



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 Sample Exercises

Reeta Sahoo, Gagan Sahoo



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Microsoft Word Stephen C. Solosky,2002 "*Stretching*" *Exercises for Qualitative Researchers* Valerie J.

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The Accidental Technology Trainer Stephanie K. Gerding,2007 Here is a useful and reassuring guide for library staff who find themselves newly responsible for technology training whether in computer labs classrooms or one to one with library users Author Stephanie Gerding addresses the most common concerns of new trainers recommends proven tools and techniques and shares helpful advice from many of her fellow library tech trainers The book is designed to help staff get up to speed quickly showing them how to integrate expert tips and tricks and leverage their natural skills to ensure excellent results in any library technology training situation **Saraswati Information Technology (Vocational Course)** Reeta

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Word 2003 Core Adrienne Tommy,2004-06 This book is made up of five parts each dealing with a specific topic managing Word documents getting help on Word and using its Research tools working with text entering editing copying and moving text document presentation formatting text and paragraphs tables charts drawing objects outlines setting up and printing documents and other features such as group work and creating and previewing web pages Each chapter is independent of the others so that you can choose what to study and in what order At the end of the book you will find the official list of topics tested in the MOS Word 2003 Core exam including the number of the corresponding lesson and exercise in the book

Introduction to the Practice of Statistics SPSS Manual Linda Sorenson,2005-02-25 An introduction to SPSS and a guide to its specific use with Introduction to the Practice of Statistics

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Produce Simple Word Processed Documents (Word 2003) Cheryl Price,2004

Mapping Comprehensive Units to the ELA Common Core Standards, K-5 Kathy Tuchman Glass,2012-04-26 Consultant and former teacher Glass helps K 5 teachers make sense of the new Common Core State Standards in English language arts ELA and presents numerous classroom activities differentiation ideas and rubrics She introduces a process for developing a unit of study using the ELA Common Core Standards and includes a template with each key component explained in detail There is also a lesson design template and sample lessons using the template The website provides reproducibles for classroom use Annotation 2012 Book News Inc Portland OR booknews com

Application Software' 2006 Ed. , DOL Academy Office Automation Training ,1988

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