

# uCertify

## Course Outline

### Microsoft Powerpoint 2021 Expert



04 Aug 2025

1. Pre-Assessment

2. Exercises, Quizzes, Flashcards & Glossary

Number of Questions

3. Expert Instructor-Led Training

4. ADA Compliant & JAWS Compatible Platform

5. State of the Art Educator Tools

6. Award Winning Learning Platform (LMS)

7. Chapter & Lessons

Syllabus

Chapter 1: About This Course

Chapter 2: Customizing Design Templates

Chapter 3: Adding Tables

Chapter 4: Adding Charts

Chapter 5: Working with Media

Chapter 6: Building Advanced Transitions and Animations

Chapter 7: Finalizing a Presentation

Chapter 8: Modifying Presentation Navigation

Chapter 9: Securing and Distributing a Presentation

Chapter 10: Appendix A: Microsoft®PowerPoint® Common Keyboard Shortcuts

Chapter 11: Appendix B: Using Ink to Hand Draw Elements

Videos and How To

8. Practice Test

Here's what you get

Features

9. Live labs

Lab Tasks

Here's what you get

10. Post-Assessment

## 1. 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.

## 2. 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.

**52**  
EXERCISES

## 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.

**46**  
FLASHCARDS

## 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: About This Course

- Course Description

## Chapter 2: Customizing Design Templates

- Topic A: Modify Slide Masters and Slide Layouts
- Topic B: Modify the Notes Master and the Handout Master
- Topic C: Add Headers and Footers
- Summary

## Chapter 3: Adding Tables

- Topic A: Create a Table
- Topic B: Format a Table
- Topic C: Insert a Table from Other Microsoft Office Applications
- Summary

## Chapter 4: Adding Charts

- Topic A: Create a Chart

- Topic B: Format a Chart
- Topic C: Insert a Chart from Microsoft Excel
- Summary

## Chapter 5: Working with Media

- Topic A: Add Audio to a Presentation
- Topic B: Add Video to a Presentation
- Topic C: Add a Screen Recording
- Summary

## Chapter 6: Building Advanced Transitions and Animations

- Topic A: Use the Morph Transition
- Topic B: Customize Animations
- Summary

## Chapter 7: Finalizing a Presentation

- Topic A: Review a Presentation
- Topic B: Enhance a Live Presentation
- Topic C: Record a Presentation



- Topic D: Set Up a Slide Show
- Summary

## Chapter 8: Modifying Presentation Navigation

- Topic A: Divide a Presentation into Sections
- Topic B: Add Links
- Topic C: Create a Custom Slide Show
- Summary

## Chapter 9: Securing and Distributing a Presentation

- Topic A: Secure a Presentation
- Topic B: Create Digital Media
- Summary

## Chapter 10: Appendix A: Microsoft®PowerPoint® Common Keyboard Shortcuts

## Chapter 11: Appendix B: Using Ink to Hand Draw Elements

- Topic A: Draw Objects
- Topic B: Write Math Equations

## 10. Practice Test

Here's what you get

5

PRE-ASSESSMENTS QUESTIONS

13

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.

## 11. 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

### Customizing Design Templates

- Changing the Background of an Image
- Inserting a Logo into the Slide Master and Modifying its Alternative Text
- Creating and Saving a New Template
- Scaling the Image in the Slide Master
- Modifying the Background Style of the Slide Master
- Applying a New Theme to the Slide Master
- Modifying the Handout Master
- Modifying the Notes Master
- Creating a Custom Slide Layout
- Adding Footers

### Adding Tables

- Creating a Table
- Formatting a Table

### Adding Charts

- Formatting a Chart

### Working with Media

- Adding the Playback Settings to a Video

- Adding the Video Style
- Adding a Screen Recording

### **Building Advanced Transitions and Animations**

- Applying the Morph Transition to a Shape
- Using the Morph Naming Scheme to Transform One Shape into Another
- Adding a Triangular Motion Path
- Animating a SmartArt Graphic
- Applying and Modifying Animation Effects to a Graphic

### **Finalizing a Presentation**

- Comparing the Presentations
- Adding a Comment to a Slide
- Annotating a Presentation
- Recording a Presentation

### **Modifying Presentation Navigation**

- Adding and Managing Sections
- Adding an Action Button
- Creating and Modifying a Custom Slide Show

### **Securing and Distributing a Presentation**

- Packaging a Presentation

**Here's what you get**

**29**

LIVE LABS

**42**

VIDEO TUTORIALS

**54**

MINUTES

## 12. 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.

**You can't stay away! Get**

 3187 Independence Drive  
Livermore, CA 94551,  
United States



+1-415-763-6300



support@ucertify.com



www.ucertify.com