uCertify

Course Outline

Microsoft Office Excel 2016 Expert (77-727-77-728)

03 Jul 2024

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1. 📖 Course Objective

Get certified for the Microsoft Excel certification exams with the Microsoft Office Excel 2016 Expert (77-727-77-728) course and lab. The lab provides a hands-on learning experience in a safe, online environment. The Microsoft Excel training course covers the Excel expert exam objectives and teaches you how to create and manage worksheets and workbooks; manage data cells and ranges; create tables; perform operations with formulas and functions; create charts and objects, and create advanced charts and tables.

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. ⏱ 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.

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QUIZ

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.

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FLASHCARDS
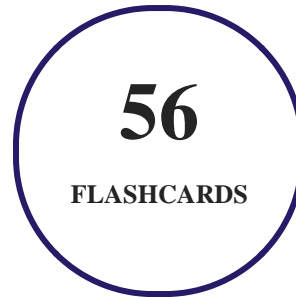
5. 📖 Glossary of terms

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.

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GLOSSARY OF 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

- Course Overview

- About 77-727 and 77-728 Exams

- Prerequisites

Chapter 2: Creating and Formatting Worksheets

- Creating Worksheets and Workbooks

- Navigating in Worksheets and Workbooks

- Formatting Worksheets and Workbooks

- Customizing Options and Views for Worksheets and Workbooks

- Summary

Chapter 3: Configuring and Managing Workbooks

- Configuring Worksheets and Workbooks for Distribution

- Managing Workbooks

- Managing Workbook Review

- Summary

Chapter 4: Applying Custom Data Formats and Layouts

- Applying Custom Data Formats and Validation

- Applying Advanced Conditional Formatting and Filtering

- Creating and Modifying Custom Workbook Elements

- Preparing a Workbook for Internationalization

- Summary

Chapter 5: Managing Data Cells and Ranges

- Inserting Data in Cells and Ranges

- Formatting Cells and Ranges

- Summarizing and Organizing Data

- Summary

Chapter 6: Creating Tables

- Creating and Managing Tables

- Managing Table Styles and Options

- Filtering and Sorting Tables

- Summary

Chapter 7: Performing Operations with Formulas and Functions

- Summarizing Data by Using Functions

- Performing Conditional Operations by Using Functions

- Formatting and Modifying Text by Using Functions

- Summary

Chapter 8: Creating Advanced Formulas

- Applying Functions in Formulas

- Looking up Data Using Functions

- Applying Advanced Date and Time Functions

Videos and How To

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

<table>
<tr><td>128
VIDEOS</td><td>05:48
HOURS</td></tr>
</table>

11. Practice Test

Here's what you get

<table>
<tr><td>25
PRE-ASSESSMENTS QUESTIONS</td><td>25
POST-ASSESSMENTS QUESTIONS</td></tr>
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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

Creating and Formatting Worksheets

- Creating a New Workbook
- Inserting a Column
- Creating a Workbook from a Template
- Printing a Workbook
- Importing Data from a File
- Copying and Pasting Contents
- Exploring the Format Task Pane
- Auto-Hiding the Ribbon
- Entering the Date and Time
- Adding Worksheets to Workbooks
- Understanding Cell References

- Changing the Workbook View
- Setting and Saving the Print Area
- Changing the Width of the Column to Automatically Fit the Contents
- Changing the Row Height to Fit Contents
- Adding Commands to a New Group
- Modifying a Worksheet
- Adding New Commands to the Quick Access Toolbar
- Hiding a Column
- Formatting Numbers
- Hiding or Unhiding the Content

Configuring and Managing Workbooks

- Arranging Excel Windows
- Protecting a Worksheet
- Freezing the Top Row
- Protecting a Workbook's Structure

Applying Custom Data Formats and Layouts

- Changing Date Format

Managing Data Cells and Ranges

- Entering Text and Values
- Using Relative, Absolute, and Mixed References
- Changing the Text Color
- Using the Middle Align and Center Command
- Formatting a Heading

Creating Tables

- Deleting and Editing the Cell Content
- Converting a Table to a Cell Range
- Changing the Table Style

Performing Operations with Formulas and Functions

- Using the UPPER Function
- Using the PROPER Function

Creating Advanced Formulas

- Using the INDEX Function
- Using the MATCH Function
- Using the DATE Function
- Using the WORKDAY Function
- Using the TODAY Function
- Creating a Data Table
- Creating Names for Cell Ranges

Creating Charts and Objects

- Removing Gridlines and Headings
- Changing the Chart Title
- Inserting and Configuring a Shape
- Inserting SmartArt
- Inserting WordArt
- Inserting and Modifying an Image

Creating Advanced Charts and Tables

- Creating a PivotTable Automatically

Here's what you get

50	**100**	**03:27**
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.

GET IN TOUCH:

3187 Independence Drive Livermore, CA 94551, United States

+1-415-763-6300

support@ucertify.com

www.ucertify.com