

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

Paul McFedries



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Teach Yourself VISUALLY Word 2010 Elaine Marmel, 2010-04-26 Learn to use Microsoft Word 2010 the easy visual way Word is the most popular application in the Microsoft Office suite and Word 2010 has some exciting new features If you learn best when you can see how something is done you ll find the step by step instructions and full color screen shots make it quick and easy to learn this new version of Word The visual format helps you understand Word s new features including Web Apps and the revised user interface Learn to set up and format documents work with graphics use Mail Merge post documents to the Web and more Word 2010 includes support for typographic features that enable you to create more sophisticated documents This guide shows how to use the new features with step by step instructions and full color views of what you see on the screen at each step Perfect for visual learners who like to see how something is done Covers dozens of common tasks you will use every day Teach Yourself VISUALLY Word 2010 gets you up to speed on the new version of Word quickly and easily

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powerful version of the famous operating system yet You ll also discover how to Master the basics as well as a bunch of power user tools with easy to follow instructions Learn your way around the interface File Explorer the Settings app and more Navigate the web send emails access online media and chat with friends and family Customize windows to look and feel exactly the way you want it to With the right help learning a new operating system can be fun straightforward and exciting This book is perfect for everyone from those with no Windows experience at all to users of previous versions who just need a heads up on the latest features If you re ready to become a Windows 11 master Windows 11 Simplified is the easiest and fastest way to do it *Teach Yourself VISUALLY Word 2007* Elaine Marmel,2008-03-11 Covers the much anticipated new features of Word 2007 including collaboration tools XML tags in Word and the Word 2007 facelift the first redesigned UI since Office 97 Ideal for users migrating from older versions of Word and who want to get up to speed on the changes in the application Filled with clear step by step screen shots that show readers how to tackle dozens of Word tasks including new features like the Research Pane side by side comparisons smart tags and maximizing the benefits of the Task Pane Revised interior design offers readers a more sophisticated look with easier navigation New Clait 2006 Unit 1 File Management Using Windows XP and Word 2003 CIA Training Ltd,2005-06 This self teach guide has been designed to gradually steer you in a step by step manner around the software features needed to pass New CLAIT 2006 Unit 1 assessment As you work through this book you are introduced and taught how to use the Windows operating system and Microsoft Word Data files are supplied on CD and have been designed to be used in conjunction with the exercises as you work through the book Titles of a similar nature are also available for the other New CLAIT 2006 units Endorsed by OCR **PC Mag** ,1998-05-26 PCMag.com is a leading authority on technology delivering Labs based independent reviews of the latest products and services Our expert industry analysis and practical solutions help you make better buying decisions and get more from technology

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productivity with real world documents in real world environments Topics covered include using Word as an e mail editor using Word 2002 s speech command control and dictation creating organization charts Word document privacy and security options and managing document collaboration and revisions **MS Word 2002, Complete** Stephen Haag,James T. Perry,2002 SERIES TAGLINE THE HOW and WHY PRACTICAL APPROACH TO LEARNING APPLICATIONS **Professional Software Testing with Visual Studio 2005 Team System** Tom Arnold,Dominic Hopton,Andy Leonard,Mike Frost,2007-08-27 Visual Studio 2005 Team System VSTS features a robust integrated suite of test tools that work seamlessly in the Visual Studio development environment Covering all phases of the development lifecycle this book shows readers how to implement best practices for software testing using the appropriate components of VSTS Readers will learn how to use the tools effectively directly from those who helped design and develop the software Shows how to catch common programming mistakes every time code is compiled helping to shorten the time to market InfoWorld ,1990-02-05 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects **InfoWorld** ,1998-07-20 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects **XML in 60 Minutes a Day** Linda McKinnon,Al McKinnon,2003-07-07 XML is now ubiquitous not just in Web development but as the underpinning of interactive Web services applications that really do run on any platform Includes twenty four one hour lessons that recreate a typical week long introductory seminar Provides readers with a sound fundamental understanding of XML and how it changes application development Explains how to use XML when dealing with transforms schemas and other Web services requirements The authors teach courses for IBM Canada Companion Web site features an online presentation by the authors that follows along with each chapter and includes an audio only option for readers with dial up Internet connection PC Mag ,1998-11-03 PCMag com is a leading authority on technology delivering Labs based independent reviews of the latest products and services Our expert industry analysis and practical solutions help you make better buying decisions and get more from technology **RRB JE IT CBT-2 : Computer Science and Information Technology Exam Book (English Edition) | Computer Based Test | 10 Practice Tests (1500 Solved MCQs)** EduGorilla Prep Experts,2023-09-12 Best Selling Book in English Edition for RRB JE IT CBT 2 Computer Science and Information Technology Exam with objective type questions as per the latest syllabus Compare your performance with other students using Smart Answer Sheets in EduGorilla s RRB JE IT CBT 2 Computer Science and Information Technology Exam Practice Kit RRB JE IT CBT 2 Computer Science and Information Technology Exam Preparation Kit comes with 10 Practice Tests with the best quality content Increase your chances of selection by 16X RRB JE IT CBT 2 Computer Science and Information Technology Exam Prep Kit comes with well structured and 100% detailed solutions for all the questions Clear exam with good grades using thoroughly Researched Content by experts **InfoWorld** ,1988-06-27 InfoWorld is targeted to Senior IT professionals Content is segmented into

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this with you more in person at any time during my working hours if you prefer to do so

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