



# *TestOut*<sup>®</sup>

TestOut Office Pro

## COURSE OUTLINE

# TestOut Office Pro Course Outline

📺 Videos: 236 (13:45:07)

🔍 Simulations: 190

📄 Fact Sheets: 169

📝 Exams: 32

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## 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 Slide Zoom (2:22)
- 📺 6.9.4 3D Models (1:58)
- 📖 6.9.5 Animation and Transition Facts
- 🔒 6.9.6 Skills Lab: Apply Animations and Transitions
- 🔒 6.9.7 Challenge Lab: Apply Animations and Transitions
- 📖 6.9.8 Animation and Transition Tips
- 🔒 6.9.9 Applied Lab: Add Transitions to a Presentation
- 🔒 6.9.10 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)
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- 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 (4:35)
- 📖 A.1.2 Taking the Office Pro Certification Exam (1:43)
- 📖 A.1.3 Office Pro Exam Objectives
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- 👤 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 (3:30)
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### **B.2 Word Associate 2019 (MO-100)**

- 🔗 B.2.1 Microsoft Word Practice - Form A
- 🔗 B.2.2 Microsoft Word Practice - Form B

### **B.3 Excel Associate 2019 (MO-200)**

- 🔗 B.3.1 Microsoft Excel Practice - Form A
- 🔗 B.3.2 Microsoft Excel Practice - Form B

### **B.4 PowerPoint Associate 2019 (MO-300)**

- 🔗 B.4.1 Microsoft PowerPoint Practice - Form A
- 🔗 B.4.2 Microsoft PowerPoint Practice - Form B

## **ONLINE ESSENTIALS**

🔗 Online Essentials End-of-Chapter Exam (v6)

## **COMPUTER ESSENTIALS**

🔗 Computer Essentials End-of-Chapter Exam (v6)

## **COMMON OFFICE FEATURES**

🔗 Common Office End-of-Chapter Exam (v6)

## **MICROSOFT WORD**

🔗 Word End-of-Chapter Exam (v6)


## **MICROSOFT EXCEL**

🔗 Excel End-of-Chapter Exam (v6)


## **MICROSOFT POWERPOINT**

🔗 PowerPoint End-of-Chapter Exam (v6)


## **MICROSOFT ACCESS**

 Access End-of-Chapter Exam (v6)

## **MICROSOFT OUTLOOK**

 Outlook End-of-Chapter Exam (v6)

## **CHALLENGE EXAM QUESTIONS**

 TestOut Challenge Exam (v6)