






TestOut Desktop Pro - English 4.1.x


COURSE OUTLINE

TestOut Desktop Pro Outline - English 4.1.x

 Videos: 122 (7:10:27)


 Simulations: 155

 Fact Sheets: 107


 Exams: 10


CONTENTS:


0.0 GETTING STARTED INFORMATION


 0.1 Video: Introduction to Desktop Pro (7:04)


 0.2 Course Overview

 0.3 Course Objectives

 0.4 Pop-up Blockers

 0.5 Tips for Mac Users

 0.6 Using the Simulated Labs

 0.7 Keyboard Shortcuts in Labs

1.0 COMPUTER AND INTERNET BASICS

1.1 Computer Systems and the Internet

 1.1.1 Introduction to Desktop Computer Systems (4:49)

 1.1.2 Desktop Computer System Facts


 1.1.3 Using a Web Browser (4:50)

 1.1.4 Web Browser Troubleshooting (3:56)

 1.1.5 Microsoft Internet Explorer Facts


 1.1.6 Google Chrome Facts


 1.1.7 Mozilla Firefox Facts


 1.1.8 Microsoft Edge Facts

 1.1.9 Skills Lab: Web Browsing with Internet Explorer









1.2 The Windows Operating System

 1.2.1 Operating System Functions (1:56)














 1.2.2 Common Operating Systems

 1.2.3 The Windows 10 Operating System (3:53)













 1.2.4 Windows 10 Components

-  1.2.5 Desktop Applications (3:37)
-  1.2.6 Desktop Application Facts
-  1.2.7 Windows Settings (2:49)
-  1.2.8 Windows Settings Facts
-  1.2.9 Skills Lab: Explore Windows 10 Features
-  1.2.10 Applied Lab: Use the Windows 10 User Interface
-  1.2.11 Applied Lab: Change Display Settings
-  1.2.12 Applied Lab: Run Desktop Applications

1.3 File Management

















-  1.3.1 Storage Devices (4:07)
-  1.3.2 File Storage Options
-  1.3.3 Windows File Management (6:05)
-  1.3.4 Windows File Management Facts
-  1.3.5 Shared Storage (3:10)
-  1.3.6 Shared Storage Facts
-  1.3.7 Cloud Storage (4:41)
-  1.3.8 Windows Cloud Storage Facts
-  1.3.9 Skills Lab: Manage and Share Files in Windows
-  1.3.10 Applied Lab: Manage Files
-  1.3.11 Applied Lab: Copy Files from a USB Thumb Drive
-  1.3.12 Applied Lab: Use Shared Storage
-  1.3.13 Applied Lab: Use OneDrive Storage

1.4 Networking and System Updates

















-  1.4.1 Wired and Wireless Networks (3:12)
-  1.4.2 Networking Facts
-  1.4.3 The Internet (3:18)
-  1.4.4 Internet Facts
-  1.4.5 Windows User Accounts (3:07)
-  1.4.6 Windows User Account Facts
-  1.4.7 Windows Update (2:49)
-  1.4.8 Windows Update Facts
-  1.4.9 Skills Lab: Use Networks and Windows Update
-  1.4.10 Applied Lab: Create a User
-  1.4.11 Applied Lab: Connect to a Wireless Network
-  1.4.12 Applied Lab: Configure Windows Update

1.5 Online Safety and Security




-  1.5.1 Computer Security Risks (4:47)








-  1.5.2 Computer Security Risks
-  1.5.3 Windows Firewall (5:18)
-  1.5.4 Malware Protection on Windows (4:01)
-  1.5.5 Windows 10 Security Measures
-  1.5.6 Web Browsers and Email (7:30)
-  1.5.7 Rules of Netiquette
-  1.5.8 Internet Safety and Security (7:58)
-  1.5.9 Internet Safety Facts
-  1.5.10 Social Media Facts
-  1.5.11 Computer Ethics
-  1.5.12 Skills Lab: Practice Online Safety and Security
-  1.5.13 Applied Lab: Configure Windows Firewall
-  1.5.14 Applied Lab: Configure Privacy Settings in IE
-  1.5.15 Applied Lab: Clear the Browser Cache
-  1.5.16 Applied Lab: Respond to Social Engineering
-  1.5.17 Applied Lab: Configure the IE Popup Blocker

1.6 Computer Hardware

-  1.6.1 Desktop and Mobile Devices (4:06)
-  1.6.2 Desktop vs. Mobile Devices
-  1.6.3 PC Hardware Components (5:23)
-  1.6.4 PC Hardware Facts
-  1.6.5 PC Ports and Connectors (3:29)
-  1.6.6 PC Port and Connector Facts
-  1.6.7 Peripheral Devices (4:47)
-  1.6.8 Peripheral Device Facts
-  1.6.9 Printers (2:18)
-  1.6.10 Printer Facts
-  1.6.11 Using the Hardware Simulator (5:23)
-  1.6.12 Skills Lab: Connect Computer Devices
-  1.6.13 Applied Lab: Connect a Monitor
-  1.6.14 Applied Lab: Set Up a Computer
-  1.6.15 Applied Lab: Install USB Devices
-  1.6.16 Applied Lab: Connect a Printer





1.7 Microsoft Office Application Features

-  1.7.1 Office Application Features: The Ribbon (3:01)
-  1.7.2 Office Application Features: Beyond the Ribbon (4:18)
-  1.7.3 Common Office Application Features









-  1.7.4 Desktop vs. Web Applications
-  1.7.5 Windows Printing Features (4:29)
-  1.7.6 Windows Printing Facts
-  1.7.7 Skills Lab: Set up Printing with Microsoft Office
-  1.7.8 Applied Lab: Connect to a Printer
-  1.7.9 Applied Lab: Share a Printer
-  1.7.10 Applied Lab: Open and Print a Document in Word

2.0 **MICROSOFT WORD**









2.1 Introduction to Word

-  2.1.1 Learning Office Applications (4:24)
-  2.1.2 Lab Types (4:30)
-  2.1.3 Introduction to Word (2:19)
-  2.1.4 Word Tasks Overview





2.2 Creating Documents

-  2.2.1 Text Selection (3:08)
-  2.2.2 The Clipboard (4:15)
-  2.2.3 Document Creation Facts
-  2.2.4 Skills Lab: Create Documents
-  2.2.5 Challenge Lab: Create Documents
-  2.2.6 Document Creation Tips
-  2.2.7 Applied Lab: Prepare a Business Memo
-  2.2.8 Applied Lab: Reorganize Class Notes

2.3 Managing and Printing Documents

-  2.3.1 Document File Formats (3:26)
-  2.3.2 Word Printing Tips (3:47)
-  2.3.3 Document Management Facts
-  2.3.4 Skills Lab: Manage and Print Documents
-  2.3.5 Challenge Lab: Manage and Print Documents
-  2.3.6 Document Management Tips
-  2.3.7 Applied Lab: Distribute a Company Memo
-  2.3.8 Applied Lab: Prepare a Document for the Web

2.4 Modifying Fonts

-  2.4.1 Font Changes (3:56)
-  2.4.2 Font Choices (3:53)
-  2.4.3 Font Facts
-  2.4.4 Skills Lab: Modify Fonts

- 🔒 2.4.5 Challenge Lab: Modify Fonts
- 📖 2.4.6 Font Tips
- 🔒 2.4.7 Applied Lab: Prepare a Resume
- 🔒 2.4.8 Applied Lab: Format a Math Worksheet

2.5 Formatting Paragraphs

- 📖 2.5.1 Paragraph and Line Spacing (4:13)
- 📖 2.5.2 Indentation and Tabs (4:27)
- 📖 2.5.3 Bulleted and Numbered Lists (3:41)
- 📖 2.5.4 Paragraph Borders and Shading (3:15)
- 📖 2.5.5 Paragraph Formatting Facts
- 🔒 2.5.6 Skills Lab: Format Paragraphs
- 🔒 2.5.7 Challenge Lab: Format Paragraphs
- 📖 2.5.8 Paragraph Formatting Tips
- 🔒 2.5.9 Applied Lab: Format Research Paper Paragraphs
- 🔒 2.5.10 Applied Lab: Format Lists

2.6 Formatting Pages








- 📖 2.6.1 Page Layout Options (3:24)
- 📖 2.6.2 Page and Column Breaks (2:21)
- 📖 2.6.3 Tab Stops (2:19)
- 📖 2.6.4 Page Formatting Facts
- 🔒 2.6.5 Skills Lab: Format Pages
- 🔒 2.6.6 Challenge Lab: Format Pages
- 📖 2.6.7 Page Formatting Tips
- 🔒 2.6.8 Applied Lab: Format a Report Draft
- 🔒 2.6.9 Applied Lab: Format a Music Program

2.7 Editing Documents









- 📖 2.7.1 AutoCorrect Options (3:05)
- 📖 2.7.2 Spell Checking (2:13)
- 📖 2.7.3 The Thesaurus (4:10)
- 📖 2.7.4 Document Editing Facts
- 🔒 2.7.5 Skills Lab: Edit Documents
- 🔒 2.7.6 Challenge Lab: Edit Documents
- 📖 2.7.7 Document Editing Tips
- 🔒 2.7.8 Applied Lab: Edit an Essay
- 🔒 2.7.9 Applied Lab: Edit a Newspaper Article

2.8 Inserting Illustrations and Other Elements










- 📖 2.8.1 Text Wrap Options (2:50)

-  2.8.2 Illustration Formatting (4:00)
-  2.8.3 Word Illustration Facts
-  2.8.4 Skills Lab: Insert Illustrations
-  2.8.5 Challenge Lab: Insert Illustrations
-  2.8.6 Word Illustration Tips
-  2.8.7 Applied Lab: Insert Images for a Poster
-  2.8.8 Applied Lab: Insert Images for a Flyer









2.9 Creating and Formatting Tables

-  2.9.1 Word Tables (3:02)
-  2.9.2 Table Formatting (5:01)
-  2.9.3 Word Table Facts
-  2.9.4 Skills Lab: Create and Format Tables
-  2.9.5 Challenge Lab: Create and Format Tables
-  2.9.6 Word Table Tips
-  2.9.7 Applied Lab: Format a Calendar
-  2.9.8 Applied Lab: Format Tables for a Sales Report


2.10 Using Themes, Styles, and Templates










-  2.10.1 Word Styles (3:44)
-  2.10.2 Themes and Style Sets (4:04)
-  2.10.3 Word Templates (2:58)
-  2.10.4 Word Theme & Style Facts
-  2.10.5 Skills Lab: Use Themes, Styles, and Templates
-  2.10.6 Challenge Lab: Use Themes, Styles, and Templates
-  2.10.7 Word Theme & Style Tips
-  2.10.8 Applied Lab: Create a Certificate Using a Template
-  2.10.9 Applied Lab: Format a Newsletter

2.11 Managing References

-  2.11.1 Citations and References (4:17)
-  2.11.2 Footnotes, Endnotes, and Advanced Citations (5:04)
-  2.11.3 Reference Facts
-  2.11.4 Skills Lab: Manage References
-  2.11.5 Challenge Lab: Manage References
-  2.11.6 Reference Tips
-  2.11.7 Applied Lab: Manage Essay References
-  2.11.8 Applied Lab: Add Sources and Footnotes for Research Report



2.12 Managing Headers, Footers, and Sections

-  2.12.1 Headers and Footers (4:09)










-  2.12.2 Header and Footer Options (2:57)
-  2.12.3 Next Page Section Breaks (4:33)
-  2.12.4 Continuous Section Breaks (4:27)
-  2.12.5 Word Header, Footer, & Section Facts
-  2.12.6 Skills Lab: Manage Headers, Footers, and Sections
-  2.12.7 Challenge Lab: Manage Headers, Footers, and Sections
-  2.12.8 Word Header, Footer, & Section Tips
-  2.12.9 Applied Lab: Format a Research Paper with Sections
-  2.12.10 Applied Lab: Format a Survey Report

3.0 MICROSOFT EXCEL










3.1 Introduction to Excel

-  3.1.1 Introduction to Excel (2:22)
-  3.1.2 Excel Tasks Overview



3.2 Creating and Managing Workbooks







-  3.2.1 Spreadsheet Basics (3:26)
-  3.2.2 Worksheet Management (1:51)
-  3.2.3 External Data (2:45)
-  3.2.4 Workbook Management Facts
-  3.2.5 Skills Lab: Create and Manage Workbooks
-  3.2.6 Challenge Lab: Create and Manage Workbooks
-  3.2.7 Workbook Management Tips
-  3.2.8 Applied Lab: Organize Budget Worksheets
-  3.2.9 Applied Lab: Import & Organize Research Data

3.3 Organizing and Entering Data











-  3.3.1 Deleting and Clearing Cells (1:59)
-  3.3.2 Copy and Paste Options (3:42)
-  3.3.3 Large Data Sets (4:04)
-  3.3.4 Data Entry Facts
-  3.3.5 Skills Lab: Organize and Enter Data
-  3.3.6 Challenge Lab: Organize and Enter Data
-  3.3.7 Data Entry Tips
-  3.3.8 Applied Lab: Enter Survey Results Data
-  3.3.9 Applied Lab: Organize Sales Data

3.4 Changing Properties and Printing Worksheets









-  3.4.1 Data Protection (3:05)
-  3.4.2 Excel Printing Tips (3:17)

-  3.4.3 Worksheet Printing Facts
-  3.4.4 Skills Lab: Change Properties and Print Worksheets
-  3.4.5 Challenge Lab: Change Properties and Print Worksheets
-  3.4.6 Worksheet Printing Tips
-  3.4.7 Applied Lab: Prepare and Print Sales Data
-  3.4.8 Applied Lab: Protect a Budget Worksheet











3.5 Formatting Cells

-  3.5.1 Number Formats (3:15)
-  3.5.2 Cell Formats (4:18)
-  3.5.3 Cell Styles and Colors (2:06)
-  3.5.4 Cell Borders (2:31)
-  3.5.5 Cell Formatting Facts
-  3.5.6 Skills Lab: Format Cells
-  3.5.7 Challenge Lab: Format Cells
-  3.5.8 Cell Formatting Tips
-  3.5.9 Applied Lab: Camping Equipment Store
-  3.5.10 Applied Lab: Format a Directory









3.6 Entering Simple Formulas

-  3.6.1 AutoFill Options (3:39)
-  3.6.2 Excel Formulas (3:58)
-  3.6.3 Formula Facts
-  3.6.4 Skills Lab: Enter Simple Formulas
-  3.6.5 Challenge Lab: Enter Simple Formulas
-  3.6.6 Formula Tips
-  3.6.7 Applied Lab: Cheese Shop
-  3.6.8 Applied Lab: Gradebook










3.7 Using Advanced Functions

-  3.7.1 Relative and Absolute References (3:12)
-  3.7.2 The IF Function (3:53)
-  3.7.3 Logical Functions (2:55)
-  3.7.4 Excel Error Messages (2:43)
-  3.7.5 Advanced Function Facts
-  3.7.6 Skills Lab: Use Advanced Functions
-  3.7.7 Challenge Lab: Use Advanced Functions
-  3.7.8 Advanced Function Tips
-  3.7.9 Applied Lab: County Fair
-  3.7.10 Applied Lab: Toy Company

3.8 Analyzing Data in Charts




-  3.8.1 Chart Formatting (2:38)
-  3.8.2 Chart Types (2:23)
-  3.8.3 Chart Facts
-  3.8.4 Skills Lab: Analyze Data in Charts
-  3.8.5 Challenge Lab: Analyze Data in Charts
-  3.8.6 Chart Tips
-  3.8.7 Applied Lab: Stock Portfolio
-  3.8.8 Applied Lab: Election Results

3.9 Analyzing Data in Tables









-  3.9.1 Conditional Formatting (2:38)
-  3.9.2 Excel Tables (2:31)
-  3.9.3 Table Customization (2:40)
-  3.9.4 Excel Table Facts
-  3.9.5 Skills Lab: Analyze Data in Tables
-  3.9.6 Challenge Lab: Analyze Data in Tables
-  3.9.7 Excel Table Tips
-  3.9.8 Applied Lab: Pizza Chain
-  3.9.9 Applied Lab: Baseball Statistics

4.0 MICROSOFT POWERPOINT



4.1 Introduction to PowerPoint







-  4.1.1 Introduction to PowerPoint (3:07)
-  4.1.2 Best Practices in Design (3:36)
-  4.1.3 PowerPoint Tasks Overview

4.2 Creating and Managing Presentations









-  4.2.1 Slide Management (2:53)
-  4.2.2 Presentation Sections (2:02)
-  4.2.3 Presentation Management Facts
-  4.2.4 Skills Lab: Create and Manage Presentations
-  4.2.5 Challenge Lab: Create and Manage Presentations
-  4.2.6 Presentation Management Tips
-  4.2.7 Applied Lab: Reorganize Presentation Slides
-  4.2.8 Applied Lab: Create a New Presentation Using a Template

4.3 Formatting Textual Content









-  4.3.1 Text and Content Placeholders (3:28)
-  4.3.2 Text Formatting (3:03)

-  4.3.3 PowerPoint Text Formatting Facts
-  4.3.4 Skills Lab: Format Textual Content
-  4.3.5 Challenge Lab: Format Textual Content
-  4.3.6 PowerPoint Text Formatting Tips
-  4.3.7 Applied Lab: Format Text for a Sales Presentation
-  4.3.8 Applied Lab: Format a Class Report










4.4 Designing Slides

-  4.4.1 Themes and Templates (3:04)
-  4.4.2 Slide Backgrounds (2:22)
-  4.4.3 Slide Design Facts
-  4.4.4 Skills Lab: Design Slides
-  4.4.5 Challenge Lab: Design Slides
-  4.4.6 Slide Design Tips
-  4.4.7 Applied Lab: Design a Business Plan Presentation
-  4.4.8 Applied Lab: Design a Class Presentation

4.5 Using the Slide Master







-  4.5.1 Slide Masters (4:11)
-  4.5.2 Slide Footers (2:37)
-  4.5.3 Slide Master Facts
-  4.5.4 Skills Lab: Use the Slide Master
-  4.5.5 Challenge Lab: Use the Slide Master
-  4.5.6 Slide Master Tips
-  4.5.7 Applied Lab: Create a New Slide Master Layout
-  4.5.8 Applied Lab: Customize a Slide Master Layout

4.6 Formatting Illustrations and Tables









-  4.6.1 SmartArt (3:09)
-  4.6.2 PowerPoint Tables (3:02)
-  4.6.3 Object Formatting (3:48)
-  4.6.4 Illustration and Table Formatting Facts
-  4.6.5 Skills Lab: Format Illustrations and Tables
-  4.6.6 Challenge Lab: Format Illustrations and Tables
-  4.6.7 Illustration and Table Formatting Tips
-  4.6.8 Applied Lab: Format Elements in a Class Presentation
-  4.6.9 Applied Lab: Format a Business Presentation with SmartArt

4.7 Formatting Pictures and Other Media









-  4.7.1 Media Formatting (2:58)

-  4.7.2 Media Formatting Facts
-  4.7.3 Skills Lab: Format Pictures and Other Media
-  4.7.4 Challenge Lab: Format Pictures and Other Media
-  4.7.5 Media Formatting Tips
-  4.7.6 Applied Lab: Format a Class Presentation on Confucius
-  4.7.7 Applied Lab: Format a Class Presentation on Plato

4.8 Applying Animations and Transitions



-  4.8.1 Animation (2:56)
-  4.8.2 Transitions (3:10)
-  4.8.3 Animation and Transition Facts
-  4.8.4 Skills Lab: Apply Animations and Transitions
-  4.8.5 Challenge Lab: Apply Animations and Transitions
-  4.8.6 Animation and Transition Tips
-  4.8.7 Applied Lab: Add Transitions to a Presentation
-  4.8.8 Applied Lab: Add Animations for Emphasis

4.9 Delivering Presentations







-  4.9.1 Presentation Tools (3:43)
-  4.9.2 PowerPoint Print Options (3:14)
-  4.9.3 Presentation Delivery Facts
-  4.9.4 Skills Lab: Deliver Presentations
-  4.9.5 Challenge Lab: Deliver Presentations
-  4.9.6 Presentation Delivery Tips
-  4.9.7 Applied Lab: Prepare for a Presentation
-  4.9.8 Applied Lab: Deliver a PowerPoint Lecture

5.0 MICROSOFT ACCESS












5.1 Introduction to Access

-  5.1.1 Introduction to Relational Databases (3:50)
-  5.1.2 Access Tasks Overview










5.2 Managing Databases

-  5.2.1 Tour of Access (2:59)
-  5.2.2 Database Terminology (2:23)
-  5.2.3 Database Management Facts
-  5.2.4 Skills Lab: Managing Databases
-  5.2.5 Challenge Lab: Managing Databases
-  5.2.6 Database Management Tips









5.3 Designing and Creating Tables

-  5.3.1 Database Planning (3:19)
-  5.3.2 Table Design (3:26)
-  5.3.3 Default Values (2:22)
-  5.3.4 Relationships and Lookups (3:22)
-  5.3.5 Data Importing (2:31)
-  5.3.6 Table Design Facts
-  5.3.7 Skills Lab: Design and Create Tables
-  5.3.8 Challenge Lab: Design and Create Tables
-  5.3.9 Table Design Tips
-  5.3.10 Applied Lab: Creating a Student Database
-  5.3.11 Applied Lab: Creating a Library Database

5.4 Using Simple Queries

-  5.4.1 Introduction to Queries (2:25)
-  5.4.2 Query Criteria (3:02)
-  5.4.3 Queries with Totals (2:26)
-  5.4.4 Query Facts
-  5.4.5 Skills Lab: Create Queries
-  5.4.6 Challenge Lab: Create Queries
-  5.4.7 Query Tips
-  5.4.8 Applied Lab: Creating Queries for a School
-  5.4.9 Applied Lab: Creating Queries for a Library

5.5 Creating Forms

-  5.5.1 Access Forms (2:20)
-  5.5.2 Form Formatting (3:22)
-  5.5.3 Form Facts
-  5.5.4 Skills Lab: Create Forms
-  5.5.5 Challenge Lab: Create Forms
-  5.5.6 Form Tips
-  5.5.7 Applied Lab: Creating Forms for a School
-  5.5.8 Applied Lab: Creating Forms for a Library

5.6 Creating Reports

-  5.6.1 The Report Wizard (2:48)
-  5.6.2 Reports with Totals (2:39)
-  5.6.3 Report Formatting (4:38)
-  5.6.4 Report Facts
-  5.6.5 Skills Lab: Create Reports

- 🔑 5.6.6 Challenge Lab: Create Reports
- 📄 5.6.7 Report Tips
- 🔑 5.6.8 Applied Lab: Creating Reports for a School
- 🔑 5.6.9 Applied Lab: Creating Reports for a Library

A.0 DESKTOP PRO PRACTICE EXAMS

A.1 Preparing for Certification

- 📄 A.1.1 Preparing for the Desktop Pro Certification Exam (4:35)
- 📄 A.1.2 Taking the Desktop Pro Certification Exam (1:43)
- 📄 A.1.3 Desktop Pro Exam Objectives
- 📄 A.1.4 Desktop Pro Certification FAQs
- 🔑 A.2 Desktop Pro Domain 1: Microsoft Word
- 🔑 A.3 Desktop Pro Domain 2: Microsoft Excel
- 🔑 A.4 Desktop Pro Domain 3: Microsoft PowerPoint
- 🔑 A.5 Desktop Pro Certification Practice Exam

B.0 COMPUTER AND INTERNET BASICS

- 🔑 Computer Basics End-of-Chapter Exam (Pro v4)

C.0 MICROSOFT WORD

- 🔑 Word End-of-Chapter Exam (Pro v4)

D.0 MICROSOFT EXCEL

- 🔑 Excel End-of-Chapter Exam (Pro v4)

E.0 MICROSOFT POWERPOINT

- 🔑 PowerPoint End-of-Chapter Exam (Pro v4)

F.0 MICROSOFT ACCESS

- 🔑 Access End-of-Chapter Exam (Pro v4)

G.0 CHALLENGE EXAM QUESTIONS

- 🔑 TestOut Challenge Exam