



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

Reeta Sahoo & Gagan Sahoo



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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 [Microsoft Word 6 for Windows](#) Mara M. Van den Berg,1997 *Advances in Accounting Education* Dorothy Feldmann,Timothy J. Rupert,2012-09-03 *Advances in Accounting Education* is a refereed academic research annual that aims to help meet the needs of faculty members who are interested in ways to improve accounting classroom instruction at college and university levels It publishes thoughtful well developed articles that are readable relevant and reliable *Microsoft Word 2000 Proficient One-Day Course* Faithe Wempen,2000 *Sm Exploring Ms Office Prof 20* Grauer Barber Staff,1999-07 **Microsoft Word 2000 Introductory Edition** Timothy O'Leary,Linda I. O'Leary,1999-07 The O Leary Series is the true step by step way to develop computer application skills The new design for Office 2000 emphasizes the step by step visual approach with screen captures for every concept introduced throughout the text *Australian National Bibliography* ,1978

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web hier geht es um bilingualen deutsch englischen geschichtsunterricht zur zeit befindet sich die seite noch im aufbau aber bald befindet sich hier eine anlaufstelle mit erfahrungs und materialaustausch für alle die bilingual geschichte unterrichten oder es ausprobieren möchten unterrichtsmaterial arbeitsblätter aufbereitete quellen und

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web lernziel der geschichtsdidaktik und der fremdsprachendidaktik ins zentrum das fremdverstehen die forschungsfrage wurde mit den methoden der pädagogischen aktionsforschung in der unterrichtspraxis von zwei 9 klassen einer bilingualen und einer nicht bilingualen klasse untersucht detailliert wurden geschichtliche

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schuljahresende medienliste bücher und materialien zum ausleihen für lehrer innen für alle geschichte alle titel