

uCertify

Course Outline

Microsoft Excel 2021



01 May 2024

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Chapter 5: Formatting a Worksheet

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Here's what you get

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1. Course Objective

Gain the skills required to work in Excel 2021 with the Microsoft Excel 2021 course and lab. This course aims to provide you with a foundation for Excel knowledge and skills, which you can build upon to eventually become an expert in data manipulation. It is intended for students who wish to gain the foundational understanding of Microsoft Office Excel 2021 that is necessary to create and work with electronic spreadsheets. This course contains interactive lessons with knowledge checks and quizzes, simulations, and live labs to provide a detailed understanding of worksheets.

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.

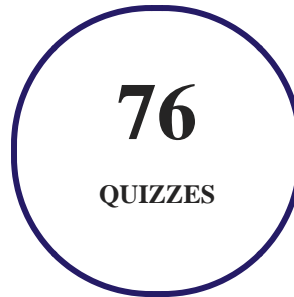
3. Exercises

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.



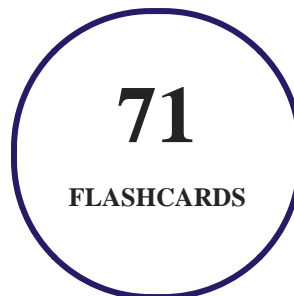
4. Quizzes

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: About This Course

- Course Description

Chapter 2: Getting Started with Excel 2021

- Topic A: Navigate the Excel User Interface
- Topic B: Use Excel Commands
- Topic C: Create and Save a Basic Workbook
- Topic D: Enter Cell Data
- Topic E: Use Excel Help

Chapter 3: Performing Calculations

- Topic A: Create Worksheet Formulas
- Topic B: Insert Functions
- Topic C: Reuse Formulas and Functions

Chapter 4: Modifying a Worksheet

- Topic A: Insert, Delete, and Adjust Cells, Columns, and Rows
- Topic B: Search for and Replace Data
- Topic C: Use Proofing and Research Tools

Chapter 5: Formatting a Worksheet

- Topic A: Apply Text Formats
- Topic B: Apply Number Formats

- Topic C: Align Cell Contents
- Topic D: Apply Styles and Themes
- Topic E: Apply Basic Conditional Formatting
- Topic F: Create and Use Templates

Chapter 6: Printing Workbooks

- Topic A: Preview and Print a Workbook
- Topic B: Set Up the Page Layout
- Topic C: Configure Headers and Footers

Chapter 7: Managing Workbooks

- Topic A: Manage Worksheets
- Topic B: Manage Workbook and Worksheet Views
- Topic C: Manage Workbook Properties

Chapter 8: Appendix A: Microsoft® Office Excel® 2021 Common Keyboard Shortcuts

Chapter 9: Appendix B: Adding Borders and Colors to Worksheets

- Topic A: Add Borders and Colors to Worksheets

Chapter 10: Appendix C: Basic Excel Customization

- Appendix Introduction
- Topic A: Customize General Options and the Excel UI

12. Practice Test

Here's what you get

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PRE-ASSESSMENTS QUESTIONS

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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. Live Labs

The benefits of live-labs are:

- Exam based practical tasks
- Real equipment, absolutely no simulations
- Access to the latest industry technologies
- Available anytime, anywhere on any device
- Break and Reset functionality
- No hardware costs

Lab Tasks

Getting Started with Excel 2021

- Exporting Ribbon Customizations as a File
- Adding and Replacing Data in a Cell
- Creating and Saving a Workbook
- Copying and Pasting the Data

Performing Calculations

- Creating Worksheet Formulas
- Determining the Minimum Value
- Determining the Maximum Value
- Reusing Formulas
- Calculating the Sum
- Calculating the Average

Modifying a Worksheet

- Hiding the Columns
- Deleting a Column
- Inserting a Cell Range
- Deleting a Row
- Hiding the Rows
- Adjusting the Columns

Formatting a Worksheet

- Adding a Hyperlink
- Applying Fill Color
- Adding Borders
- Trimming the Decimal Places
- Adding the Date to a Worksheet
- Creating a Template

Printing Workbooks

- Adding the Page Number to the Worksheet

Managing Workbooks

- Deleting a Worksheet
- Hiding a Worksheet
- Adding a New Worksheet
- Adding Color to the Worksheet Tab
- Making a Copy of the Worksheet
- Freezing the Top Row

Here's what you get

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LIVE LABS

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VIDEO TUTORIALS

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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.

GET IN TOUCH:

 3187 Independence Drive
Livermore, CA 94551,
United States



+1-415-763-6300



support@ucertify.com



www.ucertify.com