Course Ou

Microsoft Excel 2013 (MOS



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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: Visualizing Data Using Conditional Formatting

   Chapter 2: Manage and Share Workbook

   Chapter 3: Introducing Formulas and Functions

   Chapter 4: Creating Formulas That Look Up Values

   Chapter 5: Working with Dates and Times

   Chapter 6: Getting Started Making Charts

   Chapter 7: Learning Advanced Charting

   Chapter 8: Introducing Pivot Tables

   Chapter 9: Analyzing Data with Pivot Tables

   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

Pass the MOS 77-427 exam with the Microsoft Excel 2013 (MOS) Expert Part 1 course and lab. Lab simulates real-world, hardware, software, and command-line interface environments and can be mapped to any text-book, course, or training. The Microsoft Office training course and lab cover the 77-427 exam objectives and provide skills to manage and share workbooks, apply custom formats and layouts, create advanced formulas, and create advanced charts and tables.

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. Exercises

There is no limit to the number of times learners can attempt these. Exercises come with detailed remediation, which ensures that learners are confident on the topic before proceeding.



4. 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.



5. 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.



6. 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.



7. 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.

8. 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.

9. 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.

10. 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

11.  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: Visualizing Data Using Conditional Formatting

- About Conditional Formatting
- Specifying Conditional Formatting
- Conditional Formats That Use Graphics

- Creating Formula-Based Rules
- Working with Conditional Formats

Chapter 2: Manage and Share Workbook

- Adding Comments to Cells
- Finding and Correcting Formula Errors
- Using Excel Auditing Tools
- Searching and Replacing
- Spell-Checking Your Worksheets
- Using AutoCorrect

Chapter 3: Introducing Formulas and Functions

- Understanding Formula Basics
- Entering Formulas into Your Worksheets
- Editing Formulas
- Using Cell References in Formulas
- Using Formulas in Tables
- Correcting Common Formula Errors

- Using Advanced Naming Techniques
- Working with Formulas

Chapter 4: Creating Formulas That Look Up Values

- Introducing Lookup Formulas
- Functions Relevant to Lookups
- Basic Lookup Formulas
- Specialized Lookup Formulas

Chapter 5: Working with Dates and Times

- How Excel Handles Dates and Times
- Date-Related Worksheet Functions
- Time-Related Functions

Chapter 6: Getting Started Making Charts

- What Is a Chart?
- Understanding How Excel Handles Charts
- Creating a Chart
- Hands On: Creating and Customizing a Chart

- Working with Charts
- Understanding Chart Types
- Learning More

Chapter 7: Learning Advanced Charting

- Selecting Chart Elements
- User Interface Choices for Modifying Chart Elements
- Modifying the Chart Area
- Modifying the Plot Area
- Working with Titles in a Chart
- Working with a Legend
- Working with Gridlines
- Modifying the Axes
- Working with Data Series
- Creating Chart Templates
- Learning Some Chart-Making Tricks

Chapter 8: Introducing Pivot Tables

- About Pivot Tables

- Creating a Pivot Table Automatically
- Creating a Pivot Table Manually
- More Pivot Table Examples
- Learning More

Chapter 9: Analyzing Data with Pivot Tables

- Working with Non-Numeric Data
- Grouping Pivot Table Items
- Creating a Frequency Distribution
- Creating a Calculated Field or Calculated Item
- Filtering Pivot Tables with Slicers
- Filtering Pivot Tables with a Timeline
- Referencing Cells within a Pivot Table
- Creating Pivot Charts
- Another Pivot Table Example
- Producing a Report with a Pivot Table
- Using the Data Model
- Learning More about Pivot Tables

Videos and How To

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

20	12
VIDEOS	MINUTES

12. Practice Test

Here's what you get

10	2	30
PRE-ASSESSMENTS QUESTIONS	FULL LENGTH TESTS	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.

13. 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

- Applying conditional formatting
- Using icons in conditional formatting
- Showing cell dependency
- Enabling background error checking for formulas
- Printing the current date and time

Here's what you get

5	49	23
PERFORMANCE BASED LAB	VIDEO TUTORIALS	MINUTES

14. 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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