



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

Katherine Dashper, Thomas Fletcher



Microsoft Word 20practice Assignments:

MOS 2010 Study Guide for Microsoft Word, Excel, PowerPoint, and Outlook Joan Lambert, Joyce Cox, 2011 This all in one guide is designed to help readers practice and prepare for the four core Microsoft Office Specialist MOS exams Use the book s easy to follow procedures and illustrations to review the essential skills measured by the MOS exams *Boot-Click-Enter* □ 3 Gurpreet Bindra, Boot Click Enter Enter the world of IT based on Windows 7 and MS Office 2010 comprises of eight computer science textbooks for classes 1 8 The CCE compliant series is based on an interactive approach to teach various concepts related to Computer Science This series is created to help students master the use of various kinds of software and IT tools The books have been designed to keep pace with the latest technologies and the interests of the 21st century learners The books for classes 1 5 are introductory They introduce students to the basic features of Windows 7 and MS Office 2010 starting with the history of computers what are the basic parts of the computer how to use Tux Paint WordPad MS Paint how to program in LOGO and also give an introduction to the Internet However the books for classes 6 8 are for senior students and take a deep dive into the advanced features of Windows 7 and MS Office 2007 including how to do programming in QBasic HTML and Visual Basic Students learn to create animations using Flash and Photoshop and how to communicate using the Internet The ebook version does not contain CD *EduGorilla SNAP MBA Entrance Exam (Symbiosis National Aptitude Test) - 20 Practice Tests (1200 Solved MCQs)* EduGorilla Prep Experts, 2020-12-28 Best Selling Book for SNAP MBA Entrance Exam with objective type questions as per the latest syllabus given by the Symbiosis International Deemed University SNAP MBA Entrance Exam Preparation Kit comes with 20 Practice Tests with the best quality content Increase your chances of selection by 16X SNAP MBA Entrance Exam 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 **New A-Level Maths Edexcel Complete Revision & Practice (with Video Solutions)** , 2021-12-20 This superb all in one Complete Revision Practice Guide has everything students need to tackle the A Level Maths exams It covers every topic for the Edexcel course with crystal clear revision notes and worked examples to help explain any concepts that might trip students up It includes brand new Spot the Mistakes pages allowing students to find mistakes in mock answers as well as sections on Modelling Problem Solving and Calculator Use We ve also included exam style practice questions to test students understanding with step by step video solutions for some of the trickier exam questions For even more realistic exam practice make sure to check out our matching Edexcel Exam Practice Workbook 9781782947400 **CUET UG : Section I and Section III Exam 2024 (English Edition) - 20 Practice Tests (1000 Solved Questions)** Mr. Rohit Manglik, 2023-01-19 Best Selling Book in English Edition for CUET UG Section I and Section III Exam with objective type questions as per the latest syllabus CUET UG Section I and Section III Exam Book comes with 20 Practice Tests with the best quality content Increase your chances of selection by 16X CUET UG Section I and Section III Exam Book Prep Kit comes with

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Diversity, equity and inclusion in sport and leisure Katherine Dashper,Thomas Fletcher,2016-01-08 Despite the mythology of sport bringing people together and encouraging everyone to work collectively to success modern sport remains a site of exclusionary practices that operate on a number of levels Although sports participation is in some cases at least becoming more open and meritocratic at the management level it remains very homogenous dominated by western white middle aged able bodied men This has implications both for how sport develops and how it is experienced by different participant groups across all levels Critical studies of sport have revealed that rather than being a passive mechanism and merely reflecting inequality sport via social agents interactions with sporting spaces is actively involved in producing reproducing sustaining and indeed resisting various manifestations of inequality The experiences of marginalised groups can act as a resource for explaining contemporary political struggles over what sport means how it should be played and by whom and its place within wider society Central to this collection is the argument that the dynamics of cultural identities are contextually contingent influenced heavily by time and place and the extent to which they are embedded in the culture of their geographic location They also come to function differently within certain sites and institutions be it in one s everyday routine or leisure pursuits such as sport Among the themes and issues explored by the contributors to this volume are social inclusion and exclusion in relation to class race and ethnicity gender and sexuality social identities and authenticity social policy deviance and fandom This book was published as a special issue of *Sport in Society* *Taste and Healthy Eating in the Context of Well-being, Sustainability and 21st Century Food Science* Hisayuki Uneyama,Ken Iwatsuki,Nobuyuki Sakai, Keiko Yasumatsu,2025-04-24 In the Anthropocene the global food system affects the geosystem and its biosphere and thus it is important for us to reconsider our eating style s and develop new and sustainable food systems This is particularly crucial since we are facing the risk of morbidity and mortality result from unhealthy diets In 2019 the EAT Lancet commission offered a new food standard that gratifies both health and environmental sustainability calling it the planetary health diet It is necessary for us to understand the sensory characteristics of the planetary health diet and how we humans select consume and develop foods and beverages to satisfy the standards of this new dietary approach These understandings add more fuel to promote the achievements of Sustainable Development Goals and of the planetary health diet This Research Topic aims to

reveal the neural and biological mechanisms underlying the perception and selection of the planetary health diet Currently we have only little knowledge about taste and flavor perception so we do not know what sensory characteristics of foods are liked Also we do not know the mechanisms involved in selecting certain foods For example we know that excessive salt intake induces hypertension and or obesity but often we do not select low salt foods even when suffering from the high blood pressure We also know that animal models e g mice rats consume more of diets that impart a good taste for them As humans however we do not always eat so much of foods that may taste good for us and may consume foods or beverages that are not so enjoyable for us Thus a multidisciplinary approach is needed to challenge these topics **The Publishers Weekly** ,1917

FNIRS in Neuroscience and its Emerging Applications Ning Liu,Meryem Ayse Yücel,Yunjie Tong,Yasuyo

Minagawa,Fenghua Tian,Xianchun Li,2022-09-14

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of Experimental Psychology, 2001 **SSC Staff Selection Commission Multi-Tasking Staff Non-Technical Staff And Havildar (CBIC & CBN) Recruitment Exam-2024 (Computer Based Examination-CBE) 20 Practice Sets** Team Prabhat, 2024-08-13 The book titled SSC Staff Selection Commission Multi Tasking Staff Non Technical Staff And Havildar CBIC CBN Recruitment Exam 2024 Computer Based Examination CBE 20 Practice Sets is a valuable resource designed to help candidates prepare for the SSC Multi Tasking Staff MTS and Havildar CBIC CBN recruitment exams The main objective of this book is to provide candidates with a comprehensive set of practice materials to enhance their preparation and understanding of the exam Key Features of the Book Practice Sets The book includes 20 practice sets modeled on the Computer Based Examination CBE format These sets are designed to simulate the actual exam experience helping candidates familiarize themselves with the format and types of questions they will encounter Syllabus Based Questions It covers all the topics included in the SSC MTS and Havildar exam syllabus such as Mathematics General Intelligence and Reasoning General Language and General Knowledge Solutions and Answer Key Each practice set comes with a detailed answer key and solutions enabling candidates to assess their performance understand their mistakes and make necessary improvements Exam Strategies The book offers useful tips and strategies for exam preparation which can help improve performance and increase the likelihood of success Preparation for Computer Based Exam Since the exam is computer based the book provides practice for solving questions on a computer aiding candidates in becoming comfortable with the digital format

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