uCertify

Course Outline

Microsoft PowerPoint 2019 (MO-300)



28 Mar 2024

1. Course Objective
2. Pre-Assessment
3. Exercises, Quizzes, Flashcards & Glossary

   Number of Questions
4. Expert Instructor-Led Training
5. ADA Compliant & JAWS Compatible Platform
6. State of the Art Educator Tools
7. Award Winning Learning Platform (LMS)
8. Chapter & Lessons

   Syllabus

   Chapter 1: Introduction

   Chapter 2: Fundamentals

   Chapter 3: Creating a presentation

   Chapter 4: Formatting

   Chapter 5: Working with shapes and images

   Chapter 6: Working with charts and tables

   Chapter 7: Customization

   Chapter 8: Introduction

   Chapter 9: Advanced formatting

   Chapter 10: Animation, time effects, and media

   Chapter 11: Reviewing content, tracking changes, and saving in other formats

   Chapter 12: Custom slide shows

   Chapter 13: Sharing, collaborating, and security

   Videos and How To
9. Practice Test

   Here's what you get

   Features
10. Live labs

Lab Tasks

Here's what you get

11. Post-Assessment

1. Course Objective

Kick start your prep for the Microsoft PowerPoint 2019 MO-300 exam with the Microsoft PowerPoint 2019 course and lab. The lab is cloud-based, device-enabled, and can easily be integrated with an LMS. The Microsoft PowerPoint certification course and lab cover MO-300 certification exam objectives and teach you how to create, edit, and enhance presentations and slideshows; create and manage presentations; insert and format shapes and slides; create slide content, apply transitions and animations; and more.

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.

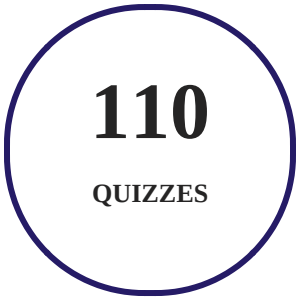
3. Exercises

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.



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.



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.



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.



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 assessments. 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 7 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

- **2019**
  1. Best Virtual Learning Solution
  2. Best Content Authoring Development or Curation Solution
  3. Best Higher Education Learning Management Solution (LMS)

- **2020**
  1. Best College and Career Readiness Solution
  2. Best Cross-Curricular Solution
  3. Best Virtual Learning 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: Introduction

Chapter 2: Fundamentals

- Module A: Exploring the PowerPoint environment

- Summary

Chapter 3: Creating a presentation

- Module A: Creating a presentation
- Module B: Creating and modifying slide content
- Summary

Chapter 4: Formatting

- Module A: Working with slide masters and layouts
- Module B: Formatting slides and text
- Summary

Chapter 5: Working with shapes and images

- Module A: Creating and formatting shapes
- Module B: Working with images
- Summary

Chapter 6: Working with charts and tables

- Module A: Working with charts

- Module B: Working with tables
- Summary

Chapter 7: Customization

- Module A: Slide transitions
- Module B: Additional text options
- Module C: Printing
- Summary

Chapter 8: Introduction

Chapter 9: Advanced formatting

- Module A: Inserting and formatting SmartArt
- Module B: Inserting and formatting 3D models
- Module C: Additional formatting options
- Summary

Chapter 10: Animation, time effects, and media

- Module A: Animating slide content
- Module B: Inserting and formatting media

- Summary

Chapter 11: Reviewing content, tracking changes, and saving in other formats

- Module A: Reviewing content and tracking changes
- Module B: Saving a presentation in other formats
- Summary

Chapter 12: Custom slide shows

- Module A: Working with notes pages
- Module B: Configuring, rehearsing, and presenting slide shows
- Summary

Chapter 13: Sharing, collaborating, and security

- Module A: Protecting your presentations
- Module B: Sharing your presentations
- Summary

12.  Practice Test

Here's what you get

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PRE-ASSESSMENTS QUESTIONS	POST-ASSESSMENTS QUESTIONS

Features

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.

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. Live Labs

The benefits of live-labs are:

- Exam based practical tasks
- Real equipment, absolutely no simulations
- Access to the latest industry technologies
- Available anytime, anywhere on any device
- Break and Reset functionality

- No hardware costs

Lab Tasks

Creating a presentation

- Creating a Presentation Using a Template
- Duplicating a Slide
- Inserting Content into a Placeholder
- Inserting a Hyperlink on a Slide
- Inserting an Online Image
- Inserting an Image from the Desktop

Formatting

- Adding and Modifying a Footer
- Applying a Theme
- Modifying the Slide Layout
- Formatting a Slide's Background
- Applying and Formatting Bulleted and Numbered Lists

Working with shapes and images

- Showing Gridlines
- Inserting and Formatting Shapes
- Inserting a Screenshot
- Applying the Artistic Effect
- Applying Effects to a Shape
- Applying Styles and Effects to a Picture
- Applying Image Alt Text

Working with charts and tables

- Adding a Chart to a Presentation
- Working with Tables
- Importing and Editing a Table

Customization

- Applying the Transition
- Creating WordArt from the Text

Advanced formatting

- Inserting SmartArt and Arranging the Picture's Position
- Converting a List into SmartArt
- Inserting and Modifying a 3D Model

Animation, time effects, and media

- Applying Animation on an Online Picture
- Animating Text
- Animating a 3D Model
- Adding a Video

Reviewing content, tracking changes, and saving in other formats

- Checking the Spelling Automatically
- Adding a Comment
- Turning a Presentation into a Video
- Modifying the Text Style
- Customizing the Handout Master

Custom slide shows

- Adding Notes
- Creating a Custom Slide Show
- Rehearsing Slide Timings

Sharing, collaborating, and security

- Making a Presentation Read-Only

Here's what you get

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LIVE LABS

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.

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