



## 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

**Shanti Dhulia, Alka Batra, Manjeet  
Jauhar, Meera Aggarwal**



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## **Table of Contents Microsoft Office 2010 Lab 3 Exercises Answers**

1. Understanding the eBook Microsoft Office 2010 Lab 3 Exercises Answers
  - The Rise of Digital Reading Microsoft Office 2010 Lab 3 Exercises Answers
  - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Office 2010 Lab 3 Exercises Answers
  - 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 Office 2010 Lab 3 Exercises Answers
  - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Office 2010 Lab 3 Exercises Answers
  - Personalized Recommendations
  - Microsoft Office 2010 Lab 3 Exercises Answers User Reviews and Ratings
  - Microsoft Office 2010 Lab 3 Exercises Answers and Bestseller Lists
5. Accessing Microsoft Office 2010 Lab 3 Exercises Answers Free and Paid eBooks
  - Microsoft Office 2010 Lab 3 Exercises Answers Public Domain eBooks
  - Microsoft Office 2010 Lab 3 Exercises Answers eBook Subscription Services
  - Microsoft Office 2010 Lab 3 Exercises Answers Budget-Friendly Options

6. Navigating Microsoft Office 2010 Lab 3 Exercises Answers eBook Formats
  - ePub, PDF, MOBI, and More
  - Microsoft Office 2010 Lab 3 Exercises Answers Compatibility with Devices
  - Microsoft Office 2010 Lab 3 Exercises Answers Enhanced eBook Features
7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Microsoft Office 2010 Lab 3 Exercises Answers
  - Highlighting and Note-Taking Microsoft Office 2010 Lab 3 Exercises Answers
  - Interactive Elements Microsoft Office 2010 Lab 3 Exercises Answers
8. Staying Engaged with Microsoft Office 2010 Lab 3 Exercises Answers
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Microsoft Office 2010 Lab 3 Exercises Answers
9. Balancing eBooks and Physical Books Microsoft Office 2010 Lab 3 Exercises Answers
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Microsoft Office 2010 Lab 3 Exercises Answers
10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
11. Cultivating a Reading Routine Microsoft Office 2010 Lab 3 Exercises Answers
  - Setting Reading Goals Microsoft Office 2010 Lab 3 Exercises Answers
  - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Microsoft Office 2010 Lab 3 Exercises Answers
  - Fact-Checking eBook Content of Microsoft Office 2010 Lab 3 Exercises Answers
  - 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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