



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 2010 Practice Assignments

N Colangelo



Microsoft Word 2010 Practice Assignments:

Exam 77-881 Microsoft Word 2010 Microsoft Official Academic Course, 2011-09-21 The Microsoft Official Academic Courseware MOAC Office 2010 Series is the only Official Academic Course program Microsoft Access 2010 is built from the ground up around the MOS certification objectives making it a great way to learn all the workforce oriented tasks required for certification The Test Bank now offers greater flexibility and provides more than 75 questions and 3 projects per lesson as well as automated grading via OfficeGrader Furthermore the latest edition's use of color in screen captures allows users to follow on screen much easier as screen captures will look the exact same as the application Additional projects throughout the book help users comprehend how a task is applied on the job OfficeGrader helps instructors offer immediate feedback on all homework assignments and projects and additional animated tutorials on key Office tasks provides additional help on difficult topics MOS 2010 Study Guide for Microsoft Word, Excel, PowerPoint, and Outlook Exams Joan Lambert, Joyce Cox, 2011-03-15 Demonstrate your expertise with Microsoft Office 2010 This all in one guide is designed to help you practice and prepare for the four core Microsoft Office Specialist MOS exams With the MOS 2010 Study Guide you get full objective by objective coverage for Exam 77 881 Microsoft Word 2010 Exam 77 882 Microsoft Excel 2010 Exam 77 883 Microsoft PowerPoint 2010 Exam 77 884 Microsoft Outlook 2010 Use the book's easy to follow procedures and illustrations to review the essential skills measured by the MOS exams And you can apply what you've learned hands on using the downloadable files for all the book's practice tasks **Log On To Computers** □ 6 Meera Aggarwal, Dorothy Fanthome, LOG ON TO COMPUTERS series consists of ten thoroughly revised and updated textbooks for classes 1 10 The books aim to help students master the use of various types of software and IT tools The books have been designed to keep pace with the latest technologies and the interests of the 21st century learners The series is based on Windows 7 and MS Office 2010 and adopts an interactive approach to teach various concepts related to Computer Science The books for classes 1 5 focus on the basics of computers Windows MS Office OpenSource software and programming language LOGO However the books for classes 6 8 encourage students to experience and explore more about programming languages like QBasic HTML and Visual Basic application software such as Photoshop Flash and MS Office The ebook version does not contain CD MOS 2010 Study Guide for Microsoft Word Expert, Excel Expert, Access, and SharePoint Exams Geoff Evelyn, John Pierce, 2011-08-12 Demonstrate your expertise with Microsoft Office Designed to help you practice and prepare for four Microsoft Office Specialist MOS exams this all in one study guide features Full objective by objective exam coverage Easy to follow procedures and illustrations to review essential skills Hands on practice tasks to apply what you've learned Includes downloadable practice files Use the in depth exam prep practice and review to help advance your proficiency with Microsoft Office and earn the credential that proves it **Log On To Computers** □ 7 Meera Aggarwal, Dorothy Fanthome, LOG ON TO COMPUTERS series consists of ten thoroughly revised and updated textbooks for classes 1 10 The books aim to help

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Practice Assignments for ECDL4 and CLAIT Clare Townend, 2004 These worksheets are suitable for anyone wanting more practice in MS Office skills MS Word Excel Access and PowerPoint in vocational or business environment

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In an electronic digital era where connections and knowledge reign supreme, the enchanting power of language has been much more apparent than ever. Its capability to stir emotions, provoke thought, and instigate transformation is truly remarkable. This extraordinary book, aptly titled "**Microsoft Word 2010 Practice Assignments**," written by a very acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound effect on our existence. Throughout this critique, we will delve into the book's central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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Table of Contents Microsoft Word 2010 Practice Assignments

1. Understanding the eBook Microsoft Word 2010 Practice Assignments
 - The Rise of Digital Reading Microsoft Word 2010 Practice Assignments
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Word 2010 Practice Assignments
 - 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 eBook Platform
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Word 2010 Practice Assignments
 - Personalized Recommendations
 - Microsoft Word 2010 Practice Assignments User Reviews and Ratings
 - Microsoft Word 2010 Practice Assignments and Bestseller Lists

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