uCertify

Course Outline

Microsoft© SharePoint© 2013

30 Apr 2024

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3. Exercises, Quizzes, Flashcards & Glossary

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Videos and How To

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Here's what you get

Features

10. Post-Assessment

1. Course Objective

Gain hands-on expertise in the Microsoft 77-419 certification exam with the Microsoft SharePoint 2013 course. The course completely covers the objectives of the MOS 77-419 exam and teaches you how to create and format content; manage SharePoint sites, participate in user communities, and configure and consume site search results. It also provides knowledge of how to segment digital information, share information from external sources, archive records, and automate business processes.

2. Pre-Assessment

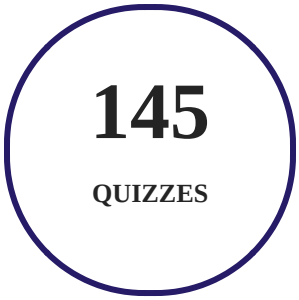
Pre-Assessment lets you identify the areas for improvement before you start your prep. It determines what students know about a topic before it is taught and identifies areas for improvement with question assessment before beginning the course.

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.

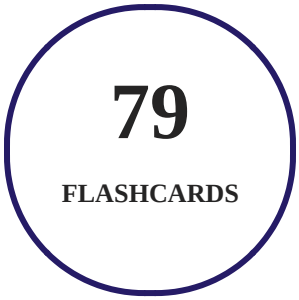
4. Quizzes

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: Creating a New Site

- TOPIC A: Create a Site
- TOPIC B: Change the Look and Feel of Your SharePoint Site
- Summary

Chapter 2: Adding and Configuring Libraries

- TOPIC A: Configure Document Library for Your SharePoint Team Site
- TOPIC B: Configure the Site Assets Library for Your SharePoint Site
- TOPIC C: Add and Configure a Wiki for Your SharePoint Site
- Summary

Chapter 3: Adding and Configuring Lists

- TOPIC A: Add an Announcement List
- TOPIC B: Add and Configure a Task List
- TOPIC C: Add and Configure Contact and Calendar Lists
- TOPIC D: Add and Configure a Blog Subsite
- TOPIC E: Add and Configure a Custom List to your SharePoint Site
- TOPIC F: Customize List Forms
- Summary

Chapter 4: Configuring Site Settings, Navigation, and Search

- TOPIC A: Configure Site Search Options
- TOPIC B: Configure Site Administration Settings

- TOPIC C: Configure Site Organization and Navigation
- Summary

Chapter 5: Assigning Permissions and Access Rights

- TOPIC A: Share Sites and Set Site Permissions
- TOPIC B: Secure Lists, Libraries, and Documents
- Summary

Chapter 6: Configure Content Rollup, Summary Links, and Site Map

- TOPIC A: Add and Configure the Content Search Web Part
- TOPIC B: Add and Configure the Relevant Documents Web Part
- Summary

Chapter 7: Appendix A

- Microsoft Office SharePoint 2013 Exam 77-419

Chapter 8: Appendix B

- Course-Specific Technical Requirements
- Setting Up the Course

Chapter 9: Accessing and Navigating SharePoint Team Sites

- TOPIC A: Access SharePoint Sites
- TOPIC B: Navigate SharePoint Sites
- Summary

Chapter 10: Working with Documents, Content, and Libraries

- TOPIC A: Upload Documents
- TOPIC B: Search for Documents and Files
- Summary

Chapter 11: Working with Lists

- TOPIC A: Add List Items
- TOPIC B: Modify List Items
- TOPIC C: Configure List Views
- TOPIC D: Filter and Group with List Views
- Summary

Chapter 12: Configuring Your SharePoint Profile

- TOPIC A: Update and Share Your Profile Information

- TOPIC B: Share and Follow SharePoint Content
- TOPIC C: Create a Blog
- Summary

Chapter 13: Integrating with Microsoft Office

- TOPIC A: Access and Save SharePoint Documents with Microsoft Office
- TOPIC B: Manage Document Versions through Office 2013
- TOPIC C: Access SharePoint Data from Outlook 2013
- Summary

Chapter 14: Working Offline and Remotely with SharePoint

- TOPIC A: Synchronize Libraries, Sites, and MySite and Working Offline
- TOPIC B: Work from a Mobile Device
- Summary

Chapter 15: Appendix A

- Microsoft Office SharePoint 2013 Exam 77-419

Chapter 16: Appendix B

- Course-Specific Technical Requirements
- Setting Up the Course

Chapter 17: Creating and Configuring a Site Collection

- TOPIC A: Create a Site Collection
- TOPIC B: Set Quotas
- TOPIC C: Configure Audit Options
- TOPIC D: Back Up Your Site Collection
- Summary

Chapter 18: Configuring the Top-Level Site

- TOPIC A: Add a Cloud Tag Webpart
- TOPIC B: Add an RSS Feed to Your Site
- TOPIC C: Enable Email Connectivity for a Library
- TOPIC D: Create and Configure Document Sets
- Summary

Chapter 19: Configuring Site Collection Metadata

- TOPIC A: Create a New Content Type

- TOPIC B: Add Columns to Content Types
- TOPIC C: Add a Custom Content Type to a List
- Summary

Chapter 20: Managing Archiving and Compliance

- TOPIC A: Configure Site Policies
- TOPIC B: Configure In-Place Records Management
- TOPIC C: Configure Information Management Policies
- TOPIC D: Configure Content Organizer Rules
- Summary

Chapter 21: Creating and Testing a Workflow

- TOPIC A: Plan a Workflow
- TOPIC B: Create and Publish a Workflow
- TOPIC C: Test Your Workflow
- Summary

Chapter 22: Configuring Search

- TOPIC A: Configure Search Options

- TOPIC B: Search for Content and Set Alerts
- Summary

Chapter 23: Appendix A

- Microsoft Office SharePoint 2013 Exam 77-419

Chapter 24: Appendix B

- Course-Specific Technical Requirements
- Setting Up the Course

Videos and How To

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

12	34
VIDEOS	MINUTES

12. Practice Test

Here's what you get

20	3	45
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. 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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