uCertify

Course Outline

Microsoft Office Word 2016 Expert (77-725 & 77-726)



28 Mar 2024

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3. Exercises, Quizzes, Flashcards & Glossary

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4. Expert Instructor-Led Training
5. ADA Compliant & JAWS Compatible Platform
6. State of the Art Educator Tools
7. Award Winning Learning Platform (LMS)
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   Chapter 2: Designing the Word Environment

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Here's what you get

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Here's what you get

11. Post-Assessment

1. Course Objective

Gain hands-on experience to pass the 77-725 and 77-726 exams with the Microsoft Office Word 2016 Expert (77-725 & 77-726) course and lab. The lab can be mapped to any course, textbook, or training, therefore, adding value and a hands-on component to training. The Microsoft Word course covers the MOS Word 2016 exam objectives and teaches you how to create and manage documents; format text, paragraphs, and sections; create tables and lists; design advanced documents, and create advanced references and custom Word elements.

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.

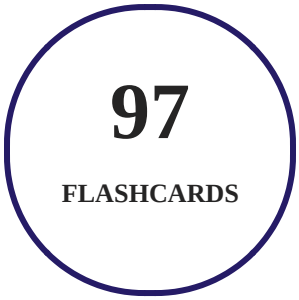
3. Quizzes

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 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 to Word 2016

- Getting Started with Word
- Creating and Saving a Word Document
- Managing Workspace
- Controlling Paragraph Structures
- Summary

Chapter 2: Designing the Word Environment

- Customizing Work Environment

- Applying Character Formatting
- Controlling Paragraph layout
- Displaying Text as Lists
- Applying Borders and Shading
- Summary

Chapter 3: Working Efficiently

- Making Repetitive Edits
- Using Styles to Streamline Repetitive Formatting Task
- Summary

Chapter 4: Working with Lists, Tables, Symbols, and Special Characters

- Working with Lists
- Working with Tables
- Inserting Symbols and Special Characters
- Summary

Chapter 5: Inserting Graphic Objects

- Adding Pictures

- Adding Page Borders
- Adding Headers and Footers
- Controlling Page Layout
- Adding a Watermark
- Summary

Chapter 6: Preparing to Publish

- Checking Spelling, Grammar, and Readability
- Using Research Tools
- Checking Accessibility and Compatibility
- Saving Documents in a Different File Format
- Summary

Chapter 7: Organizing Content Using Tables and Charts

- Adding & Sorting Data in Tables
- Performing Calculations in a Table
- Adding Excel Table to a Word Document
- Creating Charts to Illustrate Table Contents

- Summary

Chapter 8: Customizing Formats Using Styles and Themes

- Creating and Modifying Text Styles
- Creating Custom Lists and Table Styles
- Applying Themes in Documents
- Summary

Chapter 9: Using Quick Parts, Templates & Controlling the Flow of Documents

- Understanding Building Blocks
- Using Templates
- Controlling the Flow of a Document
- Summary

Chapter 10: Simplifying and Managing Long Documents & Using Mail Merge

- Simplifying and Managing Long documents
- Creating a Master Document
- Using Mail Merge
- Summary

Chapter 11: Working with Graphic Objects

- Manipulating Images
- Using Custom Graphic Elements
- Summary

Chapter 12: Collaborating on Documents

- Preparing a Document for Collaboration
- Using Track Changes
- Summary

Chapter 13: Adding Document References and Links

- Inserting Documents References and Links
- Summary

Chapter 14: Securing a Document and Creating Forms

- Adding & Protecting Content
- Securing a Document
- Using Forms to Manage Content
- Summary

Chapter 15: Recording, Managing, and Using Macros

- Using Macros to Automate Repetitive Tasks
- Creating Macros
- Summary

Chapter 16: Appendix: 3D Avatar-based Simulation

Videos and How To

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

154	08:35
VIDEOS	HOURS

11. Practice Test

Here's what you get

22	22
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

Introduction to Word 2016

- Getting Help
- Searching with the Navigation Pane
- Customizing the Ribbon
- Exporting Ribbon Customizations
- Creating a Blank Document
- Changing the Default Paste Method
- Printing a Document
- Creating an Envelope Document

Designing the Word Environment

- Adding Common Commands to the Quick Access Toolbar
- Using the Main QAT Customization Dialog Box

Working Efficiently

- Using Advanced Find
- Modifying the Style
- Creating a New Style

Working with Lists, Tables, Symbols, and Special Characters

- Using Quick Tables
- Inserting a Symbol From the Symbol Dialog Box

Inserting Graphic Objects

- Including Background Colors and Images While Printing
- Adding Page Borders
- Removing the Watermark

Preparing to Publish

- Checking Spelling and Grammar
- Hiding Spelling and Grammar Errors
- Choosing the Display Languages
- Setting Editing Options
- Using the Smart Lookup Feature
- Translating the Content
- Removing Misspelled Errors
- Using the Compatibility Checker
- Creating PDF Output

Organizing Content Using Tables and Charts

- Merging and Splitting Cells
- Writing Ink Equations
- Performing a Calculation in a Table by Adding a Formula
- Adding Information from Excel
- Using the Add Objects Feature

Customizing Formats Using Styles and Themes

- Increasing the Character Spacing
- Creating and Modifying a List Style
- Applying a Theme

Using Quick Parts, Templates & Controlling the Flow of Documents

- Inserting Building Blocks
- Inserting Fields Using Quick Parts
- Creating a Document Using a Template
- Hiding and Unhiding the Document Text
- Changing Columns Using Section Breaks
- Inserting a Section Break

Simplifying and Managing Long Documents & Using Mail Merge

- Deleting Table of Contents
- Displaying a Document in the Outline View
- Indexing a Document
- Inserting a Table of Contents Using Marked Entries
- Modifying the Table of Contents Style
- Creating a Table of Contents Using the Heading Style
- Choosing the Data Document Type
- Using the Mail Merge Wizard
- Creating Labels
- Updating Labels
- Attaching a Data Source
- Typing a New List

Working with Graphic Objects

- Arranging a Picture
- Setting the Wrapping Behavior of a Graphic
- Taking a Screenshot
- Inserting and Formatting the Text Box Style

Collaborating on Documents

- Accepting Changes
- Enabling Track Changes

Adding Document References and Links

- Working with Footnote Separator
- Inserting a Citation
- Editing a Citation
- Inserting a Bibliography
- Adding a Bookmark
- Creating an Email Hyperlink

- Adding a Caption to a Figure
- Inserting an Endnote
- Styling the Endnote

Securing a Document and Creating Forms

- Enabling the Reading View for Uneditable Files
- Editing Restrictions

Recording, Managing, and Using Macros

- Configuring Macro Security Settings
- Enabling the Macro Recording Tool on Word's Status Bar

Here's what you get

72	114	03:33
LIVE LABS	VIDEO TUTORIALS	HOURS

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.