



1. Exercises, Quizzes, Flashcards & Glossary  
Number of Questions
2. Expert Instructor-Led Training
3. ADA Compliant & JAWS Compatible Platform
4. State of the Art Educator Tools
5. Award Winning Learning Platform (LMS)
6. Chapter & Lessons

Syllabus

Chapter 1: Introduction

Chapter 2: Getting Your Bearings

Chapter 3: Populating Documents with Text

Chapter 4: Becoming Enviously Efficient

Chapter 5: Making Office 365 Your Own

Chapter 6: Handling Graphics and Photos

Chapter 7: Getting Up to Speed with Word

Chapter 8: Laying Out Pages Just So

Chapter 9: Making Looking Good Look Easy: Styles

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Chapter 37: Fiddling with Files in Teams  
Chapter 38: Getting Together for Online Meetings  
Chapter 39: Sharing Files  
Chapter 40: Making the Most of OneDrive  
Chapter 41: Collaborating in SharePoint  
Chapter 42: Collaborating on Documents

Videos and How To

## 7. Live labs

Lab Tasks

Here's what you get

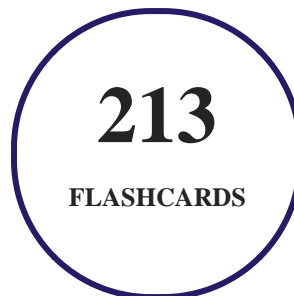
## 1. Quiz

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.



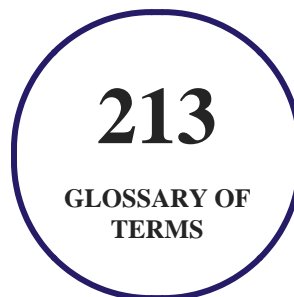
## 2. flashcards

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.



## 3. 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.



## 4. 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.

## 5. 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.

## 6. 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.

## 7. 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

## 8. 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

- About This Course
- False Assumptions
- Icons Used in This Course

## Chapter 2: Getting Your Bearings

- Saying “Hello” to Office 365
- Navigating the Office 365 Apps
- Saving Your Files
- Opening and Closing Files

## Chapter 3: Populating Documents with Text

- Messing with Capitalization
- Entering Symbols, Foreign Letters, and Other Oddball Characters
- Forging Hyperlinks
- Dictating the Words
- Manipulating Text Like a Pro
- Formatting Text for Fun and Profit

## Chapter 4: Becoming Enviously Efficient

- Undoing and Repeating Commands
- Zooming In, Zooming Out
- Viewing a File Through More Than One Window

- Correcting Typos on the Fly
- Entering Text Quickly with the AutoCorrect Command

## Chapter 5: Making Office 365 Your Own

- Giving the Ribbon a Facelift
- Refurbishing the Quick Access Toolbar
- Sprucing Up the Status Bar
- Changing the Screen Background and Office Theme
- Customizing Keyboard Shortcuts in Word

## Chapter 6: Handling Graphics and Photos

- Plopping a Shape into a Document
- Livening Up a Document with a Picture
- Sprucing Up Your Work with a Stock Image
- Cobbling Together a SmartArt Graphic
- Tossing In a Text Box
- Turning Text into a Work of Art with WordArt
- Creating a Drop Cap in Word

- Messing Around with Graphic Objects

## Chapter 7: Getting Up to Speed with Word

- Cranking Out a Shiny, New Word Document
- Fussing with the View
- Snappier Ways to Edit and Format Text
- Navigating Like a Pro

## Chapter 8: Laying Out Pages Just So

- Them's the Breaks
- Managing Margins
- Shifting Text Sideways with Indents
- Making Heads and Tails of Headers and Footers
- Breathing Room: Setting the Spacing
- Making Lists, Optionally Checking Them Twice
- Getting Things to Line Up Nice and Neat with Tabs
- Hyphenating Text

## Chapter 9: Making Looking Good Look Easy: Styles

- Getting Acquainted with Styles
- Making Your Documents Stylish
- Concocting a New Style
- Tweaking a Style
- Creating and Managing Templates

## Chapter 10: Building a Table with Your Bare Hands

- What Is a Table?
- Constructing a Table
- Selecting Table Bits and Pieces
- Populating the Table
- Messing with the Table Layout
- Refinishing Your Table
- Getting Your Geek on with Table Formulas
- Picking Up a Few Table Tricks

## Chapter 11: Polishing Your Prose

- Correcting Spelling Slip-Ups
- Fixing Grammar Gaffes

- Getting the Editor on the Job
- Using the Splendiferous Thesaurus
- Finding and Replacing Text

## Chapter 12: Designing Fancy-Schmancy Documents

- Giving a Document a Makeover with a Theme
- Adding Some Finishing Touches
- Corralling Text into Columns
- Laying Out Text in Linked Text Boxes
- Trying Out More of Word's Page Setup Options

## Chapter 13: Printing Envelopes and Labels

- Addressing an Envelope
- Addressing a Label (or a Page of Labels)
- Churning Out Letters, Envelopes, and Labels for Mass Mailings

## Chapter 14: Advanced (But Useful) Document Design

- Keeping a Document Organized with an Outline
- The Bird's-Eye View: Creating a Table of Contents

- Organizing Images with Captions and Tables of Figures
- Supplementing Your Text with Footnotes and Endnotes
- Naming Names: Inserting Citations and Bibliographies
- Making an Index, Checking It Twice

## Chapter 15: Writing and Editing with Copilot at Your Side

- Getting to Know Copilot
- Drafting New Text
- Adding Text to an Existing Document
- Transforming Existing Text
- Referencing a File
- Getting Copilot's Help with a Document

## Chapter 16: Excel: The 50-Cent Tour

- Getting Comfy with the Excel Window
- Creating Fresh Workbooks
- Data Entry 101

## Chapter 17: Sprucing Up a Worksheet

- Selecting Cells and Ranges
- Adjusting Columns and Rows
- Formatting Cells from the Ribbon
- Formatting Numbers, Dates, and Time Values
- Hiring Out the Format Painter

## Chapter 18: Fiddling with Your Worksheets

- Editing a Cell
- A Worksheet with a View
- Copying and Moving Stuff Around

## Chapter 19: Taming Your Worksheets

- Revamping a Worksheet
- Overhauling a Workbook

## Chapter 20: Building Basic Formulas

- Getting Started with Formulas
- Augmenting Formulas with Functions
- Copying Formulas

- Adding Array Formulas
- Naming Cells and Ranges

## Chapter 21: Analyzing Data

- Getting Quick Analyses from Excel
- Eyeballing Trends and Outliers with Conditional Formatting
- Managing Information in Tables
- What If You Used What-If Analysis?
- Summarizing Data with PivotTables

## Chapter 22: Visualizing Data with Charts

- Learning Some Crucial Chart Basics
- Forging a Fresh Chart
- Selecting Chart Elements
- Dressing Up Your Charts

## Chapter 23: Automating Excel with Copilot

- Getting Copilot on the Job
- Analyzing Data

- Creating Formulas
- Highlighting Data
- Sorting and Filtering Data
- Visualizing Data

## Chapter 24: Putting Together a PowerPoint Presentation

- Producing a New PowerPoint Presentation
- Perusing the PowerPoint Window
- It's All About the Slides
- Adding a Slide to the Presentation
- Filling Out a Slide with Data
- Getting Copilot to Help
- Messing Around with Slides
- Building a Presentation from an Outline
- Peeking Behind the Curtain: The Slide Master

## Chapter 25: Formatting Slides

- Applying a Slide Theme

- Formatting Slide Text
- Formatting Tips and Techniques
- Slide Formatting Best Practices

## Chapter 26: Creating Dynamic Presentations

- Animation Guidelines
- Setting Up a Slide Transition
- Defining Slide Animations
- Setting Up Hyperlinks and Action Buttons

## Chapter 27: Delivering a Presentation

- Rehearsing Slide Timings
- Adding Voice and Video
- Creating a Custom Slide Show
- Running a Slide Show

## Chapter 28: Sending and Receiving Email

- Setting Up Your Accounts
- Getting Acquainted with Outlook

- Shipping Out a New Message
- Reading Incoming Mail
- Using Rules to Process Messages Automatically

## Chapter 29: Managing Your Contacts

- Exploring the People App
- Adding a New Contact
- Working with Your Contacts
- Performing Contact Tasks

## Chapter 30: Keeping Track of Appointments

- Getting Together with the Calendar App
- Items You Can Schedule in Calendar
- Setting Up an Event
- Scheduling an All-Day Event
- Requesting a Meeting

## Chapter 31: Forging Databases and Tables

- Understanding Access Databases

- Creating an Access Database
- Working in the Navigation Pane
- Designing a Table
- Creating a Table
- Importing External Data
- Creating and Using Forms

## Chapter 32: Entering, Sorting, and Filtering Data

- The Population Boom: Entering Data
- Getting comfy with the Datasheet view
- Navigating field-to-field
- Entering data
- Adding more records
- Navigating records
- Selecting a record
- Deleting a record
- Formatting the datasheet
- Putting Things in Apple-Pie Order: Sorting Records

- Sorting on a single field
- Sorting on multiple fields
- Knocking Things Down to Size: Filtering Data
- Filtering by field value
- Filtering by partial field value
- Filter excluding field value
- Filter excluding partial field value
- Filtering by form
- Creating an advanced filter
- Relating Multiple Tables
- Understanding referential integrity
- Relating tables

## Chapter 33: Querying Data

- Designing a Simple Query
- Adding fields to the query
- Specifying the query criteria
- Running the query

- Getting Comfy with Query Criteria
- Using operands in criteria expressions
- Using operators in criteria expressions
- Working with the Expression Builder
- Using Calculations in Queries Like a Pro
- Constructing a totals column
- Setting up a calculated column
- Getting Fancy with a Multiple-Table Query
- Adding multiple tables to a query
- Adding fields from multiple tables
- Modifying Table Data with an Update Query
- Removing Records from a Table with a Delete Query
- Creating a New Table with a Make Table Query
- Adding Records to a Table with an Append Query

## Chapter 34: Getting around in Teams

- Introducing Teams
- Taking a Look Around

- Personalizing Teams to Use It Effectively
- Adding a profile photo
- Setting your status
- Setting up priority access
- Customizing Teams via settings
- Noticing Notifications
- Filtering and Searching
- Filtering your Activity feed
- Searching for a post, message, or other content
- Saving time with slash commands
- Using Teams to Know Your Colleagues Better
- Viewing a person's profile card
- Viewing the org chart
- Enhancing Your Teams Experience with Helpful Extras
- Using built-in apps
- Using tabs
- Using the Teams App store

## Chapter 35: Getting Up to Speed with Teams and Channels

- What's All This About a Team? And a Channel?
- Managing and Working with a Team or Two
- Joining an existing team
- Opening a team and viewing its channels
- Creating a team
- Adding people to a team
- Sharing a team
- Managing team settings
- Leaving a team
- Getting to Know Channels
- Creating a channel
- Using private channels
- Renaming a channel
- Pinning a channel
- Taming channel notifications
- Hiding a channel

## Chapter 36: Chin-wagging with Channels and Chats

- Channels versus Chats
- Conversing in a Channel
- Configuring channel moderation
- Getting a conversation off the ground
- Getting in your two cents: replying to a conversation
- @mentioning in a conversation
- Reacting to conversations
- More conversation options to mess with
- Bouncing between Teams conversations and Outlook emails
- Chatting with Your Team
- Sending someone a quick message
- Starting a private or group chat
- Keeping the chat going: responding to a chat message
- Renaming a chat
- Adding and removing people (including yourself) from a chat
- Setting chat and message options

## Chapter 37: Fiddling with Files in Teams

- Getting to Know Teams' Files Tools
- Sharing Files in a Team
- Attaching a file to a channel post
- Uploading a file or folder from the Files tab
- Creating a file or folder in a team
- Managing files and folders
- Understanding where channel files are stored
- Adding a new document library to access in Teams
- Sharing Files in a Chat
- Attaching a file to a chat post
- Using the Shared tab in a chat
- Understanding where files shared in a chat are stored

## Chapter 38: Getting Together for Online Meetings

- Getting a Meeting Off the Ground
- Scheduling a meeting
- Launching an immediate meeting
- Using dial-in conference lines

- Joining in the Meeting Fun
- Joining from a browser
- Joining a channel meeting
- Setting your meeting video, audio, and effects options
- Participating in a Meeting
- Adding people to the meeting
- Viewing the participants list
- Changing the view
- Pinning and spotlighting participants
- Muting yourself and others
- Sharing your screen and content
- Using PowerPoint Live
- Sharing files in a meeting
- Viewing the meeting chat
- Recording the meeting
- Using live captions and transcription
- Reacting and raising your hand

- Messing with meeting options
- Using breakout rooms
- Leaving and ending the meeting
- Finding Resources after a Meeting

## Chapter 39: Sharing Files

- Knowing when to Use OneDrive or SharePoint
- When to use OneDrive
- When to use SharePoint
- Syncing Office 365 Files to Your Devices
- Linking OneDrive to your Office 365 business account
- Keeping files always available on your device
- Syncing Teams and SharePoint files to your device
- Staying Sane When Editing Files
- Editing Office files in their desktop versus web versions
- Editing Office files with colleagues
- Keeping track of a file's version history
- Using the Recycle Bin to Restore Deleted Files

- Copying and Moving Files between OneDrive and Teams
- Sharing Files Outside Your Organization
- Sharing a file
- Sharing a link

## Chapter 40: Making the Most of OneDrive

- Getting Started in OneDrive
- Navigating the navigation pane
- Viewing and locating stuff in OneDrive
- Managing Your OneDrive Content
- Selecting files and folders
- Performing actions on files and folders
- Creating a folder
- Creating a file
- Uploading files and folders
- Managing File and Folder Permissions
- Adding SharePoint and Teams Files to OneDrive

## Chapter 41: Collaborating in SharePoint

- Getting Oriented with SharePoint
- Managing SharePoint Team Sites
- Understanding the connection between SharePoint team sites and Microsoft 365 groups
- Finding your way around a team site
- Adding members
- Getting familiar with site permissions
- Working with SharePoint Pages
- Creating a page
- Enhancing a page with web parts
- Working with Document Libraries
- Creating a new document library
- Uploading files to a document library
- Opening and editing a file in a document library
- Sharing files from a document library
- Viewing file and folder options
- Working with columns and views
- Taking a Brief Look at Microsoft Lists

## Chapter 42: Collaborating on Documents

- Protecting a Document from Mischief
- Opening a document as read-only
- Marking a document as final
- Protecting a document with a password
- Commenting on a Word Document
- Entering comments
- Viewing and displaying comments
- Replying to and resolving comments
- Caring for and feeding comments
- Tracking Changes to Documents
- Telling Word to start marking changes
- Reading and reviewing a document with revision marks
- Accepting and rejecting changes to a document
- Marking changes when you forgot to turn on revision marks
- Documenting a Worksheet with Notes
- Collaborating on a Workcourse with Comments

- Keeping Others from Tampering with Worksheets
- Hiding a worksheet
- Protecting a worksheet

## 9. 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

### **Getting Your Bearings**

- Changing the Heading Style

### **Populating Documents with Text**

- Changing the Capitalization of a Text
- Inserting a Symbol
- Copying and Saving a Text
- Changing the Text Color
- Changing the Font Style and Font Size

- Formatting the Text to Italic
- Formatting the Text to Bold

### **Becoming Enviously Efficient**

- Setting the Zoom Level of a Document
- Checking the Spelling Automatically

### **Making Office 365 Your Own**

- Exporting Ribbon Customizations as a File

### **Handling Graphics and Photos**

- Inserting a Shape
- Adding a SmartArt
- Applying a Shape Style
- Applying a Gradient Fill to the Shape

### **Getting Up to Speed with Word**

- Creating and Saving a Document

### **Laying Out Pages Just So**

- Indenting the First Line of a Paragraph
- Creating a Bulleted List
- Setting the Tab Stop
- Enabling Automatic Hyphenation

### **Making Looking Good Look Easy: Styles**

- Creating a New Style
- Modifying the Text Style
- Creating a Document Using a Template

### **Building a Table with Your Bare Hands**

- Inserting a Table

- Sorting the Contents of a Table
- Creating and Applying the New Table Style
- Merging the Cells and Alignment of the Column

### **Polishing Your Prose**

- Configuring Spelling and Grammar Options
- Using the Thesaurus Tool
- Using Find and Replace to Edit

### **Designing Fancy-Schmancy Documents**

- Applying a Customized Theme
- Adding a Watermark to a Document
- Formatting the Text into Columns
- Linking the Text Box to another Text Box
- Controlling Page Layout

### **Printing Envelopes and Labels**

- Creating an Envelope Document
- Performing a Mail Merge

### **Advanced (But Useful) Document Design**

- Creating an Outline
- Promoting and Demoting Topics
- Inserting a Table of Contents
- Creating a Table of Figures
- Marking Legal Citations
- Indexing a Document

### **Excel: The 50-Cent Tour**

- Creating and Saving a Workbook

### **Sprucing Up a Worksheet**

- Adjusting the Columns
- Hiding the Rows
- Hiding the Columns

### **Fiddling with Your Worksheets**

- Adding and Replacing Data in a Cell
- Deleting a Row
- Inserting a Cell Range
- Freezing the Top Row
- Copying and Pasting the Data

### **Taming Your Worksheets**

- Deleting a Column
- Adding Color to the Worksheet Tab
- Making a Copy of the Worksheet
- Adding a New Worksheet
- Hiding a Worksheet
- Deleting a Worksheet

### **Building Basic Formulas**

- Creating Worksheet Formulas
- Calculating the Sum
- Using the TODAY Function
- Adding the Arguments for the IF Portion of the Nested Function
- Creating Named Ranges
- Editing Range Names

### **Analyzing Data**

- Creating a Forecast Sheet
- Converting the Data into a Table
- Adding Fields to the PivotTable

### **Visualizing Data with Charts**

- Creating the Combo Chart
- Changing the Chart Type
- Changing the Labels of the Line Chart

### **Automating Excel with Copilot**

- Using the MATCH Function
- Using the INDEX Function
- Using the VLOOKUP Function
- Using the HLOOKUP Function
- Using the SORT Function
- Using the FILTER Function
- Creating Sparklines

### **Putting Together a PowerPoint Presentation**

- Creating and Saving a Basic Presentation
- Moving a Slide in the Normal View
- Arranging a Slide in the Slide Sorter View
- Inserting a New Slide into the Presentation
- Reusing Slides from Another Presentation
- Inserting Content into a Placeholder
- Inserting an Image from the Desktop
- Modifying the Slide Layout
- Hiding a Slide

### **Formatting Slides**

- Applying a New Theme to the Slide Master
- Modifying the Background Style of the Slide Master
- Converting Text to a SmartArt Graphic
- Using Underline in the Title Text
- Using the Mini Toolbar to Change the Color of the Text on a Slide

### **Creating Dynamic Presentations**

- Applying the Morph Transition to a Shape

- Applying and Modifying Animation Effects to a Graphic
- Animating a SmartArt Graphic
- Adding an Action Button

### **Delivering a Presentation**

- Recording a Presentation
- Creating and Modifying a Custom Slide Show
- Annotating a Presentation

### **Sending and Receiving Email**

- Logging into Microsoft Outlook
- Marking Messages as Read/Unread in Microsoft Outlook
- Creating an Email Signature in Microsoft Outlook
- Working with Microsoft Teams Notifications and Appearance Settings
- Setting Automatic Out-of-Office Replies in Microsoft Outlook

### **Managing Your Contacts**

- Sorting and Exporting Contacts in Microsoft Outlook
- Sorting and Exporting Contacts in Microsoft Outlook
- Managing and Importing Contacts in Microsoft Outlook
- Exploring Copilot's Features
- Creating and Managing Channels

### **Keeping Track of Appointments**

- Changing the Calendar Color
- Creating an Appointment
- Creating a Recurring Task

### **Forging Databases and Tables**

- Creating a New Database
- Creating a New Table
- Creating a Form by Using the Form Wizard

## **Entering, Sorting, and Filtering Data**

- Adding a Total Row to a Datasheet
- Revising and Entering Table Data
- Sorting and Filtering Records
- Preparing Keys for Table Relationships
- Establishing Table Relationships

## **Querying Data**

- Creating a Query Using Query Design
- Using Queries
- Filtering a Query Using Dates
- Filtering a Query Using a Comparison Operator
- Performing Calculations in a Query
- Sorting a Query and Reordering Fields

## **Getting around in Teams**

### **Getting Up to Speed with Teams and Channels**

- Creating a Teams

### **Chin-wagging with Channels and Chats**

### **Fiddling with Files in Teams**

### **Getting Together for Online Meetings**

- Scheduling Meetings in Microsoft Teams

### **Sharing Files**

- Logging into OneDrive

### **Making the Most of OneDrive**

- Navigating and Sharing Files in OneDrive

### **Collaborating in SharePoint**

- Creating and Managing SharePoint Team Sites

### **Collaborating on Documents**

- Managing Comments in Microsoft Word

## **Here's what you get**



**You can't stay away! Get**

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