uCertify

Course Outline

Microsoft Excel 2019



25 Mar 2024

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Here's what you get

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1. Course Objective

Start your prep for the MO-200 exam with the Microsoft Excel 2019 course and lab. The lab is cloud-based, device-enabled, and can easily be integrated with an LMS. The Microsoft Excel certification course and labs thoroughly cover the MO-200 exam objectives and provide the ability to create and edit a workbook with multiple sheets and use a graphic element to represent data visually. The study guide provides hands-on learning on the basic and advanced concepts covered in the Microsoft Excel certification 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. 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: Introduction

Chapter 2: Fundamentals

- Module A: Getting around
- Module B: Workbook basics
- Summary

Chapter 3: Creating worksheets

- Module A: Entering data

- Module B: Formulas
- Module C: Functions
- Module D: Moving and copying data
- Module E: Reference types
- Summary

Chapter 4: Formatting

- Module A: Text formatting
- Module B: Number formatting
- Module C: Alignment
- Module D: Borders and highlighting
- Module E: Styles and themes
- Summary

Chapter 5: Manipulating data

- Module A: Data entry shortcuts
- Module B: Paste options
- Module C: Inserting, deleting, and hiding
- Summary

Chapter 6: Charts

- Module A: Creating charts
- Module B: Chart types and elements
- Summary

Chapter 7: Output

- Module A: Managing worksheet windows
- Module B: Printing worksheets
- Module C: Sharing workbooks
- Summary

Chapter 8: Settings and templates

- Module A: Workbook options and properties
- Module B: Templates
- Summary

Chapter 9: Introduction

Chapter 10: Managing workbooks

- Module A: Managing worksheets
- Module B: Customizing Excel
- Summary

Chapter 11: Named ranges

- Module A: Using names in formulas
- Summary

Chapter 12: Tables

- Module A: Sorting
- Module B: Filtering tables
- Module C: Structured references
- Module D: Validation
- Module E: Transposing data
- Summary

Chapter 13: Summarizing data

- Module A: Consolidation
- Module B: Subtotals

- Summary

Chapter 14: PivotTables

- Module A: Creating and formatting PivotTables
- Module B: Manipulating PivotTables
- Module C: PivotCharts
- Summary

Chapter 15: Presentation features

- Module A: Conditional formats
- Module B: Custom Formats
- Module C: Graphics
- Summary

Chapter 16: Advanced charts

- Module A: Special chart types
- Module B: Sparklines
- Module C: Quick Analysis
- Summary

Chapter 17: Collaboration

- Module A: Permissions
- Module B: Shared workbooks
- Summary

Chapter 18: Introduction

Chapter 19: Logical and Lookup Functions

- Module A: Decision-making functions
- Module B: Lookup and reference functions
- Summary

Chapter 20: Advanced Formulas

- Module A: Auditing and error-trapping
- Module B: Formula options
- Module C: Arrays
- Summary

Chapter 21: Special functions

- Module A: Date and time functions
- Module B: Text functions
- Module C: Other functions
- Summary

Chapter 22: Importing and Exporting

- Module A: The Power Pivot Data Model
- Module B: Exporting data
- Summary

Chapter 23: Analysis

- Module A: What-if analysis
- Module B: The Analysis Toolpak
- Summary

Chapter 24: Macros and Forms

- Module A: Recording macros
- Module B: Running macros
- Module C: Forms

- Summary

Chapter 25: Appendix: Exam Objective MO-201

- Exam Objective

Videos and How To

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

58	05:41
VIDEOS	HOURS

11. Practice Test

Here's what you get

28	28
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. 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

Fundamentals

- Saving a Workbook

Creating worksheets

- Creating a New Workbook
- Performing Calculations with Formulas
- Entering a Function
- Using Relative, Absolute, and Mixed References

Formatting

- Changing the Date Format
- Formatting Numbers
- Merging a Heading
- Applying a Theme

Manipulating data

- Deleting and Editing the Cell Content

Charts

- Creating a Simple Chart
- Changing the Chart Color
- Changing the Chart Style
- Editing a Legend in the Chart
- Creating a Column Chart and Switching its Rows and Columns

Output

- Splitting a Large Worksheet
- Setting Page Margin
- Setting and Saving the Print Area
- Adding a Header
- Saving a Workbook as a PDF File

Settings and templates

- Checking Compatibility
- Creating a Workbook from a Template

Managing workbooks

- Inserting Hyperlink to an Image

Named ranges

- Creating Names for Cell Ranges
- Editing Names

Tables

- Sorting Data
- Sorting by Multiple Columns
- Filtering Data
- Formatting Data as a Table
- Creating Formulas Using Structured References

PivotTables

- Creating a PivotTable Automatically

Presentation features

- Inserting WordArt
- Inserting SmartArt

Advanced charts

- Customizing Sparklines

Collaboration

- Adding Comments
- Merging Shared Workbooks

Logical and Lookup Functions

- Using the IF Function
- Using the SUMIF Function
- Using the SUMIFS Function
- Using VLOOKUP
- Using the MATCH Function

Advanced Formulas

- Using an Array Formula
- Using an Array Function

Special functions

- Performing Calculations Using Date Functions
- Performing Simple Time Calculations
- Using the Concatenate Function
- Calculating the Minimum and Maximum Sales Value

Importing and Exporting

- Importing Data from a File
- Exporting to a Text File

Macros and Forms

- Creating a Blank Form

Here's what you get

50	106	01:47
LIVE LABS	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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