



Microsoft Office 2016

Program Outcomes

- Apply file and system management practices and techniques specific to the Windows operating system.
- Use and customize Windows to navigate the desktop and manage files and folders.
- Use Word to create, format, print and save professional documents.
- Use Excel to create, format, link, customize, print and save spreadsheets.
- Create a database using Access.
- Create and customize presentations using PowerPoint.
- Create professional reports with the integration of various applications.

Gain hands-on expertise in Microsoft Office 2016 certification exam by Microsoft Office 2016 course and performance-based labs. Performance based labs simulate real-world, hardware, software & command line interface environments and can be mapped to any textbook, course & training. Microsoft Office 2016 course and performance-based labs cover all the objectives of Microsoft Office 2016 certification exam and provide skill and expertise to create and manage documents; format text, paragraphs, and sections; create tables and lists; create and manage references; insert and format graphic elements; create and manage worksheets and workbooks; manage data cells and ranges; create tables; perform Microsoft Office 2016 www.ucertify.com operations with formulas and functions; create charts and objects; create and manage presentations; insert and format text, shapes, and images; and much more.

115 PERFORMANCE BASED LAB, 68 VIDEO TUTORIALS

Lesson 1: Taking Your First Steps with Word

Lesson 2: Diving Into Document Creation

Lesson 3: Working with Document Style and Content

Lesson 4: Cutting, Copying, and Pasting Using the Clipboard

Lesson 5: Cleaning Up with AutoCorrect and Auto Format

Lesson 6: Building Tables, Charts, and SmartArt to Show Data and Process

Lesson 7: Adding Pictures and WordArt to Highlight Information

Lesson 8: Adding Drop Caps, Text Boxes, Shapes, Symbols, and Equations

Lesson 9: Setting Up the Document with Sections, Headers/Footers, and Columns

Lesson 10: Changing Other Page Features

Lesson 11: Identifying the Contents and Terms in Your Document: TOCs, Captions, and Indexing

Lesson 12: Data Documents and Mail Merge

Lesson 13: Managing Document Security, Comments, and Tracked Changes

Lesson 14: Customizing the Quick Access Toolbar and Ribbon

Lesson 15: Word Options and Settings

Lesson 16: Macros: Recording, Editing, and Using Them

Lesson 17: Appendix A

Hands on Activities (Labs)

Taking Your First Steps with Word

Diving Into Document Creation

Working with Document Style and Content

Cutting, Copying, and Pasting Using the Clipboard

Cleaning Up with AutoCorrect and AutoFormat

Building Tables, Charts, and SmartArt to Show Data and Process

Adding Pictures and WordArt to Highlight Information
Adding Drop Caps, Text Boxes, Shapes, Symbols, and Equations
Setting Up the Document with Sections, Headers/Footers, and Columns
Changing Other Page Features
Identifying the Contents and Terms in Your Document: TOCs, Captions, and Indexing
Data Documents and Mail Merge
Managing Document Security, Comments, and Tracked Changes
Customizing the Quick Access Toolbar and Ribbon
Word Options and Settings
Macros: Recording, Editing, and Using Them

Microsoft PowerPoint 2016

Gain hands-on expertise in Microsoft 77-729 exam with Microsoft PowerPoint 2016 course and performance-based labs. The performance-based labs simulate real-world, hardware, software & command line interface environments and can be mapped to any text-book, course & training. The MS PowerPoint 2016 course covers all the objectives of the 77-729 exam, which includes topics such as creating presentations; inserting, formatting, modifying, ordering and grouping slides; modifying handouts and notes; changing presentation options and views, configuring a presentation and a slide show; and much more.

Microsoft Outlook 2016 exam candidates get the knowledge of the Outlook environment and demonstrate the correct application of its main characteristics. The exam validates the candidate's understanding in maintaining calendars across time zones, creating professional-grade e-mail messages and scheduling tasks. The exam provides a new performance-based format to better test the skills and understanding of a professional. The instructions of the exam do not have the command name, unlike earlier versions.

Microsoft Access 2016

Gain hands-on expertise in Microsoft 77-730 exam with Microsoft Access 2016 course. The cert guide covers all the objectives of the 77-730 exam and includes topics such as creating, modifying, navigating, printing, exporting, protecting databases; creating, managing and modifying tables; creating and modifying query; creating and formatting a form or report and so on. The MS Access 2016 course includes full-length practice tests provided with answers that emulates the Access 2016 exam.

ALL COURSES ARE ONLINE

See Next Page for Prices

MS Word Level 1, 2 & 3 Combined)	\$1280
Level 1	\$360
Level 2	\$360
Level 3	\$360
Level 4	\$360
MS Excel (Combined)	\$960
Level 1	\$360
Level 2	\$360
Level 3	\$360
MS Access (Combined)	\$960
Level 1	\$360
Level 2	\$360
Level 3	\$360
MS PowerPoint	\$640
Level 1	\$360
Level 2	\$360
MS Outlook	\$640
Level 1	\$360
Level 2	\$360