



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 Sample Exercises

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Table of Contents Microsoft Word Sample Exercises

1. Understanding the eBook Microsoft Word Sample Exercises
 - The Rise of Digital Reading Microsoft Word Sample Exercises
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Word Sample Exercises
 - 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 Word Sample Exercises
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Word Sample Exercises

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

- Fact-Checking eBook Content of Microsoft Word Sample Exercises
 - 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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