

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 20lab 3 Exercises Answers

O García



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