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# Course Outline

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## Microsoft Word 2013 (MOS)



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## 1. Course Objective

Prepare for the Microsoft 77-426 exam by using the MOS: Microsoft Word 2013 Expert Part 2 course and lab. The labs are simulators that provide a virtual environment for users to explore and learn. The MOS training course and lab cover the MOS 77-426 exam objectives and provide skills to manage and share documents, design advanced documents, create advanced references, and create custom Word elements. The MOS course has the best Microsoft 77-426 practice tests to help you learn all the basic and advanced concepts asked in the 77-426 exam.

## 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.

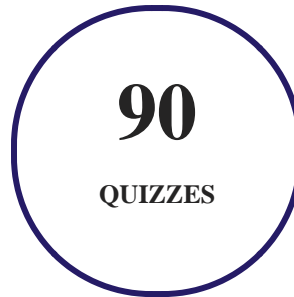
## 3. Exercises

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.



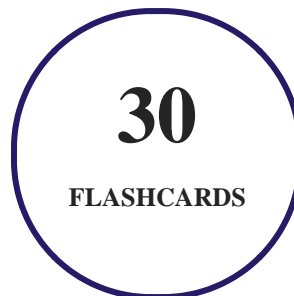
## 4. Quizzes

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: Diving Into Document Creation

- Creating a First Document
- Creating a Blank File
- Creating a File from a Template



- Opening an Existing File
- Saving and File Formats
- Compatibility with Previous Versions of Word
- Navigation and Selection Tips and Tricks
- Choosing the Right Word View for the Task at Hand
- Printing a Document
- Summary

## Chapter 2: 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 3: 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

### Chapter 4: Macros: Recording, Editing, and Using Them

- Displaying Macro Tools and Creating a Macro
- Managing Macros

- Understanding More about Macro Security
- Macro Storage
- Automatic Macros
- Visual Basic for Applications: Quick and Dirty Answers
- Summary

## Chapter 5: Saving Time with Templates, Themes, and Master Documents

- 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 6: Enhancing Navigation with Bookmarks, Hyperlinks, and Cross-References

- Enhancing Documents with Reference Features

- Working with Bookmarks
- Hyperlinks
- Inserting Cross-References
- Summary

## Chapter 7: Identifying the Contents and Terms in Your Document: TOCs, Captions, and Indexing

- Automating Table of Contents Creation
- Working with TOC Styles
- Manually Creating a Table of Contents
- Updating or Deleting a Table of Contents
- Converting a Table of Contents into Text
- The TOC Field Code
- Captions and Tables of Captioned Items
- Indexing a Document
- Marking Index Entries
- Compiling and Inserting an Index
- Creating Multiple Indexes
- Summary

## Chapter 8: Documenting Your Sources

- Footnotes and Endnotes Basics
- Working with Footnote and Endnote Styling
- Separators and Continuation
- Making a Bibliography
- Identifying the Sources for Your Bibliography
- Editing Citations
- Compiling the Citations into a Bibliography
- Understanding a Table of Authorities
- Creating Citations for a Table of Authorities
- Inserting the Table of Authorities
- Summary

## Chapter 9: 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 10: Reviewing a Document with Language Tools

- Improving Document Content and Consistency
- Choosing a Language
- Checking Spelling and Grammar
- Finding Definitions
- Choosing a Better Word with the Thesaurus
- Using the Research Pane
- Translating Text
- Taking a Word Count
- Summary

## Chapter 11: Word Options and Settings

- Opening Word Options
- General
- Display (and Printing)
- Proofing
- Save
- Language
- Advanced
- Customize Ribbon
- Quick Access Toolbar
- Add-Ins
- Trust Center
- Summary

## Chapter 12: Creating Custom Forms

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

- Summary
- Constructing Documents Faster with Outlining
- Adding Alt text to document elements
- Configuring a document for the accessibility features
- Managing multiple options for the +Body and +Heading fonts
- Implementing global content standards

## Videos and How To

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

**35**

VIDEOS

**30**

MINUTES

## 12. Practice Test

**Here's what you get**



**30****PRE-ASSESSMENTS  
QUESTIONS****2****FULL LENGTH TESTS****30****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

- Collapsing a text in the Outline view
- Adding a phrase to the AutoText gallery
- Inserting a building block
- Modifying a building block
- Switching ON the Track changes option
- Displaying comments of a specific user
- Showing comments
- Assigning a shortcut key to a command
- Loading a template to the Word's session
- Saving a custom style
- Setting proofing language
- Adding alternative text to an image

## Here's what you get

**12****PERFORMANCE BASED  
LAB****84****VIDEO TUTORIALS****40****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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