



Course Outline

MOS: Microsoft Excel 2010 (Course & Lab)



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1. Course Objective

Gain hands-on expertise in Microsoft MOS- Excel 2010 exam by Microsoft 77-882 course and performance-based labs. Performance based labs simulate real-world, hardware, software & command line interface environments and can be mapped to any text-book, course & training. Microsoft MOS-Excel 2010 is a globally recognized, foundational-level credential designed for IT professionals, IT network practitioners. Microsoft 77-882 exam validates the expertise and technical knowledge required to manage worksheets, workbooks, and worksheet environment; create and format cells, worksheet, and cell data; and apply formula and functions.

2. Pre-Assessment

Pre-Assessment lets you identify the areas for improvement before you start your prep. It determines what students know about a topic before it is taught and identifies areas for improvement with question assessment before beginning the course.

3. Exercises

There is no limit to the number of times learners can attempt these. Exercises come with detailed remediation, which ensures that learners are confident on the topic before proceeding.

265
EXERCISES

4. Quizzes

Quizzes test your knowledge on the topics of the exam when you go through the course material. There is no limit to the number of times you can attempt it.

222
QUIZZES

5. Flashcards

Flashcards are effective memory-aiding tools that help you learn complex topics easily. The flashcard will help you in memorizing definitions, terminologies, key concepts, and more. There is no limit to the number of times learners can attempt these. Flashcards help master the key concepts.

98
FLASHCARDS

6. Glossary of terms

uCertify provides detailed explanations of concepts relevant to the course through Glossary. It contains a list of frequently used terminologies along with its detailed explanation. Glossary defines the key terms.

98
GLOSSARY OF
TERMS

7. Expert Instructor-Led Training

uCertify uses the content from the finest publishers and only the IT industry's finest instructors. They have a minimum of 15 years real-world experience and are subject matter experts in their fields. Unlike a live class, you can study at your own pace. This creates a personal learning experience and gives you all the benefit of hands-on training with the flexibility of doing it around your schedule 24/7.

8. ADA Compliant & JAWS Compatible Platform

uCertify course and labs are ADA (Americans with Disability Act) compliant. It is now more accessible to students with features such as:

- Change the font, size, and color of the content of the course
- Text-to-speech, reads the text into spoken words
- Interactive videos, how-tos videos come with transcripts and voice-over
- Interactive transcripts, each word is clickable. Students can clip a specific part of the video by clicking on a word or a portion of the text.

JAWS (Job Access with Speech) is a computer screen reader program for Microsoft Windows that reads the screen either with a text-to-speech output or by a Refreshable Braille display. Student can easily navigate uCertify course using JAWS shortcut keys.

9. State of the Art Educator Tools

uCertify knows the importance of instructors and provide tools to help them do their job effectively. Instructors are able to clone and customize course. Do ability grouping. Create sections. Design grade scale and grade formula. Create and schedule assignments. Educators can also move a student from self-paced to mentor-guided to instructor-led mode in three clicks.

10. Award Winning Learning Platform (LMS)

uCertify has developed an award winning, highly interactive yet simple to use platform. The SIIA CODiE Awards is the only peer-reviewed program to showcase business and education technology's

finest products and services. Since 1986, thousands of products, services and solutions have been recognized for achieving excellence. uCertify has won CODiE awards consecutively for last 5 years:

- **2014**

1. Best Postsecondary Learning Solution

- **2015**

1. Best Education Solution
2. Best Virtual Learning Solution
3. Best Student Assessment Solution
4. Best Postsecondary Learning Solution
5. Best Career and Workforce Readiness Solution
6. Best Instructional Solution in Other Curriculum Areas
7. Best Corporate Learning/Workforce Development Solution

- **2016**

1. Best Virtual Learning Solution
2. Best Education Cloud-based Solution
3. Best College and Career Readiness Solution
4. Best Corporate / Workforce Learning Solution
5. Best Postsecondary Learning Content Solution
6. Best Postsecondary LMS or Learning Platform
7. Best Learning Relationship Management Solution

- **2017**

1. Best Overall Education Solution
2. Best Student Assessment Solution
3. Best Corporate/Workforce Learning Solution
4. Best Higher Education LMS or Learning Platform

- **2018**

1. Best Higher Education LMS or Learning Platform
2. Best Instructional Solution in Other Curriculum Areas

3. Best Learning Relationship Management Solution

11. Chapter & Lessons

uCertify brings these textbooks to life. It is full of interactive activities that keeps the learner engaged. uCertify brings all available learning resources for a topic in one place so that the learner can efficiently learn without going to multiple places. Challenge questions are also embedded in the chapters so learners can attempt those while they are learning about that particular topic. This helps them grasp the concepts better because they can go over it again right away which improves learning.

Learners can do Flashcards, Exercises, Quizzes and Labs related to each chapter. At the end of every lesson, uCertify courses guide the learners on the path they should follow.

Syllabus

Chapter 1: Getting started

- Topic A: Spreadsheet terminology
- Topic B: The Excel environment
- Topic C: Getting help
- Topic D: Navigating a worksheet
- Unit summary: Getting started
- Review Questions

Chapter 2: Entering and editing data

- Topic A: Entering and editing text and values
- Topic B: Entering and editing formulas
- Topic C: Working with pictures
- Topic D: Saving and updating workbooks
- Unit summary: Entering and editing data
- Review Questions

Chapter 3: Modifying a worksheet

- Topic A: Moving and copying data
- Topic B: Moving and copying formulas
- Topic C: Absolute and relative references
- Topic D: Inserting and deleting ranges, rows, and columns
- Unit summary: Modifying a worksheet
- Review Questions

Chapter 4: Using functions

- Topic A: Entering functions
- Topic B: AutoSum
- Topic C: Other common functions

- Unit summary: Using functions
- Review Questions

Chapter 5: Formatting

- Topic A: Text formatting
- Topic B: Row and column formatting
- Topic C: Number formatting
- Topic D: Conditional formatting
- Topic E: Additional formatting options
- Unit summary: Formatting
- Review Questions

Chapter 6: Printing

- Topic A: Preparing to print
- Topic B: Page Setup options
- Topic C: Printing worksheets
- Unit summary: Printing
- Review Questions

Chapter 7: Charts

- Topic A: Chart basics
- Topic B: Formatting charts
- Unit summary: Charts
- Review Questions

Chapter 8: Managing large workbooks

- Topic A: Viewing large worksheets
- Topic B: Printing large worksheets
- Topic C: Working with multiple worksheets
- Unit summary: Managing large workbooks
- Review Questions

Chapter 9: Graphics and screenshots

- Topic A: Conditional formatting with graphics
- Topic B: SmartArt graphics
- Topic C: Screenshots
- Unit summary: Graphics and screenshots
- Review Questions

Chapter 10: Using multiple worksheets and workbooks

- Topic A: Using multiple workbooks
- Topic B: Linking worksheets with 3-D formulas
- Topic C: Linking workbooks
- Topic D: Managing workbooks
- Unit summary: Using multiple worksheets and workbooks
- Review Questions

Chapter 11: Advanced formatting

- Topic A: Using special number formats
- Topic B: Using functions to format text

- Topic C: Working with styles
- Topic D: Working with themes
- Topic E: Other advanced formatting
- Unit summary: Advanced formatting
- Review Questions

Chapter 12: Outlining and subtotals

- Topic A: Outlining and consolidating data
- Topic B: Creating subtotals
- Unit summary: Outlining and subtotals
- Review Questions

Chapter 13: Cell and range names

- Topic A: Creating and using names
- Topic B: Managing names
- Unit summary: Cell and range names
- Review Questions

Chapter 14: Tables

- Topic A: Sorting and filtering data
- Topic B: Advanced filtering
- Topic C: Working with tables
- Unit summary: Tables
- Review Questions

Chapter 15: Web and sharing features

- Topic A: Saving workbooks as Web pages
- Topic B: Using hyperlinks
- Topic C: Sharing workbooks
- Unit summary: Web and sharing features
- Review Questions

Chapter 16: Advanced charting

- Topic A: Chart formatting options
- Topic B: Combination charts
- Topic C: Graphical elements
- Unit summary: Advanced charting

- Review Questions

Chapter 17: Documenting and auditing

- Topic A: Auditing features
- Topic B: Comments in cells and workbooks
- Topic C: Protection
- Topic D: Workgroup collaboration
- Unit summary: Documenting and auditing
- Review Questions

Chapter 18: Templates and settings

- Topic A: Changing application settings
- Topic B: Using built-in templates
- Topic C: Creating and managing templates
- Unit summary: Templates and settings
- Review Questions

Chapter 19: PivotTables and PivotCharts

- Topic A: Working with PivotTables

- Topic B: Rearranging PivotTables
- Topic C: Formatting PivotTables
- Topic D: Using PivotCharts
- Unit summary: PivotTables and PivotCharts
- Review Questions

Chapter 20: Logical and statistical functions

- Topic A: Logical functions
- Topic B: Math and statistical functions
- Unit summary: Logical and statistical functions
- Review Questions

Chapter 21: Financial and date functions

- Topic A: Financial functions
- Topic B: Date and time functions
- Topic C: Array formulas
- Topic D: Displaying and printing formulas
- Unit summary: Financial and date functions

- Review Questions

Chapter 22: Lookups and data tables

- Topic A: Using lookup functions
- Topic B: Using MATCH and INDEX
- Topic C: Creating data tables
- Unit summary: Lookups and data tables
- Review Questions

Chapter 23: Advanced data management

- Topic A: Validating cell entries
- Topic B: Exploring database functions
- Unit summary: Advanced data management
- Review Questions

Chapter 24: Exporting and importing

- Topic A: Exporting and importing text files
- Topic B: Exporting and importing XML data
- Topic C: Getting external data

- Unit summary: Exporting and importing
- Review Questions

Chapter 25: Analytical tools

- Topic A: Goal Seek and Solver
- Topic B: The Analysis ToolPak
- Topic C: Scenarios
- Unit summary: Analytical tools
- Review Questions

Chapter 26: Macros and custom functions

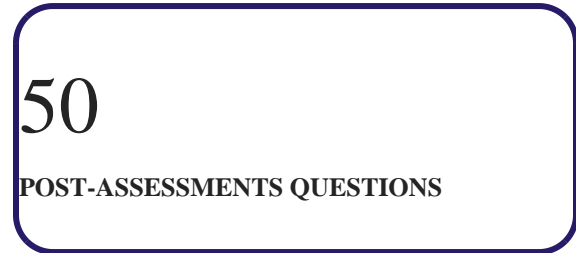
- Topic A: Running and recording a macro
- Topic B: Working with VBA code
- Topic C: Creating functions
- Unit summary: Macros and custom functions
- Review Questions

12. Practice Test

uCertify provides full length practice tests. These tests closely follow the exam objectives and are

designed to simulate real exam conditions. Each course has a number of test sets consisting of hundreds of items to ensure that learners are prepared for the certification exam.

Here's what you get



Features

Full Remediation

Each question comes with detailed remediation explaining not only why an answer option is correct but also why it is incorrect.

Unlimited Practice

Each test can be taken unlimited number of times until the learner feels they are prepared. Learner can review the test and read detailed remediation. Detailed test history is also available.

Learn, Test and Review Mode

Each test set comes with learn, test and review modes. In learn mode, learners will attempt a question and will get immediate feedback and complete remediation as they move on to the next question. In test mode, learners can take a timed test simulating the actual exam conditions. In review mode, learners can read through one item at a time without attempting it.

13. Performance Based Labs

uCertify's performance-based labs are simulators that provides virtual environment. Labs deliver

hands on experience with minimal risk and thus replace expensive physical labs. uCertify Labs are cloud-based, device-enabled and can be easily integrated with an LMS. Features of uCertify labs:

- Provide hands-on experience in a safe, online environment
- Labs simulate real world, hardware, software & CLI environment
- Flexible and inexpensive alternative to physical Labs
- Comes with well-organized component library for every task
- Highly interactive - learn by doing
- Explanations and remediation available
- Videos on how to perform

Lab Tasks

- Hiding the formula bar
- Showing the formula bar
- Using formulas
- Saving a file in PDF format
- Clearing contents from a cell
- Changing a relative reference to an absolute reference
- Displaying an average of selected values
- Setting column width and row height
- Merging and centering cell text
- Applying number format
- Applying conditional formatting
- Applying conditional formatting using multiple criteria
- Copying format of one range to another
- Formatting a worksheet
- Deleting duplicate rows and sorting the table
- Configuring Page Setup for printing
- Setting margins for printing
- Adding a header and footer
- Printing repeated header rows

- Specifying a print area and checking its layout
- Increasing chart length and breadth
- Splitting a worksheet horizontally
- Adding and hiding a column and a row
- Inserting, renaming, and hiding a worksheet
- Creating a sheet and coloring the sheet tab
- Copying a sheet to another workbook
- Applying Solid Fill Blue Data Bar to a range
- Applying conditional formatting on the cells
- Inserting SmartArt
- Adding watch options for cell values
- Using the text function
- Changing the font size of a heading style
- Applying a theme to a worksheet
- Unmerging previously merged cells
- Splitting range into columns
- Removing a background image
- Adding a custom view
- Editing a defined range
- Filtering data
- Applying a Table Style
- Resetting chart formatting to match the existing style
- Using Sparklines to illustrate data trends
- Changing the Sparkline style
- Configuring arrow width
- Allowing users to format cells in a protected sheet
- Enabling Track Changes
- Hiding sheet tabs and scroll bars
- Changing default display options
- Changing the movement behavior of a selection
- Configuring default workbook settings
- Changing the gridline color
- Using the COUNTIF function
- Displaying formulas
- Creating a table

- Implementing data validation

Here's what you get



14. Post-Assessment

After completion of the uCertify course Post-Assessments are given to students and often used in conjunction with a Pre-Assessment to measure their achievement and the effectiveness of the exam.

Have Any Query? We Are Happy To Help!

GET IN TOUCH:

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