

# ***TestOut***<sup>®</sup>

TestOut Office Pro - English 6.2.x

## COURSE OUTLINE

# TestOut Office Pro Course Outline - English 6.2.x

📺 Videos: 238 (13:52:55)

🕒 Simulations: 201

📄 Fact Sheets: 176

📝 Exams: 32

## CONTENTS:

---

### 0.0 GETTING STARTED INFORMATION

- 📄 0.1 How to Use the Course
- 📄 0.2 Course Overview
- 📄 0.3 Course Objectives
- 📄 0.4 Tips for Mac Users
- 📄 0.5 Using the Simulated Labs
- 📄 0.6 Keyboard Shortcuts in Labs

### 1.0 ONLINE ESSENTIALS

#### 1.1 The Information Age

- 📺 1.1.1 Introduction to Desktop Computer Systems (4:49)
- 📄 1.1.2 Desktop Computer System Facts
- 📺 1.1.3 A Brief History of Computing (3:40)
- 📄 1.1.4 Computing History Facts
- 📺 1.1.5 The Binary Number System (2:26)
- 📄 1.1.6 Binary Number System Facts
- 📺 1.1.7 Bits & Bytes (3:44)
- 📄 1.1.8 Bits & Bytes Facts
- 📺 1.1.9 Digital Sound & Video (5:07)
- 📄 1.1.10 Digital Sound & Video Facts
- 📺 1.1.11 Digital Images (3:57)
- 📄 1.1.12 Digital Image Facts
- 📺 1.1.13 File Compression (5:29)
- 📄 1.1.14 File Compression Facts
- 📺 1.1.15 Technology and Ethics (3:39)
- 📄 1.1.16 Technology and Ethics Facts

 1.1.17 Activity: Compare Digital Media

 1.1.18 Concept Questions

## 1.2 The Internet and Social Media

 1.2.1 The Web and Other Internet Technologies (4:47)

 1.2.2 Web and Internet Facts

 1.2.3 Using Web Browsers (5:40)

 1.2.4 Web Browser Troubleshooting (2:56)

 1.2.5 Website Navigation

 1.2.6 Google Chrome Facts

 1.2.7 Mozilla Firefox Facts

 1.2.8 Microsoft Edge Facts

 1.2.9 Social Media (4:41)

 1.2.10 Social Media Facts

 1.2.11 Cloud Computing (4:57)

 1.2.12 Cloud Computing Facts

 1.2.13 Online Streaming (2:28)

 1.2.14 Online Streaming Facts

 1.2.15 Skills Lab: Web Browsing with Google Chrome

 1.2.16 Concept Questions

## 1.3 Digital Communication

 1.3.1 Digital Communication (3:19)

 1.3.2 Digital Communication Facts

 1.3.3 Smartphone Facts

 1.3.4 Digital Privacy (3:07)

 1.3.5 Digital Privacy Facts

 1.3.6 Gmail and Google Calendar

 1.3.7 Introduction to Outlook (2:05)

 1.3.8 Checking Your Email (2:58)

 1.3.9 Formatting and Sending Messages (2:48)

 1.3.10 Email Etiquette (3:11)

 1.3.11 Attachments and Hyperlinks (2:52)

 1.3.12 Outlook Facts

 1.3.13 Rules of Netiquette

 1.3.14 Skills Lab: Microsoft Outlook Email

 1.3.15 Concept Questions

## 1.4 Online Safety and Security

 1.4.1 Computer Security Risks (4:47)

- 📖 1.4.2 Computer Security Risks
- 🕒 1.4.3 Windows Firewall (5:18)
- 🕒 1.4.4 Malware Protection on Windows (4:01)
- 📖 1.4.5 Windows 10 Security Measures
- 🕒 1.4.6 Configuring Web Browsers (4:33)
- 🕒 1.4.7 Internet Safety and Security (7:58)
- 📖 1.4.8 Internet Safety Facts
- 🕒 1.4.9 Ecommerce Safeguards (4:53)
- 📖 1.4.10 Ecommerce Safety Facts
- 🕒 1.4.11 Encryption and Authentication (3:32)
- 📖 1.4.12 Encryption and Authentication Facts
- 🔗 1.4.13 Skills Lab: Practice Online Safety and Security
- 🔗 1.4.14 Applied Lab: Configure Windows Firewall
- 🔗 1.4.15 Applied Lab: Configure Privacy Settings in Google Chrome
- 🔗 1.4.16 Applied Lab: Clear the Browser Cache
- 🔗 1.4.17 Applied Lab: Respond to Social Engineering
- 🔗 1.4.18 Applied Lab: Configure Google Chrome Pop-ups
- 🔗 1.4.19 Concept Questions

## 1.5 Evaluating Online Information

- 🕒 1.5.1 Online Searches (4:14)
- 📖 1.5.2 Online Searching Facts
- 🕒 1.5.3 Copyright and Intellectual Property (5:14)
- 📖 1.5.4 Copyright Facts
- 🕒 1.5.5 Online Academic Research (5:13)
- 📖 1.5.6 Online Academic Research Facts
- 📖 1.5.7 Activity: Identify Sources
- 🔗 1.5.8 Concept Questions

## 2.0 COMPUTER ESSENTIALS

### 2.1 Computer Hardware

- 🕒 2.1.1 Desktop and Mobile Devices (4:06)
- 📖 2.1.2 Desktop vs. Mobile Devices
- 🕒 2.1.3 PC Hardware Components (5:23)
- 📖 2.1.4 PC Hardware Facts
- 🕒 2.1.5 PC Ports and Connectors (3:29)
- 📖 2.1.6 PC Port and Connector Facts
- 🕒 2.1.7 Peripheral Devices (4:47)

- 📖 2.1.8 Peripheral Device Facts
- 📖 2.1.9 Printers (2:18)
- 📖 2.1.10 Printer Facts
- 📖 2.1.11 Checking System Requirements (3:24)
- 📖 2.1.12 System Requirement Facts
- 📖 2.1.13 Using the Hardware Simulator (5:23)
- 🔗 2.1.14 Skills Lab: Connect Computer Devices
- 🔗 2.1.15 Applied Lab: Connect a Monitor
- 🔗 2.1.16 Applied Lab: Set Up a Computer
- 🔗 2.1.17 Applied Lab: Install USB Devices
- 🔗 2.1.18 Applied Lab: Connect a Printer
- 🔗 2.1.19 Concept Questions

## 2.2 System Software

- 📖 2.2.1 System Software (3:01)
- 📖 2.2.2 System Software Facts
- 📖 2.2.3 Operating System Functions (1:56)
- 📖 2.2.4 Common Operating Systems
- 📖 2.2.5 The Windows 10 Operating System (3:53)
- 📖 2.2.6 Windows 10 Components
- 📖 2.2.7 Windows Settings (2:57)
- 📖 2.2.8 Windows Settings Facts
- 📖 2.2.9 Windows Printing Features (4:29)
- 📖 2.2.10 Windows Printing Facts
- 📖 2.2.11 Windows Update (2:45)
- 📖 2.2.12 Windows Update Facts
- 🔗 2.2.13 Skills Lab: Explore Windows 10 Features
- 🔗 2.2.14 Applied Lab: Change Display Settings
- 🔗 2.2.15 Applied Lab: Connect to a Printer
- 🔗 2.2.16 Applied Lab: Share a Printer
- 🔗 2.2.17 Applied Lab: Configure Windows Update
- 🔗 2.2.18 Concept Questions

## 2.3 File Management

- 📖 2.3.1 Storage Devices (4:07)
- 📖 2.3.2 File Storage Options
- 📖 2.3.3 Windows File Management (6:05)
- 📖 2.3.4 Windows File Management Facts
- 📖 2.3.5 Shared Storage (3:10)

- 📖 2.3.6 Shared Storage Facts
- 📖 2.3.7 Cloud Storage (4:41)
- 📖 2.3.8 Windows Cloud Storage Facts
- 🔗 2.3.9 Skills Lab: Manage and Share Files in Windows
- 🔗 2.3.10 Applied Lab: Manage Files
- 🔗 2.3.11 Applied Lab: Copy Files from a USB Thumb Drive
- 🔗 2.3.12 Applied Lab: Use Shared Storage
- 🔗 2.3.13 Applied Lab: Use OneDrive Storage
- 🔗 2.3.14 Concept Questions

## 2.4 Application Software

- 📖 2.4.1 Desktop Applications (3:37)
- 📖 2.4.2 Desktop Application Facts
- 📖 2.4.3 Collaboration Tools (3:06)
- 📖 2.4.4 Collaboration Tool Facts
- 📖 2.4.5 Installing Applications
- 🔗 2.4.6 Skills Lab: Use Desktop Applications
- 🔗 2.4.7 Applied Lab: Run Desktop Applications
- 🔗 2.4.8 Applied Lab: Open and Print a Document in Word
- 🔗 2.4.9 Concept Questions

## 2.5 Networking and User Accounts

- 📖 2.5.1 Wired and Wireless Networks (3:12)
- 📖 2.5.2 Networking Facts
- 📖 2.5.3 The Internet (3:18)
- 📖 2.5.4 Internet Protocols (5:32)
- 📖 2.5.5 Internet Protocol Facts
- 📖 2.5.6 Internet Service Types (4:33)
- 📖 2.5.7 Internet Service Facts
- 📖 2.5.8 Network Servers (2:09)
- 📖 2.5.9 Network Server Facts
- 📖 2.5.10 Windows User Accounts (3:08)
- 📖 2.5.11 Windows User Account Facts
- 🔗 2.5.12 Skills Lab: Configure Networking and User Accounts
- 🔗 2.5.13 Applied Lab: Create a User
- 🔗 2.5.14 Applied Lab: Connect to a Wireless Network
- 🔗 2.5.15 Concept Questions

## 2.6 Databases

- 📖 2.6.1 Introduction to Relational Databases (3:33)

- 📖 2.6.2 Database Terminology (2:17)
- 📖 2.6.3 Tour of Access (3:35)
- 📖 2.6.4 SQL (3:12)
- 📖 2.6.5 Database Terms
- 📖 2.6.6 Big Data (4:22)
- 📖 2.6.7 Big Data Facts
- 🔗 2.6.8 Skills Lab: Microsoft Access Databases
- 📝 2.6.9 Concept Questions

## 2.7 Computer Programming

- 📖 2.7.1 Basic Programming Concepts (3:35)
- 📖 2.7.2 Programming Languages (4:45)
- 📖 2.7.3 Object-Oriented Programming (3:20)
- 📖 2.7.4 Programming Language Facts
- 📖 2.7.5 Programming Logic (2:25)
- 📖 2.7.6 Programming Logic Facts
- 📖 2.7.7 HTML, CSS, and JavaScript (5:44)
- 📖 2.7.8 HTML, CSS, and JavaScript Facts
- 📖 2.7.9 Careers in Computer Programming (2:16)
- 📖 2.7.10 Computer Science Career Facts
- 📖 2.7.11 Artificial Intelligence (3:41)
- 📖 2.7.12 Artificial Intelligence Facts
- 📖 2.7.13 Activity: Excel VBA Assignment
- 📝 2.7.14 Concept Questions

## 2.8 Information Systems

- 📖 2.8.1 Introduction to Information Systems (3:15)
- 📖 2.8.2 Information System Facts
- 📖 2.8.3 Systems Analysis & Design (5:01)
- 📖 2.8.4 Systems Analysis Facts
- 📖 2.8.5 The ICT Industry (2:40)
- 📖 2.8.6 ICT Industry Facts
- 📖 2.8.7 Information Technology Careers (3:33)
- 📖 2.8.8 IT Career Facts
- 📖 2.8.9 Activity: IT Career Exploration
- 📝 2.8.10 Concept Questions

## 3.0 COMMON OFFICE FEATURES

### 3.1 Getting Started with Office

- 📖 3.1.1 Introduction to Office Applications (2:23)
- 📖 3.1.2 Microsoft Office Versions (2:20)
- 📖 3.1.3 Learning Office Applications (4:24)
- 📖 3.1.4 The Ribbon (3:01)
- 📖 3.1.5 Beyond the Ribbon (4:18)
- 📖 3.1.6 Backstage View Options (3:38)
- 📖 3.1.7 Lab Types (4:30)
- 📖 3.1.8 Common Office Application Features
- 📖 3.1.9 Desktop vs. Web Applications
- 🔒 3.1.10 Skills Lab: Get Started with Office
- 🔒 3.1.11 Challenge Lab: Get Started with Office

### 3.2 Customizing Views and Options

- 📖 3.2.1 Document Views (3:23)
- 📖 3.2.2 Customizing Toolbars and Ribbons (3:20)
- 📖 3.2.3 Customization Facts
- 🔒 3.2.4 Skills Lab: Customize Views and Options
- 🔒 3.2.5 Challenge Lab: Customize Views and Options

### 3.3 Printing Files

- 📖 3.3.1 Printing Options in Office Applications (4:37)
- 📖 3.3.2 Office Printing Facts
- 🔒 3.3.3 Skills Lab: Print Files
- 🔒 3.3.4 Challenge Lab: Print Files

### 3.4 Navigating Files

- 📖 3.4.1 Navigating Through a Word Document (4:24)
- 📖 3.4.2 Navigating Through an Excel Workbook (4:09)
- 📖 3.4.3 Navigation Facts
- 🔒 3.4.4 Skills Lab: Navigate Files
- 🔒 3.4.5 Challenge Lab: Navigate Files

### 3.5 Working with Objects

- 📖 3.5.1 Formatting Images (4:49)
- 📖 3.5.2 Formatting Shapes (3:58)
- 📖 3.5.3 Object Formatting Facts
- 🔒 3.5.4 Skills Lab: Work with Objects
- 🔒 3.5.5 Challenge Lab: Work with Objects

## 4.0 MICROSOFT WORD

## 4.1 Introduction to Word

 4.1.1 Introduction to Word (2:19)

 4.1.2 Word Tasks Overview

## 4.2 Creating Documents and Using the Clipboard

 4.2.1 Text Selection (3:08)

 4.2.2 The Clipboard (4:15)

 4.2.3 Document File Formats (3:26)

 4.2.4 Word Printing Tips (3:47)

 4.2.5 Text Importing (3:30)

 4.2.6 Document Creation Facts

 4.2.7 Skills Lab: Create Documents

 4.2.8 Challenge Lab: Create Documents

 4.2.9 Document Creation Tips

 4.2.10 Applied Lab: Prepare a Business Memo

 4.2.11 Applied Lab: Reorganize Class Notes

## 4.3 Modifying Fonts

 4.3.1 Font Changes (3:56)

 4.3.2 Font Choices (3:53)

 4.3.3 Font Facts

 4.3.4 Skills Lab: Modify Fonts

 4.3.5 Challenge Lab: Modify Fonts

 4.3.6 Font Tips

 4.3.7 Applied Lab: Prepare a Resume

 4.3.8 Applied Lab: Format a Math Worksheet

## 4.4 Formatting Paragraphs

 4.4.1 Paragraph and Line Spacing (4:13)

 4.4.2 Indentation and Tabs (4:27)

 4.4.3 Bulleted and Numbered Lists (3:41)

 4.4.4 Paragraph Borders and Shading (3:15)

 4.4.5 Paragraph Formatting Facts

 4.4.6 Skills Lab: Format Paragraphs

 4.4.7 Challenge Lab: Format Paragraphs

 4.4.8 Paragraph Formatting Tips

 4.4.9 Applied Lab: Format Research Paper Paragraphs

 4.4.10 Applied Lab: Format Lists

## 4.5 Formatting Pages

 4.5.1 Page Layout Options (3:24)

- 📖 4.5.2 Page and Column Breaks (2:21)
- 📖 4.5.3 Tab Stops (2:19)
- 📖 4.5.4 Page Formatting Facts
- 👤 4.5.5 Skills Lab: Format Pages
- 👤 4.5.6 Challenge Lab: Format Pages
- 📖 4.5.7 Page Formatting Tips
- 👤 4.5.8 Applied Lab: Format a Report Draft
- 👤 4.5.9 Applied Lab: Format a Music Program

## 4.6 Editing Documents

- 📖 4.6.1 AutoCorrect Options (3:05)
- 📖 4.6.2 Spell Checking (2:13)
- 📖 4.6.3 The Thesaurus (4:10)
- 📖 4.6.4 Document Editing Facts
- 👤 4.6.5 Skills Lab: Edit Documents
- 👤 4.6.6 Challenge Lab: Edit Documents
- 📖 4.6.7 Document Editing Tips
- 👤 4.6.8 Applied Lab: Edit an Essay
- 👤 4.6.9 Applied Lab: Edit a Newspaper Article

## 4.7 Inserting Illustrations and Other Elements

- 📖 4.7.1 Text Wrap Options (2:50)
- 📖 4.7.2 Illustration Formatting (4:00)
- 📖 4.7.3 Building Blocks and Other Elements (4:00)
- 📖 4.7.4 Word Illustration Facts
- 👤 4.7.5 Skills Lab: Insert Illustrations
- 👤 4.7.6 Challenge Lab: Insert Illustrations
- 📖 4.7.7 Word Illustration Tips
- 👤 4.7.8 Applied Lab: Insert Images for a Poster
- 👤 4.7.9 Applied Lab: Insert Images for a Flyer

## 4.8 Creating and Formatting Tables

- 📖 4.8.1 Word Tables (3:02)
- 📖 4.8.2 Table Formatting (5:01)
- 📖 4.8.3 Advanced Table Formatting (3:05)
- 📖 4.8.4 Word Table Facts
- 👤 4.8.5 Skills Lab: Create and Format Tables
- 👤 4.8.6 Challenge Lab: Create and Format Tables
- 📖 4.8.7 Word Table Tips
- 👤 4.8.8 Applied Lab: Format a Calendar

- 🔒 4.8.9 Applied Lab: Format Tables for a Sales Report

## 4.9 Using Themes, Styles, and Templates

- 📖 4.9.1 Word Styles (3:44)
- 📖 4.9.2 Themes and Style Sets (4:04)
- 📖 4.9.3 Word Templates (2:58)
- 📖 4.9.4 Word Theme & Style Facts
- 🔒 4.9.5 Skills Lab: Use Themes, Styles, and Templates
- 🔒 4.9.6 Challenge Lab: Use Themes, Styles, and Templates
- 📖 4.9.7 Word Theme & Style Tips
- 🔒 4.9.8 Applied Lab: Create a Certificate Using a Template
- 🔒 4.9.9 Applied Lab: Format a Newsletter

## 4.10 Managing References

- 📖 4.10.1 Citations and References (4:17)
- 📖 4.10.2 Footnotes, Endnotes, and Advanced Citations (5:04)
- 📖 4.10.3 Captions (2:23)
- 📖 4.10.4 Table of Contents (2:37)
- 📖 4.10.5 Reference Facts
- 🔒 4.10.6 Skills Lab: Manage References
- 🔒 4.10.7 Challenge Lab: Manage References
- 📖 4.10.8 Reference Tips
- 🔒 4.10.9 Applied Lab: Manage Essay References
- 🔒 4.10.10 Applied Lab: Add References to Research Report

## 4.11 Managing Headers, Footers, and Sections

- 📖 4.11.1 Headers and Footers (4:09)
- 📖 4.11.2 Header and Footer Options (2:57)
- 📖 4.11.3 Next Page Section Breaks (4:33)
- 📖 4.11.4 Continuous Section Breaks (4:27)
- 📖 4.11.5 Word Header, Footer, & Section Facts
- 🔒 4.11.6 Skills Lab: Manage Headers, Footers, and Sections
- 🔒 4.11.7 Challenge Lab: Manage Headers, Footers, and Sections
- 📖 4.11.8 Word Header, Footer, & Section Tips
- 🔒 4.11.9 Applied Lab: Format a Research Paper with Sections
- 🔒 4.11.10 Applied Lab: Format a Survey Report

## 4.12 Using Office Collaboration Features

- 📖 4.12.1 Track Changes and Comments (3:51)
- 📖 4.12.2 Combining Revisions (4:02)
- 📖 4.12.3 Distributing Files (4:27)

- 📖 4.12.4 Collaboration Facts
- 🔒 4.12.5 Skills Lab: Use Collaboration Features
- 🔒 4.12.6 Challenge Lab: Use Collaboration Features
- 📖 4.12.7 Collaboration Tips
- 🔒 4.12.8 Applied Lab: Prepare a Business Memo for Distribution
- 🔒 4.12.9 Applied Lab: Prepare an Online Resume

## 4.13 Using Macros

- 📖 4.13.1 Macros (5:03)
- 📖 4.13.2 Macro Facts

## 4.14 Word Live Projects

- 📖 4.14.1 How to Use Word Live Projects (3:32)
- 📖 4.14.2 Installing the Optional Task Guide in Word
- 📖 4.14.3 Additional Tips for Word Live Projects
- 4.14.4 Word Project: Create an Event Flyer
- 4.14.5 Word Project: Format a Sales Report
- 4.14.6 Word Project: Format and Add Citations for a White Paper

# 5.0 MICROSOFT EXCEL

## 5.1 Introduction to Excel

- 📖 5.1.1 Introduction to Excel (2:22)
- 📖 5.1.2 Excel Tasks Overview

## 5.2 Creating and Managing Workbooks

- 📖 5.2.1 Spreadsheet Basics (3:26)
- 📖 5.2.2 Worksheet Management (1:51)
- 📖 5.2.3 Templates and Themes (1:57)
- 📖 5.2.4 External Data (2:45)
- 📖 5.2.5 Workbook Management Facts
- 🔒 5.2.6 Skills Lab: Create and Manage Workbooks
- 🔒 5.2.7 Challenge Lab: Create and Manage Workbooks
- 📖 5.2.8 Workbook Management Tips
- 🔒 5.2.9 Applied Lab: Organize Budget Worksheets
- 🔒 5.2.10 Applied Lab: Import & Organize Research Data

## 5.3 Organizing and Entering Data

- 📖 5.3.1 Deleting and Clearing Cells (1:59)
- 📖 5.3.2 Copy and Paste Options (3:42)
- 📖 5.3.3 Large Data Sets (4:04)
- 📖 5.3.4 Data Entry Facts

- 🔒 5.3.5 Skills Lab: Organize and Enter Data
- 🔒 5.3.6 Challenge Lab: Organize and Enter Data
- 📖 5.3.7 Data Entry Tips
- 🔒 5.3.8 Applied Lab: Enter Survey Results Data
- 🔒 5.3.9 Applied Lab: Organize Sales Data

## 5.4 Changing Properties and Printing Worksheets

- 📖 5.4.1 Data Protection (3:05)
- 📖 5.4.2 Data Validation (3:21)
- 📖 5.4.3 Excel Printing Tips (3:17)
- 📖 5.4.4 Worksheet Printing Facts
- 🔒 5.4.5 Skills Lab: Change Properties and Print Worksheets
- 🔒 5.4.6 Challenge Lab: Change Properties and Print Worksheets
- 📖 5.4.7 Worksheet Printing Tips
- 🔒 5.4.8 Applied Lab: Prepare and Print Sales Data
- 🔒 5.4.9 Applied Lab: Protect a Budget Worksheet

## 5.5 Formatting Cells

- 📖 5.5.1 Number Formats (3:15)
- 📖 5.5.2 Cell Formats (4:18)
- 📖 5.5.3 Cell Styles and Colors (2:06)
- 📖 5.5.4 Cell Borders (2:31)
- 📖 5.5.5 Cell Formatting Facts
- 🔒 5.5.6 Skills Lab: Format Cells
- 🔒 5.5.7 Challenge Lab: Format Cells
- 📖 5.5.8 Cell Formatting Tips
- 🔒 5.5.9 Applied Lab: Camping Equipment Store
- 🔒 5.5.10 Applied Lab: Format a Directory

## 5.6 Entering Simple Formulas

- 📖 5.6.1 Formulas and Functions (3:12)
- 📖 5.6.2 AutoFill Options (3:39)
- 📖 5.6.3 Add and Average (3:58)
- 📖 5.6.4 Text Functions (3:24)
- 📖 5.6.5 Concatenating in Excel (4:09)
- 📖 5.6.6 Formula Facts
- 🔒 5.6.7 Skills Lab: Enter Simple Formulas
- 🔒 5.6.8 Challenge Lab: Enter Simple Formulas
- 📖 5.6.9 Formula Tips
- 🔒 5.6.10 Applied Lab: Cheese Shop

- 🔒 5.6.11 Applied Lab: Gradebook

## 5.7 Using Advanced Functions

- 📖 5.7.1 Relative and Absolute References (3:12)
- 📖 5.7.2 Advanced Cell References (5:04)
- 📖 5.7.3 Named Cells and Ranges (2:24)
- 📖 5.7.4 The IF Function (3:53)
- 📖 5.7.5 Logical Functions (2:55)
- 📖 5.7.6 Excel Error Messages (2:43)
- 📖 5.7.7 Advanced Function Facts
- 🔒 5.7.8 Skills Lab: Use Advanced Functions
- 🔒 5.7.9 Challenge Lab: Use Advanced Functions
- 📖 5.7.10 Advanced Function Tips
- 🔒 5.7.11 Applied Lab: County Fair
- 🔒 5.7.12 Applied Lab: Toy Company

## 5.8 Displaying Data in Charts

- 📖 5.8.1 Chart Formatting (2:38)
- 📖 5.8.2 Chart Types (2:23)
- 📖 5.8.3 Chart Facts
- 🔒 5.8.4 Skills Lab: Display Data in Charts
- 🔒 5.8.5 Challenge Lab: Display Data in Charts
- 📖 5.8.6 Chart Tips
- 🔒 5.8.7 Applied Lab: Stock Portfolio
- 🔒 5.8.8 Applied Lab: Election Results

## 5.9 Organizing Data in Tables

- 📖 5.9.1 Conditional Formatting (2:38)
- 📖 5.9.2 Excel Tables (2:31)
- 📖 5.9.3 Table Customization (2:40)
- 📖 5.9.4 Excel Table Facts
- 🔒 5.9.5 Skills Lab: Organize Data in Tables
- 🔒 5.9.6 Challenge Lab: Organize Data in Tables
- 📖 5.9.7 Excel Table Tips
- 🔒 5.9.8 Applied Lab: Pizza Chain
- 🔒 5.9.9 Applied Lab: Baseball Statistics

## 5.10 Summarizing Complex Data

- 📖 5.10.1 Creating Outlines (2:46)
- 📖 5.10.2 PivotTables (4:17)
- 📖 5.10.3 Advanced PivotTables (3:17)

- 📖 5.10.4 VLOOKUP (3:49)
- 📖 5.10.5 Complex Data Facts
- 🔑 5.10.6 Skills Lab: Summarize Complex Data
- 🔑 5.10.7 Challenge Lab: Summarize Complex Data
- 📖 5.10.8 Complex Data Tips
- 🔑 5.10.9 Applied Lab: Muffin Café
- 🔑 5.10.10 Applied Lab: Hardware Store

## 5.11 Excel Live Projects

- 📖 5.11.1 How to Use Excel Live Projects (3:13)
- 📖 5.11.2 Installing the Optional Task Guide in Excel
- 📖 5.11.3 Additional Tips for Excel Live Projects
- 5.11.4 Excel Project: Modify an Expense Report
- 5.11.5 Excel Project: Analyze Sales Data
- 5.11.6 Excel Project: Analyze Sales Transactions

## 6.0 MICROSOFT POWERPOINT

### 6.1 Introduction to PowerPoint

- 📖 6.1.1 Introduction to PowerPoint (3:07)
- 📖 6.1.2 Best Practices in Design (3:36)
- 📖 6.1.3 PowerPoint Tasks Overview

### 6.2 Creating and Managing Presentations

- 📖 6.2.1 Slide Management (2:53)
- 📖 6.2.2 Presentation Sections (2:02)
- 📖 6.2.3 Presentation Management Facts
- 🔑 6.2.4 Skills Lab: Create and Manage Presentations
- 🔑 6.2.5 Challenge Lab: Create and Manage Presentations
- 📖 6.2.6 Presentation Management Tips
- 🔑 6.2.7 Applied Lab: Reorganize Presentation Slides
- 🔑 6.2.8 Applied Lab: Create a New Presentation Using a Template

### 6.3 Formatting Textual Content

- 📖 6.3.1 Text and Content Placeholders (3:28)
- 📖 6.3.2 Text Formatting (3:03)
- 📖 6.3.3 Managing Presentation Content (3:34)
- 📖 6.3.4 PowerPoint Text Formatting Facts
- 🔑 6.3.5 Skills Lab: Format Textual Content
- 🔑 6.3.6 Challenge Lab: Format Textual Content
- 📖 6.3.7 PowerPoint Text Formatting Tips

- 🔊 6.3.8 Applied Lab: Format Text for a Sales Presentation
- 🔊 6.3.9 Applied Lab: Format a Class Report

## 6.4 Designing Slides

- 📺 6.4.1 Themes and Templates (3:04)
- 📺 6.4.2 Slide Backgrounds (2:22)
- 📺 6.4.3 Slide Design Facts
- 🔊 6.4.4 Skills Lab: Design Slides
- 🔊 6.4.5 Challenge Lab: Design Slides
- 📺 6.4.6 Slide Design Tips
- 🔊 6.4.7 Applied Lab: Design a Business Plan Presentation
- 🔊 6.4.8 Applied Lab: Design a Class Presentation

## 6.5 Using the Slide Master

- 📺 6.5.1 Slide Masters (4:11)
- 📺 6.5.2 Slide Footers (2:37)
- 📺 6.5.3 Slide Master Facts
- 🔊 6.5.4 Skills Lab: Use the Slide Master
- 🔊 6.5.5 Challenge Lab: Use the Slide Master
- 📺 6.5.6 Slide Master Tips
- 🔊 6.5.7 Applied Lab: Create a New Slide Master Layout
- 🔊 6.5.8 Applied Lab: Customize a Slide Master Layout

## 6.6 Formatting SmartArt and Shapes

- 📺 6.6.1 SmartArt (3:09)
- 📺 6.6.2 Object Formatting (3:48)
- 📺 6.6.3 SmartArt and Shape Facts
- 🔊 6.6.4 Skills Lab: Format SmartArt and Shapes
- 🔊 6.6.5 Challenge Lab: Format SmartArt and Shapes
- 📺 6.6.6 SmartArt and Shape Tips
- 🔊 6.6.7 Applied Lab: Format Elements in a Class Presentation
- 🔊 6.6.8 Applied Lab: Format a Business Presentation with SmartArt

## 6.7 Formatting Tables and Charts

- 📺 6.7.1 PowerPoint Charts (3:24)
- 📺 6.7.2 PowerPoint Tables (3:02)
- 📺 6.7.3 Table and Chart Formatting Facts
- 🔊 6.7.4 Skills Lab: Format Tables and Charts
- 🔊 6.7.5 Challenge Lab: Format Tables and Charts
- 📺 6.7.6 Table and Chart Formatting Tips
- 🔊 6.7.7 Applied Lab: Modify a PowerPoint Table

- 👂 6.7.8 Applied Lab: Prepare a Sales Presentation

## 6.8 Formatting Pictures and Other Media

- 📺 6.8.1 Media Formatting (2:58)
- 📺 6.8.2 Advanced Media Formatting (5:36)
- 📖 6.8.3 Media Formatting Facts
- 👂 6.8.4 Skills Lab: Format Pictures and Other Media
- 👂 6.8.5 Challenge Lab: Format Pictures and Other Media
- 📖 6.8.6 Media Formatting Tips
- 👂 6.8.7 Applied Lab: Format a Class Presentation on Confucius
- 👂 6.8.8 Applied Lab: Format a Class Presentation on Plato

## 6.9 Applying Animations and Transitions

- 📺 6.9.1 Animation (2:56)
- 📺 6.9.2 Transitions (3:10)
- 📺 6.9.3 Slide Zoom (2:22)
- 📺 6.9.4 3D Models (1:58)
- 📖 6.9.5 Animation and Transition Facts
- 👂 6.9.6 Skills Lab: Apply Animations and Transitions
- 👂 6.9.7 Challenge Lab: Apply Animations and Transitions
- 📖 6.9.8 Animation and Transition Tips
- 👂 6.9.9 Applied Lab: Add Transitions to a Presentation
- 👂 6.9.10 Applied Lab: Add Animations for Emphasis

## 6.10 Delivering Presentations

- 📺 6.10.1 Presentation Tools (3:43)
- 📺 6.10.2 PowerPoint Print Options (3:14)
- 📺 6.10.3 Advanced Slide Show Options (3:38)
- 📖 6.10.4 Presentation Delivery Facts
- 👂 6.10.5 Skills Lab: Deliver Presentations
- 👂 6.10.6 Challenge Lab: Deliver Presentations
- 📖 6.10.7 Presentation Delivery Tips
- 👂 6.10.8 Applied Lab: Prepare for a Presentation
- 👂 6.10.9 Applied Lab: Deliver a PowerPoint Lecture

## 6.11 PowerPoint Live Projects

- 📺 6.11.1 How to Use PowerPoint Live Projects (3:14)
- 📖 6.11.2 Installing the Optional Task Guide in PowerPoint
- 📖 6.11.3 Additional Tips for PowerPoint Live Projects
- 6.11.4 PPT Project: Format a Sales Training Presentation
- 6.11.5 PPT Project: Format a Sales Report Presentation

- 6.11.6 PPT Project: Format a Marketing Campaign Presentation

## **7.0 MICROSOFT ACCESS**

### **7.1 Introduction to Access**

- 📖 7.1.1 Introduction to Relational Databases (3:50)
- 📖 7.1.2 Access Tasks Overview

### **7.2 Managing Databases**

- 📖 7.2.1 Tour of Access (2:59)
- 📖 7.2.2 Database Terminology (2:23)
- 📖 7.2.3 Database Management Facts
- 🔗 7.2.4 Skills Lab: Managing Databases
- 🔗 7.2.5 Challenge Lab: Managing Databases
- 📖 7.2.6 Database Management Tips

### **7.3 Designing and Creating Tables**

- 📖 7.3.1 Database Planning (3:19)
- 📖 7.3.2 Table Design (3:26)
- 📖 7.3.3 Default Values (2:22)
- 📖 7.3.4 Relationships and Lookups (3:22)
- 📖 7.3.5 Data Importing (2:31)
- 📖 7.3.6 Table Design Facts
- 🔗 7.3.7 Skills Lab: Design and Create Tables
- 🔗 7.3.8 Challenge Lab: Design and Create Tables
- 📖 7.3.9 Table Design Tips
- 🔗 7.3.10 Applied Lab: Creating a Student Database
- 🔗 7.3.11 Applied Lab: Creating a Library Database

### **7.4 Using Simple Queries**

- 📖 7.4.1 Introduction to Queries (2:25)
- 📖 7.4.2 Query Criteria (3:02)
- 📖 7.4.3 Queries with Totals (2:26)
- 📖 7.4.4 Query Facts
- 🔗 7.4.5 Skills Lab: Create Queries
- 🔗 7.4.6 Challenge Lab: Create Queries
- 📖 7.4.7 Query Tips
- 🔗 7.4.8 Applied Lab: Creating Queries for a School
- 🔗 7.4.9 Applied Lab: Creating Queries for a Library

### **7.5 Creating Forms**

- 📺 7.5.1 Access Forms (2:20)
- 📺 7.5.2 Form Formatting (3:22)
- 📄 7.5.3 Form Facts
- 👤 7.5.4 Skills Lab: Create Forms
- 👤 7.5.5 Challenge Lab: Create Forms
- 📄 7.5.6 Form Tips
- 👤 7.5.7 Applied Lab: Creating Forms for a School
- 👤 7.5.8 Applied Lab: Creating Forms for a Library

## 7.6 Creating Reports

- 📺 7.6.1 The Report Wizard (2:48)
- 📺 7.6.2 Reports with Totals (2:39)
- 📺 7.6.3 Report Formatting (4:38)
- 📄 7.6.4 Report Facts
- 👤 7.6.5 Skills Lab: Create Reports
- 👤 7.6.6 Challenge Lab: Create Reports
- 📄 7.6.7 Report Tips
- 👤 7.6.8 Applied Lab: Creating Reports for a School
- 👤 7.6.9 Applied Lab: Creating Reports for a Library

## 7.7 Surveying Advanced Access Features

- 📺 7.7.1 Managing Databases (2:52)
- 📺 7.7.2 Formatting Tables and Managing Records (2:45)
- 📺 7.7.3 Application Parts (1:59)
- 📺 7.7.4 Crosstab Queries (2:45)
- 📺 7.7.5 Query Parameters (2:08)
- 📺 7.7.6 Action Queries (5:50)
- 📺 7.7.7 Calculated Fields and Conditional Logic (5:02)
- 📺 7.7.8 Advanced Form Options (4:24)
- 📺 7.7.9 Navigation Forms (2:40)
- 📺 7.7.10 Advanced Report Options (2:03)
- 📄 7.7.11 Advanced Query Facts
- 📄 7.7.12 Additional Access Facts and Videos

## 8.0 MICROSOFT OUTLOOK

### 8.1 Introduction to Outlook

- 📺 8.1.1 Introduction to Outlook (2:05)
- 📺 8.1.2 Checking Your Email (2:58)
- 📄 8.1.3 Outlook Tasks Overview

## 8.2 Sending and Receiving Messages

- 📖 8.2.1 Formatting and Sending Messages (2:48)
- 📖 8.2.2 Email Etiquette (3:11)
- 📖 8.2.3 Signatures (2:33)
- 📖 8.2.4 Attachments and Hyperlinks (2:52)
- 📖 8.2.5 Tracking Options (3:09)
- 📖 8.2.6 Message Facts
- 🔗 8.2.7 Skills Lab: Send and Receive Messages
- 🔗 8.2.8 Challenge Lab: Send and Receive Messages
- 📖 8.2.9 Message Tips
- 🔗 8.2.10 Applied Lab: Create and Send a Message
- 🔗 8.2.11 Applied Lab: Reply to a Message

## 8.3 Managing Messages

- 📖 8.3.1 Organizing Messages (2:47)
- 📖 8.3.2 Automating Outlook (5:20)
- 📖 8.3.3 Junk Mail and Clutter (2:43)
- 📖 8.3.4 Conversations (2:18)
- 📖 8.3.5 Searching in Outlook (3:41)
- 📖 8.3.6 Importing and Exporting (2:51)
- 📖 8.3.7 Message Management Facts
- 🔗 8.3.8 Skills Lab: Manage Messages
- 🔗 8.3.9 Challenge Lab: Manage Messages
- 📖 8.3.10 Message Management Tips
- 🔗 8.3.11 Applied Lab: Manage Rules and Replies
- 🔗 8.3.12 Applied Lab: Organize and Filter Messages

## 8.4 Working with the Calendar

- 📖 8.4.1 Create and Manage Calendars (3:32)
- 📖 8.4.2 Calendar Items (3:10)
- 📖 8.4.3 Meetings (3:16)
- 📖 8.4.4 Tasks (2:05)
- 📖 8.4.5 Calendar Facts
- 🔗 8.4.6 Skills Lab: Work with the Calendar
- 🔗 8.4.7 Challenge Lab: Work with the Calendar
- 📖 8.4.8 Calendar Tips
- 🔗 8.4.9 Applied Lab: Schedule Calendar Items
- 🔗 8.4.10 Applied Lab: Work with Calendar Items

## 8.5 Managing Contacts and Groups

- 📖 8.5.1 Creating Contacts (3:39)
- 📖 8.5.2 Contact Groups (2:31)
- 📖 8.5.3 Using the Navigation Bar (2:28)
- 📖 8.5.4 Working With Multiple Accounts (3:14)
- 📖 8.5.5 Contact and Group Facts
- 🔒 8.5.6 Skills Lab: Manage Contacts and Groups
- 🔒 8.5.7 Challenge Lab: Manage Contacts and Groups
- 📖 8.5.8 Contact and Group Tips
- 🔒 8.5.9 Applied Lab: Create and Modify Contacts
- 🔒 8.5.10 Applied Lab: Work with Contact Groups

## **A.0 OFFICE PRO PRACTICE EXAMS**

### **A.1 Preparing for Office Pro Certification**

- 📖 A.1.1 Preparing for the Office Pro Certification Exam (4:07)
- 📖 A.1.2 Taking the Office Pro Certification Exam
- 📖 A.1.3 Office Pro Exam Objectives
- 📖 A.1.4 Office Pro Certification FAQs
- 🔒 A.2 Office Pro Domain 1: Microsoft Word
- 🔒 A.3 Office Pro Domain 2: Microsoft Excel
- 🔒 A.4 Office Pro Domain 3: Microsoft PowerPoint
- 🔒 A.5 Office Pro Certification Practice Exam

## **B.0 MOS 2019 PRACTICE EXAMS**

### **B.1 Preparing for MOS Certification**

- 📖 B.1.1 Preparing for the MOS Exams (2:49)
- 📖 B.1.2 Performing Unfamiliar Tasks (7:17)
- 📖 B.1.3 Using TestOut MOS Practice Exams (3:30)
- 📖 B.1.4 MOS Exam Objectives
- 📖 B.1.5 Taking an MOS Exam

### **B.2 Word Associate 2019 (MO-100)**

- 🔒 B.2.1 Microsoft Word Practice - Form A
- 🔒 B.2.2 Microsoft Word Practice - Form B
- 🔒 B.2.3 Domain Practice - Manage Documents
- 🔒 B.2.4 Domain Practice - Insert and Format Text, Paragraphs, and Sections
- 🔒 B.2.5 Domain Practice - Manage Tables and Lists
- 🔒 B.2.6 Domain Practice - Create and Manage References
- 🔒 B.2.7 Domain Practice - Insert and Format Graphic Elements

- 📌 B.2.8 Domain Practice - Manage Document Collaboration

### **B.3 Excel Associate 2019 (MO-200)**

- 📌 B.3.1 Microsoft Excel Practice - Form A
- 📌 B.3.2 Microsoft Excel Practice - Form B
- 📌 B.3.3 Domain Practice - Manage Worksheets and Workbooks
- 📌 B.3.4 Domain Practice - Manage Data Cells and Ranges
- 📌 B.3.5 Domain Practice - Manage Tables and Table Data
- 📌 B.3.6 Domain Practice - Perform Operations by Using Formulas and Functions
- 📌 B.3.7 Domain Practice - Manage Charts

### **B.4 PowerPoint Associate 2019 (MO-300)**

- 📌 B.4.1 Microsoft PowerPoint Practice - Form A
- 📌 B.4.2 Microsoft PowerPoint Practice - Form B

## **ONLINE ESSENTIALS**

- 📌 Online Essentials End-of-Chapter Exam (v6)

## **COMPUTER ESSENTIALS**

- 📌 Computer Essentials End-of-Chapter Exam (v6)

## **COMMON OFFICE FEATURES**

- 📌 Common Office End-of-Chapter Exam (v6)

## **MICROSOFT WORD**

- 📌 Word End-of-Chapter Exam (v6)

## **MICROSOFT EXCEL**

- 📌 Excel End-of-Chapter Exam (v6)

## **MICROSOFT POWERPOINT**

- 📌 PowerPoint End-of-Chapter Exam (v6)

## **MICROSOFT ACCESS**

- 📌 Access End-of-Chapter Exam (v6)

## **MICROSOFT OUTLOOK**

- 📌 Outlook End-of-Chapter Exam (v6)

## **CHALLENGE EXAM QUESTIONS**

