uCertify

Course Outline

Key Applications (IC3 GS5 Exam 2)



28 Mar 2024

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1. Course Objective

Gain hands-on experience to pass the IC3 certification exam with the Key Applications (IC3 GS5 Exam 2) course and lab. The lab provides a hands-on learning experience in a safe and online environment. This IC3 exam guide completely covers IC3 GS5 Key Applications exam objectives and includes topics such as exploring common application features in Microsoft Access, using Microsoft Word, Excel, PowerPoint, and Access, collaborating with others when working in Microsoft Office, and so on.

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.

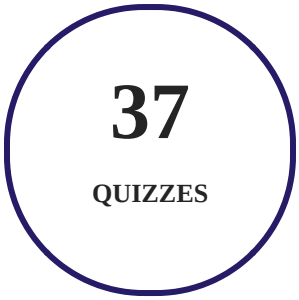
3. Exercises

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.



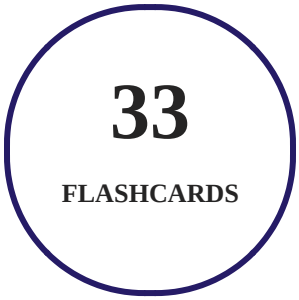
4. Quizzes

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: Exploring Common Application Features in Microsoft Office

- Creating New Empty Documents with Microsoft Office
- The Basics of Using Microsoft Office Applications
- The Basics of Formatting Your Microsoft Office Files

- Working with Multimedia Files in Microsoft Office
- Summary

Chapter 2: Using Microsoft Word

- Configuring the Layout of Your Documents
- Organizing the Data in Your Documents
- Summary

Chapter 3: Using Microsoft Excel

- Navigating among Worksheets, Workbooks, and Cells
- Changing the Alignment and the Positioning of Cells
- Changing the Size of Cells
- Formatting How Cells Are Displayed
- Adding and Removing Rows and Columns
- Merging or Unmerging Cells
- Using Number Formats in Microsoft Excel Workbooks
- Sorting and Filtering Data
- Using Common Formulas and Functions

- Adding Charts and Graphs
- Summary

Chapter 4: Using Microsoft PowerPoint

- Adding and Removing Slides When Creating Presentations
- Changing the Order of Your Slides
- Changing the Design and the Background of Your Presentations
- Adding and Formatting the Text in Your Presentations
- Changing the Layout of Your Slides
- Adding Shapes and Pictures to Your Slides
- Adding Tables to Your Presentations
- Formatting the Tables in Your Presentations
- Adding Charts to Your Presentations
- Adding Video and Other Multimedia Files to Your Presentations
- Adding Animations to Your Presentation
- Setting Transitions between Slides and Viewing Your Presentations
- Summary

Chapter 5: Using Microsoft Access

- Adding, Modifying, and Removing Data in a Microsoft Access Database
- Using Search in a Microsoft Access Database
- Using Stored Queries in a Microsoft Access Database
- Running Predefined Reports in a Microsoft Access Database
- Creating Simple Reports in a Microsoft Access Database
- Creating Simple Forms in a Microsoft Access Database
- Summary

Chapter 6: Collaborating with Others When Working in Microsoft Office

- Adding Comments to Your Microsoft Office Files
- Reviewing the Comments That Were Added to a Document
- Tracking Changes in a Microsoft Word Document
- Reviewing Changes in a Microsoft Word Document
- Sharing Your Work Files Using Email
- Storing Documents Using Network Attached Storage Solutions
- Storing Documents Using Cloud Storage Solutions
- Summary

Chapter 7: Appendix A: Objective Mappings

12. Practice Test

Here's what you get

40	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

- Creating a blank database in MS Access
- Starting and closing Microsoft Office applications
- Creating a document using a template
- Saving a Document
- Copying and pasting data in MS Word
- Changing orientation and setting page size in MS Word
- Printing a document in MS Word
- Selecting non-adjacent cells in MS Excel
- Dragging and dropping data in MS PowerPoint
- Checking spelling and grammar in MS Word
- Undoing and redoing the changes
- Using the Cut and Paste Functions
- Changing the Text to Bold
- Sorting data in MS Excel 2016
- Hiding column in MS Excel 2016
- Zooming in the Document
- Adjusting pictures in MS PowerPoint
- Changing margins in MS Word
- Changing text alignment
- Enabling the ruler in MS Word

- Breaking Content into Columns
- Increasing the Line Spacing
- Formatting the text in MS Word
- Creating lists in MS Word
- Inserting a Table
- Inserting Rows and Columns
- Sorting a list
- Inserting Page Numbers
- Navigating between cells in MS Excel
- Jumping to a specific cell in MS Excel
- Searching a specific value in MS Excel
- Changing alignment and orientation of cells
- Changing the formatting of cells
- Adding and removing rows and columns
- Merging and unmerging cells in MS Excel sheet
- Sorting data using color codes in MS Excel
- Filtering data in MS Excel 2016
- Using mathematical operators in MS Excel
- Using relative and absolute references
- Using the Average function in MS Excel 2016
- Using the SUM function in MS Excel 2016
- Inserting a chart in MS Excel 2016
- Adding and removing slides
- Applying themes in MS PowerPoint 2016
- Adding and formatting text in a presentation
- Inserting and formatting shapes in MS PowerPoint 2016
- Formatting tables in MS PowerPoint
- Inserting a picture and an object into a MS PowerPoint presentation
- Inserting a video in MS PowerPoint 2016
- Applying animation on images in MS PowerPoint 2016
- Applying transition on the slide in MS PowerPoint 2016
- Adding, modifying, and removing data in a MS Access database
- Using Search in a Microsoft Access Database
- Running a predefined report in MS Access database
- Creating a form for a table in Microsoft Access Database

- Enabling track changes in MS Word
- Attaching files to an email in MS Outlook

Here's what you get

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PERFORMANCE BASED LAB

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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