

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.

Ms Project 20practice Exercises

ML Morrison



Ms Project 20practice Exercises:

Whispering the Secrets of Language: An Emotional Quest through **Ms Project 20practice Exercises**

In a digitally-driven earth wherever displays reign supreme and immediate transmission drowns out the subtleties of language, the profound secrets and psychological subtleties hidden within phrases usually go unheard. However, nestled within the pages of **Ms Project 20practice Exercises** a interesting fictional prize blinking with organic thoughts, lies an extraordinary quest waiting to be undertaken. Penned by a skilled wordsmith, this charming opus encourages readers on an introspective journey, gently unraveling the veiled truths and profound influence resonating within the material of every word. Within the mental depths of this emotional review, we will embark upon a genuine exploration of the book is primary themes, dissect its charming publishing model, and fail to the effective resonance it evokes serious within the recesses of readers hearts.

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Ms Project 20practice Exercises Introduction

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of the Cell Seeing is believing, an old saying goes. It would be hard to find a better ... 7-1 Life Is Cellular Structures within a eukaryotic cell that perform important cellular functions are known as organelles. Cell biologists divide the eukaryotic cell into two major. 7.1 Life Is Cellular | PDF | Microscope 7.1 Life Is Cellular. Lesson Objectives State the cell theory. Describe how the different types of microscopes work. Distinguish between prokaryotes and ... Chapter 7-1 Life Is Cellular The discovery of the cell was possible due to the invention of the. 2. Who was the first person to see cells? 3. Why did he call them cells?