uCertify

Course Outline

Microsoft Office 365



29 Mar 2024

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1. Course Objective

The Microsoft Office 365 certification course offers interactive learning resources that help candidates learn how to use Office 365 application's different tools, including Outlook, OneDrive, Word, Excel, PowerPoint, OneNote, SharePoint, Microsoft Teams, Yammer, and more. The office 365 training course is targeted at professionals who have never worked with Office 365 before, or who have yet to move beyond its basic functions.

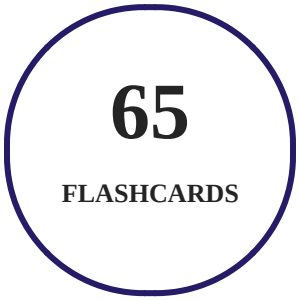
2. Quizzes

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.



3. 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.



4. 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.



5. 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.

6. 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.

7. 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.

8. 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

9.  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: First Steps

- Trainer Introduction
- First Steps in Office 365
- First Steps on mobile devices

Chapter 2: Mail

- Trainer Introduction
- First Steps in Mail
- Improved Search Function
- Work with Folders
- Settings
- Working with the Mail App

Chapter 3: Calendar

- Trainer Introduction
- Add Calendar Items
- Share Your Calendar

- Settings

Chapter 4: People

- Trainer Introduction
- First Steps
- Groups

Chapter 5: Tasks

- Introduction
- First Steps

Chapter 6: OneDrive

- Introduction
- Upload Files
- Share Files
- Sync Files
- Recycle Bin
- Using OneDrive

Chapter 7: Teams - Simplify Collaboration within Companies

- Discover new ways to collaborate and communicate
- An introduction to your central place in Office 365
- How to launch and install Teams
- The Interface of Microsoft Teams
- Use the Teams window to structure your organization
- Use Channels to structure the Teams window
- Use Tabs to access tools and information
- Communicate with others via Chat
- Keep track of activities
- Meetings, video conferencing and screen sharing
- Share files effectively
- Manage teams and permissions for organizational structuring
- Use Teams effectively on mobile devices
- Final remarks

Chapter 8: Skype For Business

- Introduction by the Instructor
- Use Skype for Business Online
- Navigate Through the Skype for Business Desktop App

- Manage Contacts
- Instant Messaging
- Make Calls with Skype for Business
- Video Calls with Skype for Business
- Initial Setup: Audio Settings
- Initial Setup: Video Settings
- Join a Meeting
- Schedule an Online Meeting
- Share a PowerPoint Presentation
- Share Your Screen
- Co-author with Skype for Business
- Send a File
- Work with Whiteboards!
- Perform a Poll
- Use Q&A for Structured Discussions
- Manage Multiple Content Screens
- Skype for Business: Meeting Options
- Record a Meeting

- Skype for Business: Mobile
- Using Skype for Business

Chapter 9: SharePoint Sites

- Introduction
- First Steps
- Document Library - First Steps
- Document Library - Set and Manage Alerts
- Document Library - Understanding Versioning
- Sync Libraries
- Share a Site
- Picture Library
- Lists
- Calendar
- Tasks
- Discussion Board

Chapter 10: Word Online

- Introduction

- Open and Edit a Word Document Online
- Limitations of Word Online
- Create a New Document
- Edit a Document Simultaneously
- Working with the Word App

Chapter 11: Excel Online

- Introduction
- Open and Edit an Excel Online Workbook
- Limitations of Excel Online
- Create a New Workbook with Excel Online
- Edit a Workbook Simultaneously with another Person
- Working with the Excel App

Chapter 12: PowerPoint Online

- Introduction
- Open a PowerPoint Online Presentation
- Edit a Presentation Online
- Limitations of PowerPoint Online

- Create a Presentation with PowerPoint Online
- Working with the PowerPoint App

Chapter 13: OneNote Online

- Introduction
- OneNote

Chapter 14: Forms - Create Surveys and Quizzes

- Use Forms to Create and Conduct Surveys
- Use Forms to Create and Conduct Quizzes

Chapter 15: Stream - The Enterprise Video Streaming Service

- Introduction - How to Manage Company
- Search and Find Videos Like a Pro
- Integrate Stream into Other Office 365 Applications
- Manage Content to Stay on Top of Things
- Use Stream Effectively on Mobile Devices

Chapter 16: Yammer

- Introduction

- First Steps
- Working with Groups
- Instant Messaging
- External Groups

Chapter 17: Delve

- Introduction
- First Steps in Delve
- People
- Boards

Chapter 18: Sway

- Introduction
- Create your first Sway
- Share your Sway Presentation

Chapter 19: Video

- Introduction
- Open a Video
- Search for a Video

- Upload a Video
- Office 365 Mobile - Video

Chapter 20: Appendix: 3D Avatar-based Simulation

Videos and How To

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

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VIDEOS	HOURS

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