uCertify

Course Outline

Microsoft Word 2019 (MO-100)



28 Mar 2024

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2. Pre-Assessment
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)
8. Chapter & Lessons

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   Chapter 1: Introduction

   Chapter 2: Fundamentals

   Chapter 3: Formatting

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Videos and How To

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Here's what you get

Features

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Here's what you get

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1. Course Objective

Gain hands-on experience to pass the MO-100 exam with the Microsoft Word 2019 course and lab. The lab is cloud-based, device-enabled, and can easily be integrated with an LMS. The Microsoft Word certification course and lab cover the MO-100 exam objectives and teach you how to manage documents, insert and format text, paragraphs, and sections; manage tables and lists, create and manage references; insert and format graphic elements; and manage document collaboration.

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.

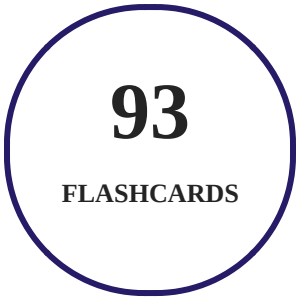
3. Quizzes

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

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

Videos and How To

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

37	04:22
VIDEOS	HOURS

11. Practice Test

Here's what you get

25	28
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

Here's what you get

47	101	01:47
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.

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