

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.

Ms Project 20practice Exercises

Liyong Dong



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20 Practice Sets for CISF Central Industrial Security Force Constable / Tradesmen Recruitment Exam, 20 Practice Sets for CISF Central Industrial Security Force Constable Tradesmen Recruitment Exam contains 20 Practice Sets as per the latest pattern The general knowledge section covers latest current affairs questions as asked in the previous exams Each set covers 25 questions each on the 4 parts General Intelligence Reasoning Elementary Mathematics General Knowledge Awareness English Hindi Language Detailed Solutions are provided for all the sets Nursing Practice Ian Peate, Karen Wild, 2018-02-05 The second edition of the successful and definitive nursing textbook Nursing Practice is designed to support the student throughout the entire nursing degree Structured around the latest Nursing and Midwifery Council Code of Conduct it explores a range of clinical and professional issues that the student will need to know in one complete and accessible volume Thoroughly updated and with full colour high quality illustrations throughout this new edition features an additional chapter on the principles of supporting families and carers in practice advice on revalidation as well as a number of learning features and activities to help consolidate learning Nursing Practice provides invaluable information to enable not just student nurses but also those who are qualified and members of the extended nursing family to develop a deeper understanding of their patients needs and to ensure that they are practicing safely and effectively **Bpsc (Bihar Public**

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