TestOut

TestOut Office Pro - English 6.0.x

COURSE MAPPING
to TestOut Desktop Pro 4.1.x

TestOut Office Pro to Desktop Pro Course Mapping

Office Pro 6.0	Desktop Pro 4.1
1.0 ONLINE ESSENTIALS	
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1.1.3 A Brief History of Computing (3:40)	--
1.1.4 Computing History Facts	--
1.1.5 The Binary Number System (2:26)	--
1.1.6 Binary Number System Facts	--
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1.1.8 Bits & Bytes Facts	--
1.1.9 Digital Sound & Video (5:07)	--
1.1.10 Digital Sound & Video Facts	--
1.1.11 Digital Images (3:57)	--
1.1.12 Digital Image Facts	--
1.1.13 File Compression (5:29)	--
1.1.14 File Compression Facts	--
1.1.15 Technology and Ethics (3:39)	--
1.1.16 Technology and Ethics Facts	1.5.11 Computer Ethics
1.1.17 Activity: Compare Digital Media	--
1.1.18 Concept Questions	--
1.2 The Internet and Social Media	
1.2.1 The Web and Other Internet Technologies (4:47)	--
1.2.2 Web and Internet Facts	1.4.4 Internet Facts
1.2.3 Using Web Browsers (5:40)	1.1.3 Using a Web Browser (4:50)
1.2.4 Web Browser Troubleshooting (2:56)	1.1.4 Web Browser Troubleshooting (3:56)
1.2.5 Website Navigation	--
1.2.6 Google Chrome Facts	1.1.6 Google Chrome Facts
1.2.7 Mozilla Firefox Facts	1.1.7 Mozilla Firefox Facts
1.2.8 Microsoft Edge Facts	1.1.8 Microsoft Edge Facts
1.2.9 Social Media (4:41)	--
1.2.10 Social Media Facts	1.5.10 Social Media Facts
1.2.11 Cloud Computing (4:57)	--
1.2.12 Cloud Computing Facts	--
1.2.13 Online Streaming (2:28)	--
1.2.14 Online Streaming Facts	--
1.2.15 Skills Lab: Web Browsing with Google Chrome	1.1.9 Skills Lab: Web Browsing with Internet Explorer
1.2.16 Concept Questions	--
1.3 Digital Communication	
1.3.1 Digital Communication (3:19)	--
1.3.2 Digital Communication Facts	--
1.3.3 Smartphone Facts	--
1.3.4 Digital Privacy (3:07)	--
1.3.5 Digital Privacy Facts	--
1.3.6 Gmail and Google Calendar	--
1.3.7 Introduction to Outlook (2:05)	--
1.3.8 Checking Your Email (2:58)	--

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1.3.9 Formatting and Sending Messages (2:48)	--
1.3.10 Email Etiquette (3:11)	--
1.3.11 Attachments and Hyperlinks (2:52)	--
1.3.12 Outlook Facts	--
1.3.13 Rules of Netiquette	1.5.7 Rules of Netiquette
1.3.14 Skills Lab: Microsoft Outlook Email	--
1.3.15 Concept Questions	--
1.4 Online Safety and Security	
1.4.1 Computer Security Risks (4:47)	1.5.1 Computer Security Risks (4:47)
1.4.2 Computer Security Risks	1.5.2 Computer Security Risks
1.4.3 Windows Firewall (5:18)	1.5.3 Windows Firewall (5:18)
1.4.4 Malware Protection on Windows (4:01)	1.5.4 Malware Protection on Windows (4:01)
1.4.5 Windows 10 Security Measures	1.5.5 Windows 10 Security Measures
1.4.6 Configuring Web Browsers (4:33)	1.5.6 Web Browsers and Email (7:30)
1.4.7 Internet Safety and Security (7:58)	1.5.8 Internet Safety and Security (7:58)
1.4.8 Internet Safety Facts	1.5.9 Internet Safety Facts
1.4.9 Ecommerce Safeguards (4:53)	--
1.4.10 Ecommerce Safety Facts	--
1.4.11 Encryption and Authentication (3:32)	--
1.4.12 Encryption and Authentication Facts	--
1.4.13 Skills Lab: Practice Online Safety and Security	1.5.12 Skills Lab: Practice Online Safety and Security
1.4.14 Applied Lab: Configure Windows Firewall	1.5.13 Applied Lab: Configure Windows Firewall
1.4.15 Applied Lab: Configure Privacy Settings in Google Chrome	1.5.14 Applied Lab: Configure Privacy Settings in IE
1.4.16 Applied Lab: Clear the Browser Cache	1.5.15 Applied Lab: Clear the Browser Cache
1.4.17 Applied Lab: Respond to Social Engineering	1.5.16 Applied Lab: Respond to Social Engineering
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1.4.19 Concept Questions	--
1.5 Evaluating Online Information	
1.5.1 Online Searches (4:14)	--
1.5.2 Online Searching Facts	--
1.5.3 Copyright and Intellectual Property (5:14)	--
1.5.4 Copyright Facts	--
1.5.5 Online Academic Research (5:13)	--
1.5.6 Online Academic Research Facts	--
1.5.7 Activity: Identify Sources	--
1.5.8 Concept Questions	--
2.0 COMPUTER ESSENTIALS	
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2.1.1 Desktop and Mobile Devices (4:06)	1.6.1 Desktop and Mobile Devices (4:06)
2.1.2 Desktop vs. Mobile Devices	1.6.2 Desktop vs. Mobile Devices
2.1.3 PC Hardware Components (5:23)	1.6.3 PC Hardware Components (5:23)
2.1.4 PC Hardware Facts	1.6.4 PC Hardware Facts
2.1.5 PC Ports and Connectors (3:29)	1.6.5 PC Ports and Connectors (3:29)
2.1.6 PC Port and Connector Facts	1.6.6 PC Port and Connector Facts
2.1.7 Peripheral Devices (4:47)	1.6.7 Peripheral Devices (4:47)
2.1.8 Peripheral Device Facts	1.6.8 Peripheral Device Facts
2.1.9 Printers (2:18)	1.6.9 Printers (2:18)

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2.1.10 Printer Facts	1.6.10 Printer Facts
2.1.11 Checking System Requirements (3:24)	--
2.1.12 System Requirement Facts	--
2.1.13 Using the Hardware Simulator (5:23)	1.6.11 Using the Hardware Simulator (5:23)
2.1.14 Skills Lab: Connect Computer Devices	1.6.12 Skills Lab: Connect Computer Devices
2.1.15 Applied Lab: Connect a Monitor	1.6.13 Applied Lab: Connect a Monitor
2.1.16 Applied Lab: Set Up a Computer	1.6.14 Applied Lab: Set Up a Computer
2.1.17 Applied Lab: Install USB Devices	1.6.15 Applied Lab: Install USB Devices
2.1.18 Applied Lab: Connect a Printer	1.6.16 Applied Lab: Connect a Printer
2.1.19 Concept Questions	--
2.2 System Software	
2.2.1 System Software (3:01)	--
2.2.2 System Software Facts	--
2.2.3 Operating System Functions (1:56)	1.2.1 Operating System Functions (1:56)
2.2.4 Common Operating Systems	1.2.2 Common Operating Systems
2.2.5 The Windows 10 Operating System (3:53)	1.2.3 The Windows 10 Operating System (3:53)
2.2.6 Windows 10 Components	1.2.4 Windows 10 Components
2.2.7 Windows Settings (2:57)	1.2.7 Windows Settings (2:57)
2.2.8 Windows Settings Facts	1.2.8 Windows Settings Facts
2.2.9 Windows Printing Features (4:29)	1.7.5 Windows Printing Features (4:29)
2.2.10 Windows Printing Facts	1.7.6 Windows Printing Facts
2.2.11 Windows Update (2:45)	1.4.7 Windows Update (2:45)
2.2.12 Windows Update Facts	1.4.8 Windows Update Facts
2.2.13 Skills Lab: Explore Windows 10 Features	1.2.9 Skills Lab: Explore Windows 10 Features
2.2.14 Applied Lab: Change Display Settings	1.2.11 Applied Lab: Change Display Settings
2.2.15 Applied Lab: Connect to a Printer	1.7.8 Applied Lab: Connect to a Printer
2.2.16 Applied Lab: Share a Printer	1.7.9 Applied Lab: Share a Printer
2.2.17 Applied Lab: Configure Windows Update	1.4.12 Applied Lab: Configure Windows Update
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2.3.1 Storage Devices (4:07)	1.3.1 Storage Devices (4:07)
2.3.2 File Storage Options	1.3.2 File Storage Options
2.3.3 Windows File Management (6:05)	1.3.3 Windows File Management (6:05)
2.3.4 Windows File Management Facts	1.3.4 Windows File Management Facts
2.3.5 Shared Storage (3:10)	1.3.5 Shared Storage (3:10)
2.3.6 Shared Storage Facts	1.3.6 Shared Storage Facts
2.3.7 Cloud Storage (4:41)	1.3.7 Cloud Storage (4:41)
2.3.8 Windows Cloud Storage Facts	1.3.8 Windows Cloud Storage Facts
2.3.9 Skills Lab: Manage and Share Files in Windows	1.3.9 Skills Lab: Manage and Share Files in Windows
2.3.10 Applied Lab: Manage Files	1.3.10 Applied Lab: Manage Files
2.3.11 Applied Lab: Copy Files from a USB Thumb Drive	1.3.11 Applied Lab: Copy Files from a USB Thumb Drive
2.3.12 Applied Lab: Use Shared Storage	1.3.12 Applied Lab: Use Shared Storage
2.3.13 Applied Lab: Use OneDrive Storage	1.3.13 Applied Lab: Use OneDrive Storage
2.3.14 Concept Questions	--
2.4 Application Software	
2.4.1 Desktop Applications (3:37)	1.2.5 Desktop Applications (3:37)
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2.4.3 Collaboration Tools (3:06)	--

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2.4.5 Installing Applications	--
2.4.6 Skills Lab: Use Desktop Applications	--
2.4.7 Applied Lab: Run Desktop Applications	1.2.12 Applied Lab: Run Desktop Applications
2.4.8 Applied Lab: Open and Print a Document in Word	1.7.10 Applied Lab: Open and Print a Document in Word
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2.5.2 Networking Facts	1.4.2 Networking Facts
2.5.3 The Internet (3:18)	1.4.3 The Internet (3:18)
2.5.4 Internet Protocols (5:32)	--
2.5.5 Internet Protocol Facts	--
2.5.6 Internet Service Types (4:33)	--
2.5.7 Internet Service Facts	--
2.5.8 Network Servers (2:09)	--
2.5.9 Network Server Facts	--
2.5.10 Windows User Accounts (3:08)	1.4.5 Windows User Accounts (3:08)
2.5.11 Windows User Account Facts	1.4.6 Windows User Account Facts
2.5.12 Skills Lab: Configure Networking and User Accounts	1.4.9 Skills Lab: Use Networks and Windows Update
2.5.13 Applied Lab: Create a User	1.4.10 Applied Lab: Create a User
2.5.14 Applied Lab: Connect to a Wireless Network	1.4.11 Applied Lab: Connect to a Wireless Network
2.5.15 Concept Questions	--
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2.6.5 Database Terms	--
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2.7.10 Computer Science Career Facts	--
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2.7.12 Artificial Intelligence Facts	--
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2.8.8 IT Career Facts	--
2.8.9 Activity: IT Career Exploration	--
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3.1.2 Microsoft Office Versions (2:20)	--
3.1.3 Learning Office Applications (4:24)	2.1.1 Learning Office Applications (4:24)
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3.1.7 Lab Types (4:30)	2.1.2 Lab Types (4:30)
3.1.8 Common Office Application Features	1.7.3 Common Office Application Features
3.1.9 Desktop vs. Web Applications	1.7.4 Desktop vs. Web Applications
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3.2.5 Challenge Lab: Customize Views and Options	--
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3.4.1 Navigating Through a Word Document (4:24)	--
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3.4.3 Navigation Facts	--
3.4.4 Skills Lab: Navigate Files	--
3.4.5 Challenge Lab: Navigate Files	--
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4.2 Creating Documents and Using the Clipboard	
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4.2.2 The Clipboard (4:15)	2.2.2 The Clipboard (4:15)
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4.2.6 Document Creation Facts	2.2.3 Document Creation Facts
4.2.7 Skills Lab: Create Documents	2.2.4 Skills Lab: Create Documents
4.2.8 Challenge Lab: Create Documents	2.2.5 Challenge Lab: Create Documents
4.2.9 Document Creation Tips	2.2.6 Document Creation Tips
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4.3.2 Font Choices (3:53)	2.4.2 Font Choices (3:53)
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4.3.8 Applied Lab: Format a Math Worksheet	2.4.8 Applied Lab: Format a Math Worksheet
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4.4.6 Skills Lab: Format Paragraphs	2.5.6 Skills Lab: Format Paragraphs
4.4.7 Challenge Lab: Format Paragraphs	2.5.7 Challenge Lab: Format Paragraphs
4.4.8 Paragraph Formatting Tips	2.5.8 Paragraph Formatting Tips
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4.5.4 Page Formatting Facts	2.6.4 Page Formatting Facts
4.5.5 Skills Lab: Format Pages	2.6.5 Skills Lab: Format Pages
4.5.6 Challenge Lab: Format Pages	2.6.6 Challenge Lab: Format Pages
4.5.7 Page Formatting Tips	2.6.7 Page Formatting Tips
4.5.8 Applied Lab: Format a Report Draft	2.6.8 Applied Lab: Format a Report Draft
4.5.9 Applied Lab: Format a Music Program	2.6.9 Applied Lab: Format a Music Program
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4.6.5 Skills Lab: Edit Documents	2.7.5 Skills Lab: Edit Documents
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4.6.7 Document Editing Tips	2.7.7 Document Editing Tips
4.6.8 Applied Lab: Edit an Essay	2.7.8 Applied Lab: Edit an Essay
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4.7.2 Illustration Formatting (4:00)	2.8.2 Illustration Formatting (4:00)
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4.7.5 Skills Lab: Insert Illustrations	2.8.4 Skills Lab: Insert Illustrations
4.7.6 Challenge Lab: Insert Illustrations	2.8.5 Challenge Lab: Insert Illustrations
4.7.7 Word Illustration Tips	2.8.6 Word Illustration Tips
4.7.8 Applied Lab: Insert Images for a Poster	2.8.7 Applied Lab: Insert Images for a Poster
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4.8.4 Word Table Facts	2.9.3 Word Table Facts
4.8.5 Skills Lab: Create and Format Tables	2.9.4 Skills Lab: Create and Format Tables
4.8.6 Challenge Lab: Create and Format Tables	2.9.5 Challenge Lab: Create and Format Tables
4.8.7 Word Table Tips	2.9.6 Word Table Tips
4.8.8 Applied Lab: Format a Calendar	2.9.7 Applied Lab: Format a Calendar
4.8.9 Applied Lab: Format Tables for a Sales Report	2.9.8 Applied Lab: Format Tables for a Sales Report
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4.9.4 Word Theme & Style Facts	2.10.4 Word Theme & Style Facts
4.9.5 Skills Lab: Use Themes, Styles, and Templates	2.10.5 Skills Lab: Use Themes, Styles, and Templates
4.9.6 Challenge Lab: Use Themes, Styles, and Templates	2.10.6 Challenge Lab: Use Themes, Styles, and Templates
4.9.7 Word Theme & Style Tips	2.10.7 Word Theme & Style Tips
4.9.8 Applied Lab: Create a Certificate Using a Template	2.10.8 Applied Lab: Create a Certificate Using a Template
4.9.9 Applied Lab: Format a Newsletter	2.10.9 Applied Lab: Format a Newsletter
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4.10.2 Footnotes, Endnotes, and Advanced Citations (5:04)	2.11.2 Footnotes, Endnotes, and Advanced Citations (5:04)
4.10.3 Captions (2:23)	--
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4.10.7 Challenge Lab: Manage References	2.11.5 Challenge Lab: Manage References
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4.11.5 Word Header, Footer, & Section Facts	2.12.5 Word Header, Footer, & Section Facts
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4.11.8 Word Header, Footer, & Section Tips	2.12.8 Word Header, Footer, & Section Tips
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4.12.3 Distributing Files (4:27)	--
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5.2.7 Challenge Lab: Create and Manage Workbooks	3.2.6 Challenge Lab: Create and Manage Workbooks
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5.3.2 Copy and Paste Options (3:42)	3.3.2 Copy and Paste Options (3:42)

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5.3.5 Skills Lab: Organize and Enter Data	3.3.5 Skills Lab: Organize and Enter Data
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5.3.7 Data Entry Tips	3.3.7 Data Entry Tips
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Computer Essentials	Computer and Internet Basics
Common Office Features	--
Microsoft Word	Microsoft Word
Microsoft Excel	Microsoft Excel
Microsoft PowerPoint	Microsoft PowerPoint
Microsoft Access	Microsoft Access
Microsoft Outlook	--

Key:

Indicates new or significantly revised learning resource