Image not found or type unknown

Course Outline

Microsoft Excel 2013 (MOS)

not found or type unknown

13 Jun 2025

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: Introducing Excel

   Chapter 2: Entering and Editing Worksheet Data

   Chapter 3: Essential Worksheet Operations

   Chapter 4: Working with Cells and Ranges

   Chapter 5: Introducing Tables

   Chapter 6: Worksheet Formatting

   Chapter 7: Understanding Excel Files

   Chapter 8: Using and Creating Templates

   Chapter 9: Printing Your Work

   Chapter 10: Introducing Formulas and Functions

   Chapter 11: Creating Formulas That Manipulate Text

   Chapter 12: Creating Formulas That Count and Sum

   Chapter 13: Getting Started Making Charts

   Chapter 14: Learning Advanced Charting

   Chapter 15: Visualizing Data Using Conditional Formatting

   Chapter 16: Creating Sparkline Graphics

   Chapter 17: Enhancing Your Work with Pictures and Drawings

   Chapter 18: Customizing the Excel User Interface

1. Course Objective

We have an updated version of this course, please check out the **Microsoft Excel 2019** course!

Start your prep for the MOS Excel 77-420 exam with the MOS Microsoft Excel 2013 course and lab. The lab simulates real-world, hardware, software, and command-line interface environments and can be mapped to any text-book, course, or training. The MS Excel exam guide completely covers the 77-420 exam objectives and teaches you how to create and manage worksheets and workbooks; create cells and ranges; create tables, apply formulas and functions; and create charts and objects.

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.

109

EXERCISES

4. Quiz

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.

75

QUIZ

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.

143

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.

143

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 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. Image not found or type unknown 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: Introducing Excel

- Identifying What Excel Is Good For

- Seeing What's New in Excel 2013

- Understanding Workbooks and Worksheets

- Moving Around a Worksheet

- Using the Ribbon

- Using Shortcut Menus

- Customizing Your Quick Access Toolbar

- Working with Dialog Boxes

- Using Task Panes

- Creating Your First Excel Workbook

Chapter 2: Entering and Editing Worksheet Data

- Exploring Data Types

- Entering Text and Values into Your Worksheets

- Modifying Cell Contents

- Applying Number Formatting

Chapter 3: Essential Worksheet Operations

- Learning the Fundamentals of Excel Worksheets

- Controlling the Worksheet View

- Working with Rows and Columns

Chapter 4: Working with Cells and Ranges

- Understanding Cells and Ranges

- Copying or Moving Ranges

- Using Names to Work with Ranges

Chapter 5: Introducing Tables

- What Is a Table?

- Creating a Table

- Changing the Look of a Table

- Working with Tables

Chapter 6: Worksheet Formatting

- Getting to Know the Formatting Tools

- Using Different Fonts to Format Your Worksheet

- Changing Text Alignment

- Using Colors and Shading

- Adding Borders and Lines

- Adding a Background Image to a Worksheet

- Using Named Styles for Easier Formatting

- Understanding Document Themes

Chapter 7: Understanding Excel Files

- Creating a New Workbook

- Opening an Existing Workbook

- Saving a Workbook

- Organizing Your Files

- Other Workbook Info Options

- Excel File Compatibility

Chapter 8: Using and Creating Templates

- Exploring Excel Templates

- Understanding Custom Excel Templates

Chapter 9: Printing Your Work

- Basic Printing

- Changing Your Page View

- Adjusting Common Page Setup Settings

- Advanced Counting Formulas

- Summing Formulas

- Conditional Sums Using a Single Criterion

- Conditional Sums Using Multiple Criteria

Chapter 13: Getting Started Making Charts

- What Is a Chart?

- Understanding How Excel Handles Charts

- Creating a Chart

- Hands On: Creating and Customizing a Chart

- Working with Charts

- Understanding Chart Types

- Learning More

Chapter 14: Learning Advanced Charting

- Selecting Chart Elements

- User Interface Choices for Modifying Chart Elements

- Modifying the Chart Area

- Modifying the Plot Area

- About Data Validation

- Specifying Validation Criteria

- Types of ValidationCriteria You Can Apply

- Creating a Drop-Down List

- Using Formulas for Data Validation Rules

- Understanding Cell References

- Data Validation Formula Examples

Chapter 21: Creating and Using Worksheet Outlines

- Introducing Worksheet Outlines

- Creating an Outline

- Working with Outlines

Chapter 22: Excel and the Internet

- Saving a Workbook on the Internet

- Saving Workbooks in HTML Format

- Opening an HTML File

- Working with Hyperlinks

Videos and How To

uCertify course includes videos to help understand concepts. It also includes How Tos that help learners in accomplishing certain tasks.

155	**15:06**
VIDEOS	HOURS

12. Practice Test

Here's what you get

15	**2**	**40**
PRE-ASSESSMENTS QUESTIONS	FULL LENGTH TESTS	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. 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

- Moving a worksheet
- Allowing editing on limited cells in a protected workbook
- Creating a blank workbook
- Disabling AutoRecover
- Enforcing immediate calculation of formulas
- Password protecting a workbook
- Password protecting a workbook structure and worksheet
- Using the Go To feature
- Using the Cut and Paste functions
- Deleting data in a cell range
- Editing a comment
- Formatting a cell range as a table
- Sorting a table
- Banding rows using an Excel table style
- Applying a cell style to a cell range
- Maintaining backward workbook compatibility

- Creating a workbook using a template
- Printing an individual worksheet
- Inserting a watermark
- Displaying and evaluating formulas
- Using the MIN and MAX functions
- Using the AVERAGE function
- Using the RATE function
- Using the CONVERT function
- Changing default error checking rules
- Calculating the surface area of a sphere
- Using the CONCATENATE function
- Using the SUBSTITUTE function
- Applying color scales
- Banding rows by conditional formatting
- Banding columns by using conditional formatting
- Using the ROUND function
- Inserting a hyperlink

Here's what you get

33

PERFORMANCE BASED LAB

93

VIDEO TUTORIALS

49

MINUTES

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.