



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 Practice Exercises

Faithe Wempen



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Microsoft Word Stephen C. Solosky,2002 *Comp-Information Technology-TB-10-R* Reeta Sahoo, Gagan Sahoo, Comp Information Technology TB 10 R *Comp-Information Technology-TB-09-R* Reeta Sahoo, Gagan Sahoo, Comp Information Technology TB 09 R *Microsoft Word 2013 Step By Step* Joan Lambert,Joyce Cox,2013-01-15 Experience learning made easy and quickly teach yourself how to format publish and share your content using Word 2013 With Step by Step you set the pace building and practicing the skills you need just when you them Includes downloadable practice files and a companion eBook Work with Word on your PC or touch enabled device Master the core tools for designing and editing documents Manage page layout style and navigation Use tables and charts to organize information Insert pictures graphics and video Use collaboration and review features **Microsoft Word 5 Made Easy** Katie Layman,LaVaughn Hart,1991 *Saraswati Information Technology (Vocational Course)* Reeta Sahoo & Gagan Sahoo, Saraswati Information Technology Series for Classes IX and X is a complete resource for study and practice written in simple easy to understand language The student friendly edition is entirely based on the curriculum prescribed under NSQF for vocational courses The series provides useful tools to learn theory and do practical at ease Designed to meet student s needs it provides sound practice through a wide variety of solved and unsolved exercises based on the latest examination pattern The series covers the complete syllabus laid down by CBSE *MOS 2013 Study Guide for Microsoft Word* Joan Lambert,2013-07-15 Demonstrate your expertise with Microsoft Office Designed to help you practice and prepare for the 2013 Word Microsoft Office Specialist MOS exam this all in one study guide features Full objective by objective exam coverage Easy to follow procedures and illustrations to review essential skills Hands on practice tasks to apply what you ve learned Includes downloadable practice files Good Laboratory Practices Basic Exercises Mr. Rohit Manglik,2024-03-06 EduGorilla Publication is a trusted name in the education sector committed to empowering learners with high quality study materials and resources Specializing in competitive exams and academic support EduGorilla provides comprehensive and well structured content tailored to meet the needs of students across various streams and levels *Word 2003 Expert* Adrienne Tommy,2004-02 This book is made up of four parts each dealing with a specific topic document contents and presentation text tables charts objects styles and templates long documents sections notes bookmarks outlines tables of contents indexes master documents bulk mail tools forms mail merge and various advanced functions macros customising the interface group work and document protection Web and frames pages and using XML in Word Each chapter is independent of the others so that you can choose what to study and in what order At the end of the book you will find the official list of topics tested in the Microsoft Office Specialist Word 2003 Expert exam The number of the corresponding lesson and exercise is given next to each topic in the list **Sm Exploring MS Word 2000 I/M** Maryann Barber,Robert T. Grauer,1999-06 **Microsoft Word 2002** Joseph W. Habraken,2002 Because most people don t have the luxury of sitting down uninterrupted for hours at a time to learn Word this 10 Minute Guide

focuses on the most often used features covering them in lessons designed to take 10 minutes or less to complete In addition this guide teaches the user how to use Word without relying on technical jargon By providing straightforward easy to follow explanations and lists of numbered steps that tell the user which keys to press and which options to select **Microsoft Word 2000 Essentials** Nita Hewitt Rutkosky,2000 **DOL Academy Office Automation Training** ,1988 Word 2003 Core Adrienne Tommy,2004-06 This book is made up of five parts each dealing with a specific topic managing Word documents getting help on Word and using its Research tools working with text entering editing copying and moving text document presentation formatting text and paragraphs tables charts drawing objects outlines setting up and printing documents and other features such as group work and creating and previewing web pages Each chapter is independent of the others so that you can choose what to study and in what order At the end of the book you will find the official list of topics tested in the MOS Word 2003 Core exam including the number of the corresponding lesson and exercise in the book

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Table of Contents Microsoft Word Practice Exercises

1. Understanding the eBook Microsoft Word Practice Exercises
 - The Rise of Digital Reading Microsoft Word Practice Exercises
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Word Practice Exercises
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Microsoft Word Practice Exercises
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Word Practice Exercises
 - Personalized Recommendations
 - Microsoft Word Practice Exercises User Reviews and Ratings
 - Microsoft Word Practice Exercises and Bestseller Lists
5. Accessing Microsoft Word Practice Exercises Free and Paid eBooks
 - Microsoft Word Practice Exercises Public Domain eBooks
 - Microsoft Word Practice Exercises eBook Subscription Services
 - Microsoft Word Practice Exercises Budget-Friendly Options
6. Navigating Microsoft Word Practice Exercises eBook Formats

- ePub, PDF, MOBI, and More
- Microsoft Word Practice Exercises Compatibility with Devices
- Microsoft Word Practice Exercises Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Microsoft Word Practice Exercises
 - Highlighting and Note-Taking Microsoft Word Practice Exercises
 - Interactive Elements Microsoft Word Practice Exercises
- 8. Staying Engaged with Microsoft Word Practice Exercises
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Microsoft Word Practice Exercises
- 9. Balancing eBooks and Physical Books Microsoft Word Practice Exercises
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Microsoft Word Practice Exercises
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Microsoft Word Practice Exercises
 - Setting Reading Goals Microsoft Word Practice Exercises
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Microsoft Word Practice Exercises
 - Fact-Checking eBook Content of Microsoft Word Practice Exercises
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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