

Beginning Microsoft® Word: Practice 1

RUBRIC

0	3	5	8	10
Less than 25% of items completed correctly.	More than 25% of items completed correctly	More than 50% of items completed correctly	More than 75% of items completed correctly	All items completed correctly

Each step to complete is considered a single item, even if it is part of a larger string of steps.

Objectives:

The Learner will be able to

1. Find and use the copy command at least 75% of the time
2. Find and use the paste command at least 75% of the time
3. Explain that both Word and Excel have the same paste command
4. Find and use the cut command at least 75% of the time
5. Explain the function of the copy, paste, and cut commands

Cut, Copy and Paste

Cut, Copy and Paste are basic computer skills. These commands have been part of computers since 1984, long before there was Windows. Each and every program, including Microsoft Word, Excel, PowerPoint and Outlook, uses these functions.

Copy and Paste on the same document

Start the program Microsoft Word.
Insert a picture from ClipArt
Select the picture and copy and paste it five times

Copy and Paste to a different document

Start the program Microsoft Word.
Insert a picture from ClipArt
Select the picture and copy and paste
Go to New and open a blank document
Paste the picture into a new blank sheet

Copy and Paste into a different program:

Insert a picture in Microsoft Word and copy it
Start the program Microsoft Excel
Paste the picture into Excel

Cut

Cut removes the text or graphic and places it on the clipboard, ready to paste somewhere else. Try it: Insert two new pictures from ClipArt into Microsoft Word. Next to each picture, write what it is. Select ONE picture, go to Cut. Open a new blank document and go to Paste.

You do NOT have to save these practice files.

Microsoft Word Test Document

Yijin Wang



Microsoft Word Test Document:

Adopting the Melody of Appearance: An Mental Symphony within **Microsoft Word Test Document**

In a world eaten by screens and the ceaseless chatter of immediate conversation, the melodic elegance and emotional symphony developed by the written term frequently diminish into the back ground, eclipsed by the constant noise and disruptions that permeate our lives. However, nestled within the pages of **Microsoft Word Test Document** an enchanting fictional value brimming with natural feelings, lies an immersive symphony waiting to be embraced. Crafted by a wonderful composer of language, that charming masterpiece conducts visitors on an emotional journey, well unraveling the hidden songs and profound influence resonating within each cautiously crafted phrase. Within the depths of the poignant examination, we can explore the book is central harmonies, analyze their enthralling publishing style, and surrender ourselves to the profound resonance that echoes in the depths of readers souls.

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