



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

M Mark



Microsoft Word 20practice Assignments:

This book delves into Microsoft Word 20practice Assignments. Microsoft Word 20practice Assignments is an essential topic that must be grasped by everyone, from students and scholars to the general public. The book will furnish comprehensive and in-depth insights into Microsoft Word 20practice Assignments, encompassing both the fundamentals and more intricate discussions.

1. The book is structured into several chapters, namely:
 - Chapter 1: Introduction to Microsoft Word 20practice Assignments
 - Chapter 2: Essential Elements of Microsoft Word 20practice Assignments
 - Chapter 3: Microsoft Word 20practice Assignments in Everyday Life
 - Chapter 4: Microsoft Word 20practice Assignments in Specific Contexts
 - Chapter 5: Conclusion
 2. In chapter 1, this book will provide an overview of Microsoft Word 20practice Assignments. This chapter will explore what Microsoft Word 20practice Assignments is, why Microsoft Word 20practice Assignments is vital, and how to effectively learn about Microsoft Word 20practice Assignments.
 3. In chapter 2, the author will delve into the foundational concepts of Microsoft Word 20practice Assignments. This chapter will elucidate the essential principles that must be understood to grasp Microsoft Word 20practice Assignments in its entirety.
 4. In chapter 3, the author will examine the practical applications of Microsoft Word 20practice Assignments in daily life. The third chapter will showcase real-world examples of how Microsoft Word 20practice Assignments can be effectively utilized in everyday scenarios.
 5. In chapter 4, this book will scrutinize the relevance of Microsoft Word 20practice Assignments in specific contexts. This chapter will explore how Microsoft Word 20practice Assignments is applied in specialized fields, such as education, business, and technology.
 6. In chapter 5, this book will draw a conclusion about Microsoft Word 20practice Assignments. This 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. This book is highly recommended for anyone seeking to gain a comprehensive understanding of Microsoft Word 20practice Assignments.

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