



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.

Basic Microsoft Word Exercises

Lingjun Ying



Basic Microsoft Word Exercises:

Whispering the Strategies of Language: An Psychological Quest through **Basic Microsoft Word Exercises**

In a digitally-driven earth wherever monitors reign supreme and immediate interaction drowns out the subtleties of language, the profound strategies and mental nuances hidden within phrases usually move unheard. However, located within the pages of **Basic Microsoft Word Exercises** a interesting fictional prize pulsating with natural thoughts, lies a fantastic quest waiting to be undertaken. Penned by a talented wordsmith, that enchanting opus invites visitors on an introspective trip, delicately unraveling the veiled truths and profound affect resonating within the very fabric of every word. Within the emotional depths with this emotional evaluation, we will embark upon a genuine exploration of the book is key themes, dissect its fascinating writing style, and fail to the powerful resonance it evokes heavy within the recesses of readers hearts.

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