uCertify

Course Outline

Microsoft Word 2013 (MOS)

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1. Course Objective

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

Gain the skills required to pass the MOS 77-418 exam with the Microsoft Word 2013 (MOS) course and lab. The lab simulates real-world, hardware, software, and command-line interface environments and can be mapped to any text-book, course, or training. The MOS certification training course and lab cover 77-418 exam objectives and teach you about creating and managing documents; formatting text, paragraphs, and sections; creating tables and lists; applying references, and inserting and formatting objects.

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.

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EXERCISES

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.

108

QUIZZES

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.

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FLASHCARDS

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.

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GLOSSARY OF 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: Taking Your First Steps with Word

- Welcome to a New Word

- Starting Word

- Using the Word Start Screen

- Touring the Word Screen
- Exploring the File Tab
- Undoing and Redoing Actions
- Getting Help
- Exiting Word
- Summary

Chapter 2: 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
- Working with PDF Files in Word
- Understanding and Viewing XPS Files
- Deciding Which Format to Use for Output
- HTML Overview
- 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
- Managing Document Security
- Summary

Chapter 3: Working Smarter, Not Harder, in Word

- Achieving Attractive Documents with Styles
- Constructing Documents Faster with Outlining
- Cleaning Up Content with AutoCorrect
- Using Math AutoCorrect
- Adding and Reviewing Properties
- Power User Techniques
- Summary

Chapter 4: Zapping Word's Top Annoyances

- Dealing with Graphics Annoyances
- Overcoming Editing Annoyances

- Tackling View Annoyances
- Dealing with Online versus Local Help Content
- Activation Blues
- Automatic Annoyances
- Summary

Chapter 5: 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 6: Paragraph Formatting

- Choosing Between Styles and Paragraph Formatting
- Finding Paragraph Formatting Tools
- Structuring Text with Paragraph Formatting
- Setting Off Text with Paragraph Decoration
- Summary

Chapter 7: 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 8: Cutting, Copying, and Pasting Using the Clipboard

- Understanding the Office Clipboard
- Adding and Moving Document Content with Cut, Copy, and Paste
- Managing Pasting Options
- Using the Clipboard Pane
- Summary

Chapter 9: Find, Replace, and Go To

- Searching with the Navigation Pane
- Starting an Advanced Find from the Ribbon

- Replacing Text via the Ribbon
- Using Search Codes
- Options for Special Find and Replace Actions
- Finding and Replacing Formatting
- Jumping to a Document Location with Go To (Ctrl+G)
- Summary

Chapter 10: 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 Objects and Files
- Inserting Text from Files
- Pasting, Dragging, and Dropping Content into a Document
- Summary

Chapter 11: Building Tables, Charts, and SmartArt to Show Data and Process

- Illustrating Your Story with Graphics
- Getting a Quick Start with Quick Tables
- Table Basics
- Working with Table Layout and Design
- Inserting SmartArt
- Using the Selection Pane
- Summary

Chapter 12: Adding Pictures and WordArt to Highlight Information

- Inserting Pictures from a File
- Adding an Online Picture
- Pasting or Snapping a Picture
- Manipulating Inserted Pictures (and Other Graphics)
- Creating WordArt
- Arranging Pictures and Other Objects
- Summary

Chapter 13: Adding Text Boxes, Shapes, Symbols

- Why Use Text Boxes?
- Inserting a Text Box
- Inserting a Shape
- Adding a Basic Symbol
- Inserting a Symbol from the Symbol Dialog Box
- Summary

Chapter 14: Setting Up the Document with Sections, Headers/Footers, and Columns

- Changing Basic Page Setup
- Section Formatting
- Headers and Footers Overview
- Header and Footer Navigation and Design
- Adding Header and Footer Material
- Considering the Need for Columns
- Changing the Number of Columns
- Special Column Formatting
- Formatting the Page Background
- Adding a Watermark

- Removing Watermarks and Page Backgrounds
- Summary

Chapter 15: Saving Time with Templates and Themes

- Creating Your Own Templates
- Working More Effectively with Themes
- Building on an Existing Foundation with Master Documents
- Summary

Chapter 16: Enhancing Navigation with Bookmarks, Hyperlinks

- Enhancing Documents
- Working with Bookmarks
- Hyperlinks
- Summary

Chapter 17: Captions

- Captions and Tables of Captioned Items
- Summary

Chapter 18: 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
- Summary

Chapter 19: Automating Document Content with Fields

- And Field Codes Are ...?
- Mastering Field Basics
- Using the Field Dialog Box to Insert a Field
- Categories
- Summary

Chapter 20: Keyboard Customization

- Power and Customization
- Understanding Customization Boundaries
- Viewing and Assigning Keyboard Shortcuts with the Cloverleaf Method
- Choosing the Storage Location for Keyboard Shortcuts
- Multi-Stroke Key Assignment
- Customizing Keystrokes through Word Options
- Other Methods for Assigning Keyboard Shortcuts
- Summary

Chapter 21: Customizing the Quick Access Toolbar and Ribbon

- The QAT?
- Changing the Buttons on the Quick Access Toolbar
- The Customize Quick Access Toolbar Dialog Box
- Making Changes to the Ribbon
- Importing and Exporting Ribbon Customizations
- Summary

Chapter 22: Word Options and Settings

- Opening Word Options

- General
- Display (and Printing)
- Save
- Advanced
- Summary

Chapter 23: Macros: Recording, Editing, and Using Them

- Displaying Macro Tools and Creating a Macro
- Managing Macros
- Understanding More about Macro Security
- Macro Storage
- Summary

Chapter 24: Appendix A

Chapter 25: Appendix B

- Video Tutorials

Videos and How To

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

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VIDEOS

17:15

HOURS

12. Practice Test

Here's what you get

35

PRE-ASSESSMENTS QUESTIONS

2

FULL LENGTH TESTS

31

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

- Changing the theme of a document
- Inserting the current date
- Creating a blank document
- Creating a document using a template
- Saving a document as a Word Template
- Opening a document
- Publishing a document as a PDF
- Disabling the Protected View
- Checking for compatibility issues
- Applying the Draft view
- Specifying formatting restrictions

- Specifying editing restrictions
- Encrypting a document
- Marking a document as Final
- Showing/Hiding paragraph marks
- Adding an autocorrect initial caps exception
- Adding the author name and title
- Hiding spelling and grammar errors for all new documents
- Inserting a superscript
- Applying uppercase formatting
- Applying font attributes
- Formatting a heading
- Applying effects to the text
- Applying a Drop Cap
- Adding a signature line
- Increasing the indent
- Formatting a table of contents
- Formatting a paragraph as a numbered list
- Formatting paragraphs as a bulleted list
- Searching for a word within a document
- Removing spaces between paragraphs of the same style
- Using the Go To feature
- Allowing comments in a protected document
- Inserting a cover page using Quick Parts
- Deleting a building block
- Clearing all document formatting
- Adding a table and then an additional row
- Converting text into a table
- Inserting SmartArt
- Changing the brightness and contrast of an image
- Applying a picture style to an image
- Applying picture effects to an image
- Applying artistic effects to an image
- Inserting WordArt
- Inserting text boxes
- Inserting symbols

- Changing the page size and formatting columns
- Inserting a page number
- Changing the color and effects of a page
- Inserting a custom text watermark
- Inserting a watermark
- Turning off automatic hyperlinks
- Inserting an Endnote
- Changing the field shading value
- Sorting a list
- Creating a Mail Merge letter
- Creating an address list
- Marking an index entry
- Creating an index
- Showing gridlines and hiding rulers
- Inserting bullets into subsections
- Personalizing Microsoft Office
- Saving a document in an online workspace
- Enabling all macros

Here's what you get

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PERFORMANCE BASED LAB

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VIDEO TUTORIALS

01:31

HOURS

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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