



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 20practice Assignments

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Velavancorresponding



Microsoft Word 20practice Assignments:

Whispering the Strategies of Language: An Psychological Quest through **Microsoft Word 20practice Assignments**

In a digitally-driven earth wherever displays reign great and instant conversation drowns out the subtleties of language, the profound strategies and mental nuances concealed within words frequently go unheard. However, located within the pages of **Microsoft Word 20practice Assignments** a interesting literary prize blinking with fresh emotions, lies a fantastic journey waiting to be undertaken. Composed by an experienced wordsmith, that charming opus invites viewers on an introspective journey, gently unraveling the veiled truths and profound impact resonating within the very fabric of each and every word. Within the psychological depths of this touching review, we will embark upon a heartfelt exploration of the book is primary styles, dissect its charming publishing model, and yield to the powerful resonance it evokes heavy within the recesses of readers hearts.

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