

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 Test Document

Rachel Sandford



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Eventually, you will enormously discover a new experience and skill by spending more cash. still when? reach you take that you require to get those every needs like having significantly cash? Why dont you attempt to get something basic in the beginning? Thats something that will lead you to understand even more approximately the globe, experience, some places, similar to history, amusement, and a lot more?

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Table of Contents Microsoft Word Test Document

1. Understanding the eBook Microsoft Word Test Document
 - The Rise of Digital Reading Microsoft Word Test Document
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Word Test Document
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Microsoft Word Test Document
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Word Test Document
 - Personalized Recommendations
 - Microsoft Word Test Document User Reviews and Ratings
 - Microsoft Word Test Document and Bestseller Lists

5. Accessing Microsoft Word Test Document Free and Paid eBooks
 - Microsoft Word Test Document Public Domain eBooks
 - Microsoft Word Test Document eBook Subscription Services
 - Microsoft Word Test Document Budget-Friendly Options
6. Navigating Microsoft Word Test Document eBook Formats
 - ePub, PDF, MOBI, and More
 - Microsoft Word Test Document Compatibility with Devices
 - Microsoft Word Test Document Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Microsoft Word Test Document
 - Highlighting and Note-Taking Microsoft Word Test Document
 - Interactive Elements Microsoft Word Test Document
8. Staying Engaged with Microsoft Word Test Document
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Microsoft Word Test Document
9. Balancing eBooks and Physical Books Microsoft Word Test Document
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Microsoft Word Test Document
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Microsoft Word Test Document
 - Setting Reading Goals Microsoft Word Test Document
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Microsoft Word Test Document
 - Fact-Checking eBook Content of Microsoft Word Test Document
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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