uCertify

Course Outline

Microsoft Word 2013 (MOS) Expert Part 1



28 Mar 2024

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1. Course Objective

Start your prep for the Microsoft 77-425 exam with Microsoft Word 2013 (MOS) Expert Part 1 course and lab. The lab can be mapped to any course, textbook, or training, therefore, adding value and hands-on components to training. The MOS training course covers all the objectives of the 77-425 exam and provides the skills required to manage and share documents; design advanced documents, create advanced references, and create 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.

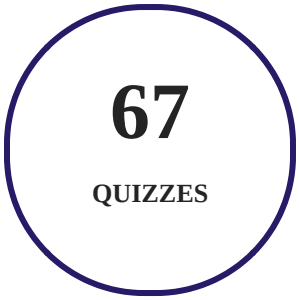
3. Exercises

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.



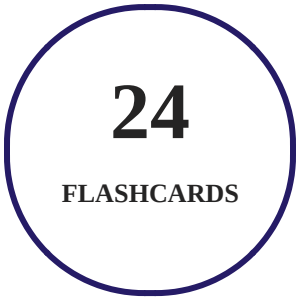
4. Quizzes

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: Sharing and Publishing Documents

- Publishing, Collaboration, and the Cloud
- Working with PDF Files in Word
- Understanding and Viewing XPS Files

- Deciding Which Format to Use for Output
- Creating PDF or XPS Output
- Emailing a Document
- Presenting a Document to an Online Audience
- HTML Overview
- Blogging
- Summary

Chapter 2: Font/Character Formatting

- Working with Document Style and Content
- Reviewing the Ways You Can Format Text in Word
- Formatting Characters Directly or with Styles
- Applying Character Formatting
- Summary

Chapter 3: Using Styles to Create a Great Looking Document

- Using the Styles Group to Apply Styles
- Modifying and Creating Styles

- Changing the Whole Document via Style Sets
- Managing Styles
- Style Inspector
- Summary

Chapter 4: Data Documents and Mail Merge

- Making Documents Work for You
- Previewing the Mail Merge Process
- Data Considerations
- Reviewing Data File Formats
- Choosing the Data Document Type
- Attaching a Data Source
- Assembling a Merge Document
- Mail Merge Pane/Wizard
- Summary

Chapter 5: Automating Document Content with Fields

- And Field Codes Are ...?
- Mastering Field Basics

- Using the Field Dialog Box to Insert a Field
- Using Switches to Customize a Field
- Categories
- Summary

Chapter 6: Creating Custom Forms

- Forms Basics
- Creating a Fill-In Form Using Legacy Tools
- Using Content Controls
- Importing a Word Form into InfoPath
- Summary

Chapter 7: Getting Smart with Text: Building Blocks, Quick Parts, Actions (Tags), and More

- Using Quick Parts and Building Blocks
- Using AutoComplete with AutoText Gallery Entries
- Clearing Building Block Formatting
- Building Blocks: Need to Know
- Using Building Blocks with the AutoText Field

- Inserting a Cover Page
- Understanding Actions
- Inserting Objects and Files
- Inserting Text from Files
- Pasting, Dragging, and Dropping Content into a Document
- Printing Envelopes and Labels Automatically
- Printing an Envelope
- Creating Labels
- Summary

Chapter 8: Saving Time with Templates, Themes, and Master Documents

- Using Search Codes
- Creating Your Own Templates
- Using the Organizer
- Modifying Templates
- Working More Effectively with Themes
- Building on an Existing Foundation with Master Documents
- Creating a Master Document

- Working with Master Documents
- Summary

Chapter 9: Managing Document Security, Comments, and Tracked Changes

- Protection Types
- Comments and Tracked Changes
- Accepting and Rejecting Changes
- Combining Collaborative Documents
- Comparing Documents
- Combining Documents That Contain Tracked Changes
- Summary

Videos and How To

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

21	19
VIDEOS	MINUTES

12. Practice Test

Here's what you get

30	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

- Creating an address list
- Inserting a BarCode field
- Adding the Developer tab to a ribbon
- Creating a new theme font
- Creating a custom color theme
- Inserting a Subdocument in the Outline view
- Displaying all markups
- Modifying markup options
- Adding a comment
- Customizing advanced track changes options
- Customizing markup options
- Hiding all markups

Here's what you get

12	90	48
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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