



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 Office 2010 Lab 3 Exercises Answers

Rohit Malhotra



Microsoft Office 2010 Lab 3 Exercises Answers:

Exam 70-667 Microsoft Office SharePoint 2010 Configuration Lab Manual Microsoft Official Academic Course, 2012-04-03 This book is for students preparing to become certified for the 70 630 Microsoft Office SharePoint Server 2007 Configuration exam The Microsoft Official Academic Course MOAC lessons correlate and are mapped to the Microsoft Certified Technology Specialist MCTS 70 630 certification exam This text covers facilitating collaboration understanding content management features implementation of business processes and supplying access to information essential to organizational goals and processes Students master skills to utilize SharePoint sites that support specific content publishing content management records management and business intelligence needs The MOAC IT Professional series is the Official from Microsoft turn key Workforce training program that leads to professional certification and was authored for college instructors and college students *Foundation of Information Technology MS Office Class 10* Reeta Sahoo, Gagan Sahoo, A series of Book of Computers The ebook version does not contain CD *Foundation of Information Technology MS Office Class 09* Reeta Sahoo, Gagan Sahoo, A series of Book of Computers The ebook version does not contain CD *Computer Applications Class 09* Reeta Sahoo, Gagan Sahoo, This series helps inculcate technical skills of computer and programming It has been designed strictly in accordance with the latest curriculum based on CCE scheme and written in simple and lucid language **TechTots: A Computer Learning journey with Window 10 and MS Office 2016 : Book 4** Rohit Malhotra, 2025-06-11 Computers are used almost everywhere It has revolutionised our social life and have transformed this world into a small global village This new edition is a series of eight books classes 1 to 8 for primary and middle schools The series has been delivered and designed in such a way that a child can understand the basic concepts of computer and its applications We have tried to achieve our objective through interactive updated contents and activities presented in a learner friendly manner focusing on the activity oriented computer education Salient Features of the Books The entire series is strictly developed in line with the latest pattern and guidelines issued by all major syllabi Simple language exciting and meaningful illustrations are provided to elucidate the concepts Lesson objective highlights the main topics to be covered in the chapter Warm Up provides activities based on previous knowledge observation skills and thinking skills Fact com section presents interesting information to take learning beyond the given text Key Points section is given at the end of each chapter to recapitulate the important points learnt Activity Zone within the chapter develops technical and cognitive skills Modellest Papers help the students revise the knowledge they have gained The aim of our books is to make students understand the working and applications of computer on their own Every effort has been made to keep the series worthful but still the door is open for your valuable suggestions for the improvement of the series Your suggestions will be gratefully acknowledged and will be given due consideration in the subsequent editions **Configuring Microsoft SharePoint 2010** Dan Holme, Alistair Matthews, 2011 A preparation guide for the MCTS Microsoft Certified Technology Specialist certification for

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Microsoft Office 2010 Lab 3 Exercises Answers Book Review: Unveiling the Magic of Language

In a digital era where connections and knowledge reign supreme, the enchanting power of language has become more apparent than ever. Its capability to stir emotions, provoke thought, and instigate transformation is truly remarkable. This extraordinary book, aptly titled "**Microsoft Office 2010 Lab 3 Exercises Answers**," published by a highly acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound effect on our existence. Throughout this critique, we will delve into the book's central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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Table of Contents Microsoft Office 2010 Lab 3 Exercises Answers

1. Understanding the eBook Microsoft Office 2010 Lab 3 Exercises Answers
 - The Rise of Digital Reading Microsoft Office 2010 Lab 3 Exercises Answers
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Office 2010 Lab 3 Exercises Answers
 - 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 Office 2010 Lab 3 Exercises Answers
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Office 2010 Lab 3 Exercises Answers
 - Personalized Recommendations
 - Microsoft Office 2010 Lab 3 Exercises Answers User Reviews and Ratings
 - Microsoft Office 2010 Lab 3 Exercises Answers and Bestseller Lists

5. Accessing Microsoft Office 2010 Lab 3 Exercises Answers Free and Paid eBooks
 - Microsoft Office 2010 Lab 3 Exercises Answers Public Domain eBooks
 - Microsoft Office 2010 Lab 3 Exercises Answers eBook Subscription Services
 - Microsoft Office 2010 Lab 3 Exercises Answers Budget-Friendly Options
6. Navigating Microsoft Office 2010 Lab 3 Exercises Answers eBook Formats
 - ePub, PDF, MOBI, and More
 - Microsoft Office 2010 Lab 3 Exercises Answers Compatibility with Devices
 - Microsoft Office 2010 Lab 3 Exercises Answers Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Microsoft Office 2010 Lab 3 Exercises Answers
 - Highlighting and Note-Taking Microsoft Office 2010 Lab 3 Exercises Answers
 - Interactive Elements Microsoft Office 2010 Lab 3 Exercises Answers
8. Staying Engaged with Microsoft Office 2010 Lab 3 Exercises Answers
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Microsoft Office 2010 Lab 3 Exercises Answers
9. Balancing eBooks and Physical Books Microsoft Office 2010 Lab 3 Exercises Answers
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Microsoft Office 2010 Lab 3 Exercises Answers
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Microsoft Office 2010 Lab 3 Exercises Answers
 - Setting Reading Goals Microsoft Office 2010 Lab 3 Exercises Answers
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Microsoft Office 2010 Lab 3 Exercises Answers
 - Fact-Checking eBook Content of Microsoft Office 2010 Lab 3 Exercises Answers
 - 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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