



# **TestOut<sup>®</sup>**

TestOut Desktop Pro Plus

## **COURSE OUTLINE**

# TestOut Desktop Pro Plus Course Outline

📺 Videos: 228 (13:27:03)

🔗 Simulations: 190

📄 Fact Sheets: 167

📝 Exams: 32

## CONTENTS:

---

### 0.0 GETTING STARTED INFORMATION

📺 0.1 Video: Introduction to Desktop Pro Plus (7:04)

📄 0.2 Course Overview

📄 0.3 Course Objectives

📄 0.4 Pop-up Blockers

📄 0.5 Tips for Mac Users

📄 0.6 Using the Simulated Labs

📄 0.7 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 a Web Browser (4:50)
-  1.2.4 Web Browser Troubleshooting (3:56)
-  1.2.5 Website Navigation
-  1.2.6 Microsoft Internet Explorer Facts
-  1.2.7 Google Chrome Facts
-  1.2.8 Mozilla Firefox Facts
-  1.2.9 Microsoft Edge Facts
-  1.2.10 Social Media (4:41)
-  1.2.11 Social Media Facts
-  1.2.12 Cloud Computing (4:57)
-  1.2.13 Cloud Computing Facts
-  1.2.14 Online Streaming (2:28)
-  1.2.15 Online Streaming Facts
-  1.2.16 Skills Lab: Web Browsing with Internet Explorer
-  1.2.17 Concept Questions

## 1.3 Digital Communication

-  1.3.1 Digital Communication (3:20)
-  1.3.2 Digital Communication Facts
-  1.3.3 Smartphone Facts
-  1.3.4 Gmail and Google Calendar
-  1.3.5 Introduction to Outlook (2:05)
-  1.3.6 Checking Your Email (2:58)
-  1.3.7 Formatting and Sending Messages (2:48)
-  1.3.8 Email Etiquette (3:11)
-  1.3.9 Attachments and Hyperlinks (2:52)
-  1.3.10 Outlook Facts
-  1.3.11 Rules of Netiquette
-  1.3.12 Skills Lab: Microsoft Outlook Email
-  1.3.13 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 Web Browsers and Email (7:30)
-  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 IE
-  1.4.16 Applied Lab: Clear the Browser Cache
-  1.4.17 Applied Lab: Respond to Social Engineering
-  1.4.18 Applied Lab: Configure the IE Popup Blocker
-  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 Network Servers (2:09)
- ☰ 2.5.7 Network Server Facts
- ☰ 2.5.8 Windows User Accounts (3:08)
- ☰ 2.5.9 Windows User Account Facts
- 🔒 2.5.10 Skills Lab: Configure Networking and User Accounts
- 🔒 2.5.11 Applied Lab: Create a User
- 🔒 2.5.12 Applied Lab: Connect to a Wireless Network
- 🔒 2.5.13 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 HTML, CSS, and JavaScript (5:44)
- 📖 2.7.3 Object-Oriented Programming (3:20)
- 📖 2.7.4 Basic Programming Facts
- 📖 2.7.5 HTML, CSS, and JavaScript Facts
- 📖 2.7.6 Careers in Computer Programming (2:16)
- 📖 2.7.7 Computer Science Career Facts
- 📖 2.7.8 Artificial Intelligence (3:41)
- 📖 2.7.9 Artificial Intelligence Facts
- 📖 2.7.10 Activity: Excel VBA Assignment
- 📝 2.7.11 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 Learning Office Applications (4:24)
- 📖 3.1.3 The Ribbon (3:01)

-  3.1.4 Beyond the Ribbon (4:18)
-  3.1.5 Backstage View Options (3:38)
-  3.1.6 Lab Types (4:30)
-  3.1.7 Common Office Application Features
-  3.1.8 Desktop vs. Web Applications
-  3.1.9 Skills Lab: Get Started with Office
-  3.1.10 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

## 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 AutoFill Options (3:39)
- 📖 5.6.2 Excel Formulas (3:58)
- 📖 5.6.3 Text Functions (3:24)
- 📖 5.6.4 CONCATENATE (3:25)
- 📖 5.6.5 Formula Facts
- 🔒 5.6.6 Skills Lab: Enter Simple Formulas
- 🔒 5.6.7 Challenge Lab: Enter Simple Formulas
- 📖 5.6.8 Formula Tips
- 🔒 5.6.9 Applied Lab: Cheese Shop
- 🔒 5.6.10 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 The IF Function (3:53)
- 📖 5.7.4 Logical Functions (2:55)
- 📖 5.7.5 Excel Error Messages (2:43)
- 📖 5.7.6 Advanced Function Facts
- 🔒 5.7.7 Skills Lab: Use Advanced Functions
- 🔒 5.7.8 Challenge Lab: Use Advanced Functions
- 📖 5.7.9 Advanced Function Tips

- 🔒 5.7.10 Applied Lab: County Fair
- 🔒 5.7.11 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 (3:23)
- 📋 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

# 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 Animation and Transition Facts
- 👂 6.9.4 Skills Lab: Apply Animations and Transitions
- 👂 6.9.5 Challenge Lab: Apply Animations and Transitions
- 📖 6.9.6 Animation and Transition Tips
- 👂 6.9.7 Applied Lab: Add Transitions to a Presentation
- 👂 6.9.8 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

## 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** DESKTOP PRO PRACTICE EXAMS

### A.1 Preparing for Desktop Pro Certification

- 📅 A.1.1 Preparing for the Desktop Pro Certification Exam (4:35)
- 📅 A.1.2 Taking the Desktop Pro Certification Exam (1:43)
- 📅 A.1.3 Desktop Pro Exam Objectives
- 📅 A.1.4 Desktop Pro Certification FAQs
- 🔑 A.2 Desktop Pro Domain 1: Microsoft Word
- 🔑 A.3 Desktop Pro Domain 2: Microsoft Excel
- 🔑 A.4 Desktop Pro Domain 3: Microsoft PowerPoint
- 🔑 A.5 Desktop Pro Certification Practice Exam

## **B.0** MOS 2016 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 Microsoft Word 2016 Core (77-725)**

☑ B.2.1 Microsoft Word Practice - Form A

☑ B.2.2 Microsoft Word Practice - Form B

## **B.3 Microsoft Excel 2016 Core (77-727)**

☑ B.3.1 Microsoft Excel Practice - Form A

☑ B.3.2 Microsoft Excel Practice - Form B

## **B.4 Microsoft PowerPoint 2016 (77-729)**

☑ B.4.1 Microsoft PowerPoint Practice - Form A

☑ B.4.2 Microsoft PowerPoint Practice - Form B

## **C.0 ONLINE ESSENTIALS**

☑ Online Essentials End-of-Chapter Exam (Pro Plus v5)

## **D.0 COMPUTER ESSENTIALS**

☑ Computer Essentials End-of-Chapter Exam (Pro Plus v5)

## **E.0 COMMON OFFICE FEATURES**

☑ Common Office End-of-Chapter Exam (Pro Plus v5)

## **F.0 MICROSOFT WORD**

☑ Word End-of-Chapter Exam (Pro Plus v5)

## **G.0 MICROSOFT EXCEL**

☑ Excel End-of-Chapter Exam (Pro Plus v5)

## **H.0 MICROSOFT POWERPOINT**

☑ PowerPoint End-of-Chapter Exam (Pro Plus v5)

## **I.0 MICROSOFT ACCESS**

☑ Access End-of-Chapter Exam (Pro Plus v5)

## **J.0 MICROSOFT OUTLOOK**

☑ Outlook End-of-Chapter Exam (Pro Plus v5)

## **K.0 CHALLENGE EXAM QUESTIONS**

☑ TestOut Challenge Exam (Pro Plus v5)