TestOut

TestOut Pro Certified: Microsoft Word® - English 1.0.x

COURSE OUTLINE

PRE-RELEASE DRAFT

Powered by **LABSIM**

TestOut Pro Certified: Microsoft Word® Course Outline - v1.0.x Pre-Release Draft

▷ Videos: 90 (3:24:57)

🏷 Simulations: 96

▤ Fact Sheets: 61

✐ Exams: 7

CONTENTS:

1.0 COURSE OVERVIEW

1.1 Word and the Microsoft Office Suite

▷ 1.1.1 The Microsoft Office Suite

▷ 1.1.2 Introduction to Microsoft Word (2:19)

▤ 1.1.3 Word Tasks Overview

1.2 Course Features

▷ 1.2.1 Introduction to TestOut's Microsoft Word® Course

▤ 1.2.2 Course Overview

▤ 1.2.3 Course Objectives

▤ 1.2.4 Tips for Mac Users

▤ 1.2.5 Using the Simulated Labs

▤ 1.2.6 Keyboard Shortcuts in Labs

▤ 1.2.7 Tips for Chromebook Users

2.0 COMMON OFFICE FEATURES

2.1 Getting Started with Office

▷ 2.1.1 Microsoft Office Versions (2:20)

▷ 2.1.2 Learning Office Applications (4:24)

▷ 2.1.3 The Ribbon (3:01)

▷ 2.1.4 Beyond the Ribbon (4:18)

▷ 2.1.5 Backstage View Options (3:38)

▤ 2.1.6 Common Office Application Features

▤ 2.1.7 Desktop vs. Web Applications

▷ 4.1.2 Page and Column Breaks (2:21)

▷ 4.1.3 Tab Stops (2:19)

▤ 4.1.4 Page Formatting Facts

◈ 4.1.5 Skills Lab: Format Pages

◈ 4.1.6 Challenge Lab: Format Pages

▤ 4.1.7 Page Formatting Tips

◈ 4.1.8 Applied Lab: Format a Report Draft

◈ 4.1.9 Applied Lab: Format a Music Program

4.2 Inserting Illustrations and Other Elements

▷ 4.2.1 Text Wrap Options (2:50)

▷ 4.2.2 Illustration Formatting (4:00)

▷ 4.2.3 Building Blocks and Other Elements (4:00)

▷ 4.2.4 3D Models (2:12)

▷ 4.2.5 SmartArt

▤ 4.2.6 Word Illustration Facts

◈ 4.2.7 Skills Lab: Insert Illustrations

◈ 4.2.8 Challenge Lab: Insert Illustrations

▤ 4.2.9 Word Illustration Tips

◈ 4.2.10 Applied Lab: Insert Images for a Poster

◈ 4.2.11 Applied Lab: Insert Images for a Flyer

4.3 Creating and Formatting Tables

▷ 4.3.1 Word Tables (3:02)

▷ 4.3.2 Table Formatting (5:01)

▷ 4.3.3 Advanced Table Formatting (3:05)

▤ 4.3.4 Word Table Facts

◈ 4.3.5 Skills Lab: Create and Format Tables

◈ 4.3.6 Challenge Lab: Create and Format Tables

▤ 4.3.7 Word Table Tips

◈ 4.3.8 Applied Lab: Format a Calendar

◈ 4.3.9 Applied Lab: Format Tables for a Sales Report

4.4 Using Themes, Styles, and Templates

▷ 4.4.1 Word Styles (3:44)

▷ 4.4.2 Themes and Style Sets (4:04)

▷ 4.4.3 Word Templates (2:58)

▤ 4.4.4 Word Theme & Style Facts

◈ 4.4.5 Skills Lab: Use Themes, Styles, and Templates

◈ 4.4.6 Challenge Lab: Use Themes, Styles, and Templates

- 4.4.7 Word Theme & Style Tips
- 4.4.8 Applied Lab: Create a Certificate Using a Template
- 4.4.9 Applied Lab: Format a Newsletter

5.0 ACADEMIC AND WORKPLACE FEATURES

5.1 Managing References

- 5.1.1 Citations and References (4:17)
- 5.1.2 Footnotes, Endnotes, and Advanced Citations (5:04)
- 5.1.3 Table of Contents (2:37)
- 5.1.4 Reference Facts
- 5.1.5 Skills Lab: Manage References
- 5.1.6 Challenge Lab: Manage References
- 5.1.7 Reference Tips
- 5.1.8 Applied Lab: Manage Essay References
- 5.1.9 Applied Lab: Add References to Research Report

5.2 Managing Headers, Footers, and Sections

- 5.2.1 Headers and Footers (4:09)
- 5.2.2 Header and Footer Options (2:57)
- 5.2.3 Next Page Section Breaks (4:33)
- 5.2.4 Continuous Section Breaks (4:27)
- 5.2.5 Word Header, Footer, & Section Facts
- 5.2.6 Skills Lab: Manage Headers, Footers, and Sections
- 5.2.7 Challenge Lab: Manage Headers, Footers, and Sections
- 5.2.8 Word Header, Footer, & Section Tips
- 5.2.9 Applied Lab: Format a Research Paper with Sections
- 5.2.10 Applied Lab: Format a Survey Report

5.3 Using Office Collaboration Features

- 5.3.1 Track Changes and Comments (3:51)
- 5.3.2 Distributing Files (4:27)
- 5.3.3 Collaboration Facts
- 5.3.4 Skills Lab: Use Collaboration Features
- 5.3.5 Challenge Lab: Use Collaboration Features
- 5.3.6 Collaboration Tips
- 5.3.7 Applied Lab: Prepare a Business Memo for Distribution
- 5.3.8 Applied Lab: Prepare an Online Resume

6.0 WORD ASSOCIATE LIVE PROJECTS

6.1 Word Live Projects

- ▷ 6.1.1 How to Use Word Live Projects (3:32)
- ▤ 6.1.2 Installing the Optional Task Guide in Word
- ▤ 6.1.3 Additional Tips for Word Live Projects
- ✎ 6.1.4 Word Project: Create an Event Flyer
- ✎ 6.1.5 Word Project: Format a Sales Report
- ✎ 6.1.6 Word Project: Format and Add Citations for a White Paper

7.0 MOS 100 (WORD ASSOCIATE) PRACTICE EXAMS

7.1 Preparing for MOS Certification

- ▷ 7.1.1 Preparing for the MOS Exams (2:49)
- ▷ 7.1.2 Performing Unfamiliar Tasks (7:17)
- ▷ 7.1.3 Using TestOut MOS Practice Exams (4:16)
- ▤ 7.1.4 MOS Exam Objectives
- ▤ 7.1.5 Taking an MOS Exam

7.2 Domain Practice Labs: Word Associate 2019 (MO-100)

- ✎ 7.2.1 Domain Practice - Manage Documents
- ✎ 7.2.2 Domain Practice - Insert and Format Text, Paragraphs, and Sections
- ✎ 7.2.3 Domain Practice - Manage Tables and Lists
- ✎ 7.2.4 Domain Practice - Create and Manage References
- ✎ 7.2.5 Domain Practice - Insert and Format Graphic Elements
- ✎ 7.2.6 Domain Practice - Manage Document Collaboration

7.3 Practice Exams: Word Associate 2019 (MO-100)

- ✎ 7.3.1 Microsoft Word Associate Practice - Form A
- ✎ 7.3.2 Microsoft Word Associate Practice - Form B

8.0 CUSTOM STYLES

8.1 Using Custom Styles and Themes

- ▷ 8.1.1 Modify Existing Styles
- ▷ 8.1.2 Create and Manage Styles
- ▷ 8.1.3 Custom Color and Font Sets
- ▷ 8.1.4 Custom Themes and Style Sets
- ▷ 8.1.5 Share Styles Between Documents
- ▤ 8.1.6 Custom Styles and Themes Facts
- ✎ 8.1.7 Skills Lab: Use Custom Styles and Themes
- ✎ 8.1.8 Challenge Lab: Use Custom Styles and Themes
- ▤ 8.1.9 Custom Styles and Themes Tips

✎ Word Basics Cumulative Exam (ch 1-5)