uCertify

Course Outline

Microsoft PowerPoint 2016

27 Mar 2024

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5. ADA Compliant & JAWS Compatible Platform
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Here's what you get

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Here's what you get

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1. Course Objective

We have an updated version of this course, please check out the **Microsoft PowerPoint 2019** course!

Kick start your prep for the MOS 77-729 exam with the Microsoft PowerPoint 2016 course and lab. Lab delivers hands-on experience replacing expensive physical labs. The PowerPoint training course and lab cover the 77-729 exam objectives and provide the skills required to create and manage presentations, insert and format text, shapes, and images, insert tables, charts, SmartArt, and media, applying transitions and animations, and manage multiple presentations.

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: Getting Started with PowerPoint

- Course Overview
- Learning Your Way around PowerPoint
- Changing the View
- Creating and Saving a Presentation
- PowerPoint Help Feature
- Summary

Chapter 2: Developing a PowerPoint Presentation

- Layouts and Themes
- Editing Text
- Working with Slides
- Working with Themes
- Summary

Chapter 3: Performing Advanced Text Editing Operations

- Format Characters
- Formatting Paragraphs
- Text Alignment Options
- Formatting Text Boxes
- Summary

Chapter 4: Adding Graphical Elements to Your Presentation

- Inserting Images
- Adding Shapes
- Summary

Chapter 5: Modifying Objects in Your Presentation

- Editing Objects
- Formatting Objects
- Animate Objects
- Summary

Chapter 6: Adding Tables to Your Presentation

- Creating a New Table
- Applying Table Styles
- Formatting Table
- Adding Table from Other Office Applications
- Summary

Chapter 7: Adding Charts to Your Presentation

- Starting a New Chart
- Chart Data
- Formatting a Chart
- Inserting Chart from Microsoft Excel
- Summary

Chapter 8: Preparing to Deliver Your Presentation

- Correcting Your Spelling and Grammar
- Using AutoCorrect to Fix Common Problems
- Adding Transition to Slide
- Printing Your Presentation
- Presenting Live Presentation
- Exporting from PDF
- Summary

Chapter 9: Modifying the PowerPoint Environment

- Customizing the User Interface
- Working with Multiple Windows
- Setting Options
- Summary

Chapter 10: Customizing Design Templates

- Managing Slide Master
- Headers & Footers

- Modify the Notes Master and the Handout Master
- Summary

Chapter 11: Adding SmartArt and Math Equations to a Presentation

- Inserting SmartArt Graphic
- Formatting SmartArt Graphic
- Inserting Math Equation
- Summary

Chapter 12: Working with Media and Animations

- Inserting an Audio Clip
- Inserting Video
- Video Formatting
- Video Playback Options
- Animation
- Summary

Chapter 13: Collaborating on a Presentation

- Creating and Using Sections

- Working with Comments
- Comparing and Merging Presentation
- Sharing Presentation
- Summary

Chapter 14: Customizing a Slide Show

- Adding Annotation
- Setting up a Slide Show
- Customizing Slide Show
- Adding Hyperlinks & Action Buttons
- Recording Narration and Timings
- Summary

Chapter 15: Securing and Distributing a Presentation

- Securing a Presentation
- Broadcasting
- Saving as a Video
- 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.

80	06:57
VIDEOS	HOURS

11. Practice Test

Here's what you get

25	25
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. 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

- Zooming in the Presentation
- Using the Tell Me Feature
- Inserting New Slides from an Outline
- Inserting Content into a Placeholder
- Creating a Manual Text Box
- Positioning a Text Box
- Formatting the Text using Mini Toolbar

- Using the Paste Special Command
- Deleting Slides
- Changing a Slide Layout
- Changing the Font Size
- Changing the Font Color
- Applying Text Attributes
- Applying WordArt Styles
- Formatting the Numbered List
- Merging Shapes
- Resizing an Object
- Cropping the Object to a Shape
- Compressing Images
- Applying an Object Border
- Applying Object Effects
- Inserting Rows and Columns
- Applying Table Styles
- Applying Table Margins
- Changing Text Orientation in the Chart
- Switching Row and Column of the Chart
- Filtering the Chart Data
- Changing the Chart Type
- Applying the Chart Style
- Turning Off a Legend to a Chart
- Inserting a Chart from Excel
- Setting Spelling and Grammar Options
- Adding Commands to QAT
- Using Arrange All to Work with Multiple Windows
- Using Cascade to Work with Multiple Windows
- Creating a New Theme
- Changing the Color Theme
- Applying the Background Style
- Creating and Deleting Slide Masters
- Increasing the Size of Notes Text on the Notes Page
- Converting Lists to SmartArt Graphics
- Inserting SmartArt Graphic and Reordering the Shapes in SmartArt Graphics

- Inserting and Modifying a Mathematical Equation
- Setting the Poster Frame
- Adding a Motion Path to an Object
- Applying Animation on Objects and Reordering Animations on a Slide
- Creating a Section Break
- Adding Comments
- Comparing and Merging Presentations
- Choosing Pen Color
- Placing an Action Button on a Slide
- Setting the Password for File Access

Here's what you get

52	104	05:21
PERFORMANCE BASED LAB	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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