



## 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

**Dan Holme,Alistair Matthews**



## **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 09 Reeta Sahoo, Gagan Sahoo, A

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Mathematics Social Science for classes 1 2 Social Studies for classes 3 5 Environmental Studies for classes 1 2 Science for classes 3 5 General Knowledge and Computer Science All the subjects have been designed to develop comprehensive understanding in learners and are essential for an interactive and participative atmosphere A progressive vision providing graded topics in all subjects has been ensured

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**Click2know** Vivek Sharma, 2016 A course on computer science The ebook version does not contain CD

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**Vocabulary in Use High Intermediate Student's Book with Answers** Michael McCarthy,Felicity O'Dell,John D. Bunting,2010-03-22 This edition is fully updated to give students the support they need to master more than 7 000 words and phrases in American English Following the popular in Use format new language is taught in manageable two page units with presentation of vocabulary on the left hand page and innovative practice activities on the right Suitable for self study or classroom use the books are informed by the Cambridge International Corpus to ensure vocabulary taught is useful up to date and presented in a natural context *Digital world -3* Rishabh,2019-10-01 O'Leary Series: Microsoft Office Excel 2003 Introductory Timothy O'Leary,Linda O'Leary,2003-12-31 The goal of the O Leary Series is to give students a basic understanding of computing concepts and to build the skills necessary to ensure that information technology is an advantage in whatever career they choose in life The O Leary Microsoft Office 2003 texts are crafted to be the true step by step way for students to develop Microsoft Office application skills The text design emphasizes step by step instructions with full screen captures that illustrate the results of each step performed Each Tutorial chapter combines conceptual coverage with detailed software specific instructions A running case that is featured in each tutorial highlights the real world applications of each software program and leads students step by step from problem to solution Working Mother ,2002-10 The magazine that helps career moms balance their personal and professional lives *Digital computer -1* mukesh,2019-09-25

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web solution start perimeter is 5cm 8cm 3cm 5cm 2cm 3cm 26cm area of the composite figure first split the shape into two rectangles a and b and find the missing lengths area of a length breadth 3cm 2cm 6cm<sup>2</sup> area of b length breadth 8cm 3cm 24cm<sup>2</sup> total area area of a area of b 6cm<sup>2</sup> 24cm<sup>2</sup> 30cm<sup>2</sup>

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web the area of bonded shapes is the amount of space inside a shape composed of basics shapes put together it is measured in square units cm<sup>2</sup> m<sup>2</sup> mm<sup>2</sup> cm<sup>2</sup> m<sup>2</sup> mm<sup>2</sup> etc composite shapes can also be called compound shapes or composite figures  
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web answers complexity 2 mode align grid find the perimeter and area of each figure each unit is 1 cm be sure to label your answers in cm

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web nov 28 2020 to find the area of such a shape simply find the area of each part and add them up area addition postulate if a figure is composed of two or more parts that do not overlap each other then the area of the figure is the sum of the areas of the parts consider a basic house drawn as a triangle on top of a square

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web step 1 break the compound shape into basic shapes step 2 find the area of each and every basic shape step 3 add all the areas of basic shapes together step 4 represent the answer in square units in order to decompose any composite shape we must know to calculate the area of some basic shapes like squares triangles rectangles and so on

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web calculate the area of this composite shape this composite shape is made up of a rectangle and triangle first of all work out the area of the rectangle the area of a rectangle can be found by multiplying the base length by the height area of rectangle 6 5 30 cm<sup>2</sup> secondly work out the area of the triangle

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