, formatting, and laying out pictures; inserting and formatting tables; 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. Quiz

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.

624

QUIZ

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.

413

FLASHCARDS

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.

413

GLOSSARY OF 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 assessments. 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 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

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: Introduction

Chapter 2: Fundamentals

- Module A: Getting around
- Module B: Creating documents
- Module C: Document views
- Summary

Chapter 3: Formatting

- Module A: Formatting characters
- Module B: Formatting paragraphs
- Module C: Quick Styles
- Module D: Making lists
- Summary

Chapter 4: Document setup

- Module A: Page layout
- Module B: Proofing documents
- Module C: Printing, headers, and footers
- Module D: Templates
- Summary

Chapter 5: Graphics

- Module A: Inserting pictures
- Module B: Formatting pictures
- Module C: Picture layout
- Summary

Chapter 6: Tables

- Module A: Creating tables
- Module B: Formatting tables
- Summary

Chapter 7: Introduction

Chapter 8: Illustrations

- Module A: Shapes and text
- Module B: SmartArt
- Module C: 3D models
- Summary

Chapter 9: Managing documents

- Module A: Custom themes
- Module B: Building blocks
- Module C: Section breaks
- Module D: Page backgrounds
- Summary

Chapter 10: Styles

- Module A: Character styles
- Module B: Paragraph styles
- Summary

Chapter 11: References and hyperlinks

- Module A: Reference notes
- Module B: Table of contents
- Module C: Hyperlinks
- Summary

Chapter 12: Navigation and organization

- Module A: Navigating documents
- Module B: Master documents
- Summary

Chapter 13: Saving and sharing documents

- Module A: Saving and sending
- Module B: Comments

- Module C: Protecting documents
- Summary

Chapter 14: Introduction

Chapter 15: Advanced formatting

- Module A: Tables and charts
- Module B: Creating building blocks
- Module C: Linking text
- Summary

Chapter 16: Advanced document management

- Module A: Configuring Word options
- Module B: Working with templates
- Module C: Tracking and reviewing changes
- Summary

Chapter 17: Using references

- Module A: Internal references

- Module B: Indexing
- Module C: Citing external sources
- Summary

Chapter 18: Creating mailings

- Module A: Recipient lists
- Module B: Performing mail merges
- Module C: Envelopes and labels
- Summary

Chapter 19: Macros and forms

- Module A: Macros
- Module B: Forms
- Summary

Chapter 20: Appendix A: Internationalization and accessibility

- Module A: Internationalization
- Module B: Managing accessibility in documents

Chapter 21: Appendix B: Video Tutorials

Chapter 22: Introduction

Chapter 23: Fundamentals

- Module A: Getting around
- Module B: Workbook basics
- Summary

Chapter 24: Creating worksheets

- Module A: Entering data
- Module B: Formulas
- Module C: Functions
- Module D: Moving and copying data
- Module E: Reference types
- Summary

Chapter 25: Formatting

- Module A: Text formatting
- Module B: Number formatting
- Module C: Alignment

- Module D: Borders and highlighting
- Module E: Styles and themes
- Summary

Chapter 26: Manipulating data

- Module A: Data entry shortcuts
- Module B: Paste options
- Module C: Inserting, deleting, and hiding
- Summary

Chapter 27: Charts

- Module A: Creating charts
- Module B: Chart types and elements
- Summary

Chapter 28: Output

- Module A: Managing worksheet windows
- Module B: Printing worksheets
- Module C: Sharing workbooks

- Summary

Chapter 29: Settings and templates

- Module A: Workbook options and properties
- Module B: Templates
- Summary

Chapter 30: Introduction

Chapter 31: Managing workbooks

- Module A: Managing worksheets
- Module B: Customizing Excel
- Summary

Chapter 32: Named ranges

- Module A: Using names in formulas
- Summary

Chapter 33: Tables

- Module A: Sorting

- Module B: Filtering tables
- Module C: Structured references
- Module D: Validation
- Module E: Transposing data
- Summary

Chapter 34: Summarizing data

- Module A: Consolidation
- Module B: Subtotals
- Summary

Chapter 35: PivotTables

- Module A: Creating and formatting PivotTables
- Module B: Manipulating PivotTables
- Module C: PivotCharts
- Summary

Chapter 36: Presentation features

- Module A: Conditional formats

- Module B: Custom Formats
- Module C: Graphics
- Summary

Chapter 37: Advanced charts

- Module A: Special chart types
- Module B: Sparklines
- Module C: Quick Analysis
- Summary

Chapter 38: Collaboration

- Module A: Permissions
- Module B: Shared workbooks
- Summary

Chapter 39: Introduction

Chapter 40: Logical and Lookup Functions

- Module A: Decision-making functions

- Module B: Lookup and reference functions
- Summary

Chapter 41: Advanced Formulas

- Module A: Auditing and error-trapping
- Module B: Formula options
- Module C: Arrays
- Summary

Chapter 42: Special functions

- Module A: Date and time functions
- Module B: Text functions
- Module C: Other functions
- Summary

Chapter 43: Importing and Exporting

- Module A: The Power Pivot Data Model
- Module B: Exporting data
- Summary

Chapter 44: Analysis

- Module A: What-if analysis
- Module B: The Analysis Toolpak
- Summary

Chapter 45: Macros and Forms

- Module A: Recording macros
- Module B: Running macros
- Module C: Forms
- Summary

Chapter 46: Appendix: Video Tutorials

Chapter 47: Introduction

Chapter 48: Fundamentals

- Module A: Exploring the PowerPoint environment
- Summary

Chapter 49: Creating a presentation

- Module A: Creating a presentation
- Module B: Creating and modifying slide content
- Summary

Chapter 50: Formatting

- Module A: Working with slide masters and layouts
- Module B: Formatting slides and text
- Summary

Chapter 51: Working with shapes and images

- Module A: Creating and formatting shapes
- Module B: Working with images
- Summary

Chapter 52: Working with charts and tables

- Module A: Working with charts
- Module B: Working with tables
- Summary

Chapter 53: Customization

- Module A: Slide transitions
- Module B: Additional text options
- Module C: Printing
- Summary
- Creating a Presentation and its Slide and Exploring the PowerPoint Environment: Interactive Exercise
- testing
- test2

Chapter 54: Introduction

Chapter 55: Advanced formatting

- Module A: Inserting and formatting SmartArt
- Module B: Inserting and formatting 3D models
- Module C: Additional formatting options
- Summary

Chapter 56: Animation, time effects, and media

- Module A: Animating slide content
- Module B: Inserting and formatting media

- Summary

Chapter 57: Reviewing content, tracking changes, and saving in other formats

- Module A: Reviewing content and tracking changes
- Module B: Saving a presentation in other formats
- Summary

Chapter 58: Custom slide shows

- Module A: Working with notes pages
- Module B: Configuring, rehearsing, and presenting slide shows
- Summary

Chapter 59: Sharing, collaborating, and security

- Module A: Protecting your presentations
- Module B: Sharing your presentations
- Summary
- Working with slide masters and layouts, creating...rmatting shapes and images: Interactive Exercise
- Working with slide masters and layouts, creating...rmatting shapes and images: Interactive Exercise

- Working with slide masters and layouts, and crea...rmatting shapes and images: Interactive Exercise
- Working with charts and tables, applying slide t... WordArt from text, and setting printer settings

11. Practice Test

Here's what you get

77	80
PRE-ASSESSMENTS QUESTIONS	POST-ASSESSMENTS QUESTIONS

Features

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.

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. Live Labs

The benefits of live-labs are:

- Exam based practical tasks
- Real equipment, absolutely no simulations
- Access to the latest industry technologies
- Available anytime, anywhere on any device
- Break and Reset functionality
- No hardware costs

Lab Tasks

Fundamentals

- Zooming a Document
- Creating and Saving a Document

Formatting

- Formatting the Text to Bold
- Changing the Font Style and Font Size
- Changing the Text Color
- Showing the Paragraph Marks
- Changing the Heading Style
- Creating a Bulleted List
- Inserting and Editing a Citation

Document setup

- Changing the Basic Page Setup

- Formatting the Text into Columns
- Adding an AutoCorrect Shortcut
- Setting the Header and Footer
- Creating a Document Using a Template

Graphics

- Inserting a Picture from a File

Tables

- Formatting the Table Border
- Inserting Rows and Columns
- Inserting a Table
- Modifying the Table Design

Illustrations

- Inserting a Shape
- Using WordArt
- Adding a SmartArt
- Inserting a 3D Model

Managing documents

- Creating a Custom Theme
- Inserting a Cover Page
- Using Section Breaks
- Adding Color to a Page
- Adding a Watermark

Styles

- Inserting a Symbol

References and hyperlinks

- Inserting an Endnote
- Modifying and Inserting Footnotes
- Inserting a Table of Contents Using Marked Entries
- Creating an Email Hyperlink

Saving and sharing documents

- Creating PDF and XPS Documents
- Creating a Blog Post
- Adding and Modifying a Comment
- Editing Restrictions
- Finding and Replacing Text

Advanced formatting

- Creating a Chart
- Inserting a Formula

Advanced document management

- Combining Documents
- Using Document Tracking

Using references

- Adding a Bookmark
- Indexing a Document
- Inserting a Bibliography
- Editing a Citation

Creating mailings

- Creating a Signature Line
- Creating a Mail Merge

Fundamentals

- Saving a Workbook

Creating worksheets

- Creating a New Workbook
- Performing Calculations with Formulas
- Entering a Function
- Using Relative, Absolute, and Mixed References

Formatting

- Changing the Date Format
- Formatting Numbers
- Merging a Heading
- Applying a Theme

Manipulating data

- Deleting and Editing the Cell Content

Charts

- Creating a Simple Chart
- Changing the Chart Color
- Changing the Chart Style
- Editing a Legend in the Chart
- Creating a Column Chart and Switching its Rows and Columns

Output

- Splitting a Large Worksheet
- Setting Page Margin
- Setting and Saving the Print Area
- Adding a Header
- Saving a Workbook as a PDF File

Settings and templates

- Checking Compatibility
- Creating a Workbook from a Template

Managing workbooks

- Inserting Hyperlink to an Image

Named ranges

- Creating Names for Cell Ranges
- Editing Names

Tables

- Sorting Data
- Sorting by Multiple Columns
- Filtering Data
- Creating Formulas Using Structured References

PivotTables

- Creating a PivotTable Automatically

Presentation features

- Inserting WordArt
- Inserting SmartArt

Advanced charts

- Inserting a Trendline on a Chart
- Customizing Sparklines

Collaboration

- Adding Comments
- Merging Shared Workbooks

Logical and Lookup Functions

- Using the IF Function
- Using the SUMIF Function
- Using the SUMIFS Function
- Using VLOOKUP
- Using the MATCH Function

Advanced Formulas

- Using an Array Formula
- Using an Array Function

Special functions

- Performing Calculations Using Date Functions
- Performing Simple Time Calculations
- Using the Concatenate Function
- Calculating the Minimum and Maximum Sales Value

Importing and Exporting

- Importing Data from a File
- Creating Relationships Between Tables
- Exporting to a Text File

Macros and Forms

- Creating a Blank Form

Creating a presentation

- Creating a Presentation Using a Template
- Duplicating a Slide

- Inserting Content into a Placeholder
- Inserting a Hyperlink on a Slide
- Inserting an Online Image
- Inserting an Image from the Desktop

Formatting

- Adding and Modifying a Footer
- Applying a Theme
- Modifying the Slide Layout
- Formatting a Slide's Background
- Applying and Formatting Bulleted and Numbered Lists

Working with shapes and images

- Showing Gridlines
- Inserting and Formatting Shapes
- Applying the Artistic Effect
- Applying Effects to a Shape
- Applying Styles and Effects to a Picture
- Applying Image Alt Text
- Inserting a Screenshot

Working with charts and tables

- Adding a Chart to a Presentation
- Working with Tables
- Importing and Editing a Table

Customization

- Applying the Transition
- Creating WordArt from the Text

Advanced formatting

- Inserting SmartArt and Arranging the Picture's Position

- Converting a List into SmartArt
- Inserting and Modifying a 3D Model

Animation, time effects, and media

- Applying Animation on an Online Picture
- Animating Text
- Animating a 3D Model
- Adding a Video

Reviewing content, tracking changes, and saving in other formats

- Checking the Spelling Automatically
- Adding a Comment
- Modifying the Text Style
- Customizing the Handout Master

Custom slide shows

- Adding Notes
- Creating a Custom Slide Show
- Rehearsing Slide Timings

Sharing, collaborating, and security

- Making a Presentation Read-Only

Here's what you get

134

LIVE LABS

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.

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