

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

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A red circular graphic with a gradient, appearing as a partial circle or a thick arc, located to the right of the 'EduGorilla Prep Experts' text.

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Teach Yourself VISUALLY Word 2010 Elaine Marmel,2010-04-26 Learn to use Microsoft Word 2010 the easy visual way Word is the most popular application in the Microsoft Office suite and Word 2010 has some exciting new features If you learn best when you can see how something is done you ll find the step by step instructions and full color screen shots make it quick and easy to learn this new version of Word The visual format helps you understand Word s new features including Web Apps and the revised user interface Learn to set up and format documents work with graphics use Mail Merge post documents to the Web and more Word 2010 includes support for typographic features that enable you to create more sophisticated documents This guide shows how to use the new features with step by step instructions and full color views of what you see on the screen at each step Perfect for visual learners who like to see how something is done Covers dozens of common tasks you will use every day Teach Yourself VISUALLY Word 2010 gets you up to speed on the new version of Word quickly and easily New Clait 2006 Unit 1 File Management Using Windows XP and Word 2003 CIA Training Ltd,2005-06 This self teach guide has been designed to gradually steer you in a step by step manner around the software features needed to pass New CLAIT 2006 Unit 1 assessment As you work through this book you are introduced and taught how to use the Windows operating system and Microsoft Word Data files are supplied on CD and have been designed to be used in conjunction with the exercises as you work through the book Titles of a similar nature are also available for the other New CLAIT 2006 units Endorsed by OCR Professional Software Testing with Visual Studio 2005 Team System Tom Arnold,Dominic Hopton,Andy Leonard,Mike Frost,2007-08-27 Visual Studio 2005 Team System VSTS features a robust integrated suite of test tools that work seamlessly in the Visual Studio development environment Covering all phases of the development lifecycle this book shows readers how to implement best practices for software testing using the appropriate components of VSTS Readers will learn how to use the tools effectively directly from those who helped design and develop the software Shows how to catch common programming mistakes every time code is compiled helping to shorten the time to market **Computer Awareness For Competitive Exams | 16 Solved Topic-wise Tests For Railways / Defence & Police / SSC & All State Level Recruitment Exams** EduGorilla Prep Experts,2022-08-03 Best Selling Book in English Edition for Computer Awareness For Competitive Exams with objective type questions as per the latest syllabus given by the Exam Conducting Bodies Compare your performance with other students using Smart Answer Sheets in EduGorilla s Computer Awareness For Competitive Exams Practice Kit Computer Awareness For Competitive Exams Preparation Kit comes with 16 Topic wise Tests with the best quality content Increase your chances of selection by 14X Computer Awareness For Competitive Exams Prep Kit comes with well structured and 100% detailed solutions for all the questions Clear exam with good grades using thoroughly Researched Content by experts *Windows 11 Simplified* Paul McFedries,2022-04-08 Learn Windows 11 quickly easily and with expert help from a tech education master Windows 11 Simplified is your from

scratch beginner's guide to the ins and outs of the latest version of Windows. It's fully updated to include all the coolest new features of Windows 11 and offers a highly visual roadmap complete with tons of screenshots and illustrations to Windows 11 mastery. You'll get up to speed on the basic and not so basic features of Windows 11 with plain English instructions and step by step screenshots that walk you through every technique you need to know to make Windows 11 do what you want it to do. You'll learn to navigate the user interface, work with and manage files, create user accounts and practice using the tools that make Windows 11 the most user friendly and powerful version of the famous operating system yet. You'll also discover how to Master the basics as well as a bunch of power user tools with easy to follow instructions. Learn your way around the interface, File Explorer, the Settings app and more. Navigate the web, send emails, access online media and chat with friends and family. Customize windows to look and feel exactly the way you want it to. With the right help, learning a new operating system can be fun, straightforward and exciting. This book is perfect for everyone from those with no Windows experience at all to users of previous versions who just need a heads up on the latest features. If you're ready to become a Windows 11 master, Windows 11 Simplified is the easiest and fastest way to do it. **Microsoft FrontPage 2002 Unleashed** William R. Stanek, 2001. A thorough detailed guide to fully exploiting all the power of FrontPage 2002 written for the experienced Web developer.

101 Speed Tests for IBPS & SBI Bank PO Exam 4th Edition Disha Experts, 2017-07-04. The thoroughly revised and updated 4th edition of 101 Speed Tests for SBI IBPS Bank PO Exam is based on the concept of TRP: Test, Revise and Practice. It aims at improving your SPEED followed by STRIKE RATE which will eventually lead to improving your SCORE. How is this product different? Each test is based on small topics which are most important for the Bank PO exams. Each test contains 30 MCQs on the latest pattern. The whole syllabus has been divided into 5 sections which are further distributed into 91 topics. In the end of each section a Sectional Test is provided. In all, the book contains around 3500 Quality MCQs in the form of 101 tests. Solutions to each of the 101 tests are provided at the end of the book. It is our strong belief that if an aspirant works hard on the cues provided through each of the tests, he/she can improve his/her learning and finally the SCORE by at least 20%. **Teach Yourself VISUALLY Word 2007** Elaine Marmel, 2008-03-11. Covers the much anticipated new features of Word 2007 including collaboration tools, XML tags in Word and the Word 2007 facelift: the first redesigned UI since Office 97. Ideal for users migrating from older versions of Word and who want to get up to speed on the changes in the application. Filled with clear step by step screen shots that show readers how to tackle dozens of Word tasks including new features like the Research Pane, side by side comparisons, smart tags and maximizing the benefits of the Task Pane. Revised interior design offers readers a more sophisticated look with easier navigation. **PC Mag**, 1999-05-25. PCMag.com is a leading authority on technology, delivering Labs based independent reviews of the latest products and services. Our expert industry analysis and practical solutions help you make better buying decisions and get more from technology. **IT Principles for Office 2000** David Broughton, 2004. This series provides all the knowledge and skills students need to complete level 2 qualifications.

Written in simple clear language using Office 2000 applications the titles are full of exercises to help students get to grips fast with the skills they need for assessment

Using Microsoft Word 2002 Bill Camarda, 2001 The most detailed business focused guide to Microsoft Word 2002 in the marketplace This book focuses on maximizing user productivity with real world documents in real world environments Topics covered include using Word as an e mail editor using Word 2002's speech command control and dictation creating organization charts Word document privacy and security options and managing document collaboration and revisions

MS Word 2002, Complete Stephen Haag, James T. Perry, 2002 SERIES TAGLINE THE HOW and WHY PRACTICAL APPROACH TO LEARNING APPLICATIONS

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XML in 60 Minutes a Day Linda McKinnon, Al McKinnon, 2003-07-07 XML is now ubiquitous not just in Web development but as the underpinning of interactive Web services applications that really do run on any platform Includes twenty four one hour lessons that recreate a typical week long introductory seminar Provides readers with a sound fundamental understanding of XML and how it changes application development Explains how to use XML when dealing with transforms schemas and other Web services requirements The authors teach courses for IBM Canada Companion Web site features an online presentation by the authors that follows along with each chapter and includes an audio only option for readers with dial up Internet connection

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This book delves into Microsoft Word Test Document. Microsoft Word Test Document is a vital topic that needs to be grasped by everyone, ranging from students and scholars to the general public. The book will furnish comprehensive and in-depth insights into Microsoft Word Test Document, encompassing both the fundamentals and more intricate discussions.

1. This book is structured into several chapters, namely:
 - Chapter 1: Introduction to Microsoft Word Test Document
 - Chapter 2: Essential Elements of Microsoft Word Test Document
 - Chapter 3: Microsoft Word Test Document in Everyday Life
 - Chapter 4: Microsoft Word Test Document in Specific Contexts
 - Chapter 5: Conclusion
2. In chapter 1, this book will provide an overview of Microsoft Word Test Document. This chapter will explore what Microsoft Word Test Document is, why Microsoft Word Test Document is vital, and how to effectively learn about Microsoft Word Test Document.
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4. In chapter 3, this book will examine the practical applications of Microsoft Word Test Document in daily life. The third chapter will showcase real-world examples of how Microsoft Word Test Document can be effectively utilized in everyday scenarios.
5. In chapter 4, the author will scrutinize the relevance of Microsoft Word Test Document in specific contexts. This chapter will explore how Microsoft Word Test Document is applied in specialized fields, such as education, business, and technology.
6. In chapter 5, the author will draw a conclusion about Microsoft Word Test Document. This chapter will summarize the key points that have been discussed throughout the book.

The book is crafted in an easy-to-understand language and is complemented by engaging illustrations. It is highly recommended for anyone seeking to gain a comprehensive understanding of Microsoft Word Test Document.

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