uCertify

Course Outline

Keyboarding

19 May 2024

1. Course Objective

2. Pre-Assessment

3. Exercises, Quizzes, Flashcards & Glossary

   Number of Questions

4. Expert Instructor-Led Training

5. ADA Compliant & JAWS Compatible Platform

6. State of the Art Educator Tools

7. Award Winning Learning Platform (LMS)

8. Chapter & Lessons

   Syllabus

   Chapter 1: Introduction

   Chapter 2: Hello, Word!

   Chapter 3: The Typing Lesson

   Chapter 4: To and Fro in a Document

   Chapter 5: Text Editing

   Chapter 6: Search for This, Replace It with That

   Chapter 7: Blocks o' Text

   Chapter 8: Spell It Write

   Chapter 9: Documents New, Saved, and Opened

   Chapter 10: Publish Your Document

   Chapter 11: Character Formatting

   Chapter 12: Paragraph Formatting

   Chapter 13: Tab Formatting

   Chapter 14: Page Formatting

   Chapter 15: More Page Formatting

   Chapter 16: Style Formatting

   Chapter 17: Template and Themes Formatting

   Chapter 18: Random Drawer Formatting

1. 📖 Course Objective

Enhance your Microsoft Word 2019 keyboarding practice with the Keyboarding course and lab. The course and lab provide hands-on learning on various typing lessons such as keyboard Do's and Don'ts, to and fro in a document, removing texts, splitting and joining paragraphs, and more. The course also provides hands-on learning on various formatting in documents like a paragraph, style, tab, and other formatting options.

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.

130

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.

162

FLASHCARDS
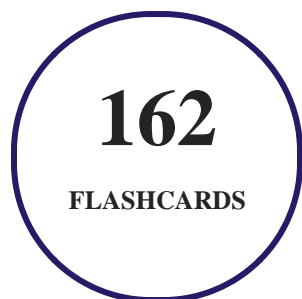
5. 📖 Glossary of terms

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.

162

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

- About This Course

- How to Use This Course

- Foolish Assumptions

- What's Not Here

Chapter 2: Hello, Word!

- Start Your Word Day

- Behold the Word Program

- End Your Word Day

Chapter 3: The Typing Lesson

- Input Devices Galore

- Keyboard Do's and Don'ts

- Stuff That Happens While You Type

Chapter 4: To and Fro in a Document

- Document Scrolling

- Move the Insertion Pointer

- Return to the Previous Edit

- Go to Wherever with the Go To Command

Chapter 5: Text Editing

- Remove Text You Don't Want

- Split and Join Paragraphs

- Soft and Hard Returns

- Undo Mistakes with Undo Haste

- Page Background Froufrou

Chapter 15: More Page Formatting

- Slice Your Document into Sections

- That First Page

- Headers and Footers

Chapter 16: Style Formatting

- The Big Style Overview

- Make Your Own Styles

- Style Tips and Tricks

Chapter 17: Template and Themes Formatting

- Instant Documents with Templates

- Templates of Your Own

- The Theme of Things

Chapter 18: Random Drawer Formatting

- Weird and Fun Text Effects

- Steal This Format!

- Automatic Formatting

- Center a Page, Top to Bottom

Chapter 19: They're Called Borders

- The Basics of Borders

- The Borders and Shading Dialog Box

- Stick a thick line between paragraphs

Chapter 20: Able Tables

- Put a Table in Your Document

- Text in Tables

- Table Modification

Chapter 21: Columns of Text

- All about Columns

- Column Termination

Chapter 22: Lots of Lists

Chapter 26: Word for Writers

- Organize Your Thoughts

- Large Documents

- Dan's Writing Tips

Chapter 27: Let's Work This Out

- Comments on Your Text

- The Yellow Highlighter

- Look What They've Done to My Text, Ma

- Collaborate on the Internet

Chapter 28: Mail Merge Mania

- About Mail Merge

- The Main Document

- The Recipient List

- Fold in the Fields

- Preview the Merged Documents

- Mail Merge, Ho!

Chapter 29: Labels and Envelopes

- Labels Everywhere

- Instant Envelope

Chapter 30: A More Custom Word

- A Better Status Bar

- The Quick Access Toolbar

- Customize the Ribbon

Chapter 31: Ten Cool Tricks

- Side-to-Side Page Movement

- Automatic Save with AutoRecover

- Accelerate the Ribbon

- Ancient Word Keyboard Shortcuts

- Build Your Own Fractions

- Electronic Bookmarks

- Lock Your Document

- The Drop Cap

11. **Practice Test**

Here's what you get

55	65
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

Hello, Word!

- Zooming a Document

Search for This, Replace It with That

- Finding and Replacing Text

Spell It Write

- Adding an AutoCorrect Shortcut

Documents New, Saved, and Opened

- Creating and Saving a Document
- Opening a Document within Another

Publish Your Document

- Creating a PDF Document
- Exporting a Document

Character Formatting

- Formatting the Text to Bold
- Changing the Font Style and Font Size
- Changing the Text Color

Paragraph Formatting

- Showing the Paragraph Marks
- Indenting the First Line of a Paragraph

Tab Formatting

- Creating a Basic Tabbed List
- Creating a 2-Tab list
- Creating a Center Tab Stop
- Making the Right Tab Stop List
- Creating a Decimal Tab list

Page Formatting

- Changing the Basic Page Setup
- Adding a Watermark
- Adding Color to a Page

More Page Formatting

- Using Section Breaks
- Inserting a Cover Page
- Setting the Header and Footer
- Adding the Date and Time

Style Formatting

- Creating a New Style
- Changing the Heading Style

Template and Themes Formatting

- Creating a Document Using a Template
- Creating a Custom Theme

They're Called Borders

- Adding a Border Around a Paragraph

Able Tables

- Inserting a Table
- Modifying the Table Design
- Inserting Rows and Columns
- Formatting the Table Border
- Adding a Table Caption

Columns of Text

- Formatting the Text into Columns
- Changing the Column Format

Lots of Lists

- Creating a Bulleted List
- Indexing a Document
- Inserting a Table of Contents Using Marked Entries
- Modifying and Inserting Footnotes
- Inserting an Endnote

Here Come the Graphics

- Using WordArt
- Inserting a Shape
- Inserting a Picture from a File

Insert Tab Insanity

- Inserting a Symbol

Word for Writers

- Creating a Master Document

Let's Work This Out

- Adding and Modifying a Comment
- Using Document Tracking

Mail Merge Mania

- Creating a Mail Merge
- Using an Existing Recipient List

Labels and Envelopes

- Printing an Address List

Ten Cool Tricks

- Adding a Bookmark
- Sorting a Block

Ten Bizarre Things

- Translating a Chunk of Text into a Document

Here's what you get

54	55	01:08
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.

3187 Independence Drive Livermore, CA 94551, United States

+1-415-763-6300

support@ucertify.com

www.ucertify.com