

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

O García



Ms Project 20practice Exercises:

This book delves into Ms Project 20practice Exercises. Ms Project 20practice Exercises is a crucial topic that must be grasped by everyone, ranging from students and scholars to the general public. The book will furnish comprehensive and in-depth insights into Ms Project 20practice Exercises, encompassing both the fundamentals and more intricate discussions.

1. This book is structured into several chapters, namely:

- Chapter 1: Introduction to Ms Project 20practice Exercises
- Chapter 2: Essential Elements of Ms Project 20practice Exercises
- Chapter 3: Ms Project 20practice Exercises in Everyday Life
- Chapter 4: Ms Project 20practice Exercises in Specific Contexts
- Chapter 5: Conclusion

2. In chapter 1, the author will provide an overview of Ms Project 20practice Exercises. The first chapter will explore what Ms Project 20practice Exercises is, why Ms Project 20practice Exercises is vital, and how to effectively learn about Ms Project 20practice Exercises.

3. In chapter 2, this book will delve into the foundational concepts of Ms Project 20practice Exercises. This chapter will elucidate the essential principles that must be understood to grasp Ms Project 20practice Exercises in its entirety.

4. In chapter 3, this book will examine the practical applications of Ms Project 20practice Exercises in daily life. The third chapter will showcase real-world examples of how Ms Project 20practice Exercises can be effectively utilized in everyday scenarios.

5. In chapter 4, the author will scrutinize the relevance of Ms Project 20practice Exercises in specific contexts. This chapter will explore how Ms Project 20practice Exercises is applied in specialized fields, such as education, business, and technology.

6. In chapter 5, this book will draw a conclusion about Ms Project 20practice Exercises. The final 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 Ms Project 20practice Exercises.

https://staging.conocer.cide.edu/results/uploaded-files/fetch.php/Harcourt_Science_Grade_4_Assessment_Guide.pdf

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Ms Project 20practice Exercises Introduction

In this digital age, the convenience of accessing information at our fingertips has become a necessity. Whether its research papers, eBooks, or user manuals, PDF files have become the preferred format for sharing and reading documents. However, the cost associated with purchasing PDF files can sometimes be a barrier for many individuals and organizations. Thankfully, there are numerous websites and platforms that allow users to download free PDF files legally. In this article, we will explore some of the best platforms to download free PDFs. One of the most popular platforms to download free PDF files is Project Gutenberg. This online library offers over 60,000 free eBooks that are in the public domain. From classic literature to

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