

# ***TestOut***<sup>®</sup>

TestOut Office Pro - English 7.0.x

## COURSE OUTLINE

# TestOut Office Pro Course Outline 7.0.x

📺 Videos: 243 (14:07:59)

🕒 Simulations: 206

📄 Fact Sheets: 177

📝 Exams: 32

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- 🔗 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 Handout and Notes Masters (3:54)
- 📄 6.5.4 Slide Master Facts
- 🔒 6.5.5 Skills Lab: Use the Slide Master
- 🔒 6.5.6 Challenge Lab: Use the Slide Master
- 📄 6.5.7 Slide Master Tips
- 🔒 6.5.8 Applied Lab: Create a New Slide Master Layout
- 🔒 6.5.9 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 Digital Ink (2:10)
- 📄 6.6.4 SmartArt and Shape Facts
- 🔒 6.6.5 Skills Lab: Format SmartArt and Shapes
- 🔒 6.6.6 Challenge Lab: Format SmartArt and Shapes
- 📄 6.6.7 SmartArt and Shape Tips
- 🔒 6.6.8 Applied Lab: Format Elements in a Class Presentation
- 🔒 6.6.9 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 Motion Paths (2:56)
- 📄 6.9.6 Section and Summary Zoom (4:02)
- 📄 6.9.7 Animation and Transition Facts
- 👂 6.9.8 Skills Lab: Apply Animations and Transitions
- 👂 6.9.9 Challenge Lab: Apply Animations and Transitions
- 📄 6.9.10 Animation and Transition Tips
- 👂 6.9.11 Applied Lab: Add Transitions to a Presentation
- 👂 6.9.12 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 (4:16)
- 📖 B.1.4 MOS Exam Objectives
- 📖 B.1.5 Taking an MOS Exam

### B.2 Domain Practice Labs: Word Associate 2019 (MO-100)

- 🔒 B.2.1 Domain Practice - Manage Documents
- 🔒 B.2.2 Domain Practice - Insert and Format Text, Paragraphs, and Sections

- 🔒 B.2.3 Domain Practice - Manage Tables and Lists
- 🔒 B.2.4 Domain Practice - Create and Manage References
- 🔒 B.2.5 Domain Practice - Insert and Format Graphic Elements
- 🔒 B.2.6 Domain Practice - Manage Document Collaboration

### **B.3 Practice Exams: Word Associate 2019 (MO-100)**

- 🔒 B.3.1 Microsoft Word Practice - Form A
- 🔒 B.3.2 Microsoft Word Practice - Form B

### **B.4 Domain Practice Labs: Excel Associate 2019 (MO-200)**

- 🔒 B.4.1 Domain Practice - Manage Worksheets and Workbooks
- 🔒 B.4.2 Domain Practice - Manage Data Cells and Ranges
- 🔒 B.4.3 Domain Practice - Manage Tables and Table Data
- 🔒 B.4.4 Domain Practice - Perform Operations by Using Formulas and Functions
- 🔒 B.4.5 Domain Practice - Manage Charts

### **B.5 Practice Exams: Excel Associate 2019 (MO-200)**

- 🔒 B.5.1 Microsoft Excel Practice - Form A
- 🔒 B.5.2 Microsoft Excel Practice - Form B

### **B.6 Domain Practice Labs: PowerPoint Associate 2019 (MO-300)**

- 🔒 B.6.1 Domain Practice - Manage Presentations
- 🔒 B.6.2 Domain Practice - Manage Slides
- 🔒 B.6.3 Domain Practice - Insert and Format Text, Shapes, and Images
- 🔒 B.6.4 Domain Practice - Insert Tables, Charts, SmartArt, 3D Models, and Media
- 🔒 B.6.5 Domain Practice - Apply Transitions and Animations

### **B.7 Practice Exams: PowerPoint Associate 2019 (MO-300)**

- 🔒 B.7.1 Microsoft PowerPoint Practice - Form A
- 🔒 B.7.2 Microsoft PowerPoint Practice - Form B

## **ONLINE ESSENTIALS**

- 🔒 Online Essentials End-of-Chapter Exam (v7)

## **COMPUTER ESSENTIALS**

- 🔒 Computer Essentials End-of-Chapter Exam (v7)

## **COMMON OFFICE FEATURES**

- 🔒 Common Office End-of-Chapter Exam (v7)

## **MICROSOFT WORD**

- 🔒 Word End-of-Chapter Exam (v7)

## **MICROSOFT EXCEL**

📄 Excel End-of-Chapter Exam (v7)

## **MICROSOFT POWERPOINT**

📄 PowerPoint End-of-Chapter Exam (v7)

## **MICROSOFT ACCESS**

📄 Access End-of-Chapter Exam (v7)

## **MICROSOFT OUTLOOK**

📄 Outlook End-of-Chapter Exam (v7)

## **CHALLENGE EXAM QUESTIONS**

📄 TestOut Challenge Exam (v7)