

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 Practice Exercises

Mara M. Van den Berg



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Microsoft Word Stephen C. Solosky,2002 Microsoft Word 5 Made Easy Katie Layman,LaVaughn Hart,1991

Comp-Information Technology-TB-09-R Reeta Sahoo, Gagan Sahoo, Comp Information Technology TB 09 R

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Microsoft Word 2013 Step By Step Joan Lambert,Joyce Cox,2013-01-15 Experience learning made easy and quickly teach yourself how to format publish and share your content using Word 2013 With Step by Step you set the pace building and practicing the skills you need just when you them Includes downloadable practice files and a companion eBook Work with Word on your PC or touch enabled device Master the core tools for designing and editing documents Manage page layout style and navigation Use tables and charts to organize information Insert pictures graphics and video Use collaboration and review features

Saraswati Information Technology (Vocational Course) Reeta Sahoo & Gagan Sahoo, Saraswati Information Technology Series for Classes IX and X is a complete resource for study and practice written in simple easy to understand language The student friendly edition is entirely based on the curriculum prescribed under NSQF for vocational courses The series provides useful tools to learn theory and do practical at ease Designed to meet student s needs it provides sound practice through a wide variety of solved and unsolved exercises based on the latest examination pattern The series covers the complete syllabus laid down by CBSE

Good Laboratory Practices Basic Exercises Mr. Rohit Manglik,2024-03-06 EduGorilla Publication is a trusted name in the education sector committed to empowering learners with high quality study materials and resources Specializing in competitive exams and academic support EduGorilla provides comprehensive and well structured content tailored to meet the needs of students across various streams and levels

MOS 2013 Study Guide for Microsoft Word Joan Lambert,2013-07-15 Demonstrate your expertise with Microsoft Office Designed to help you practice and prepare for the 2013 Word Microsoft Office Specialist MOS exam 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

Sm Exploring MS Word 2000 I/M Maryann Barber,Robert T. Grauer,1999-06 Microsoft Word 6 for Windows Mara M. Van den Berg,1997 *Word 2003*

Expert Adrienne Tommy,2004-02 This book is made up of four parts each dealing with a specific topic document contents and presentation text tables charts objects styles and templates long documents sections notes bookmarks outlines tables of contents indexes master documents bulk mail tools forms mail merge and various advanced functions macros customising the interface group work and document protection Web and frames pages and using XML in Word Each chapter is independent of the others so that you can choose what to study and in what order At the end of the book you will find the official list of topics tested in the Microsoft Office Specialist Word 2003 Expert exam The number of the corresponding lesson and exercise is given next to each topic in the list

DOL Academy Office Automation Training ,1988 **Best Ideas for Teaching with**

Technology Justin Reich, Tom Daccord, 2015-02-18 This practical how to guide makes it easy for teachers to incorporate the latest technology in their classes Employing an informal workshop approach the book avoids technical jargon and pays special attention to the needs of teachers who are expanding the use of computers in their classrooms The authors focus on what teachers do and how they can do it better and provide a wide variety of proven tools tips and methods for enhancing these activities with technology Best Ideas for Teaching with Technology provides extensively illustrated tutorials for a wide variety of software online tools and teaching techniques It covers everything from lesson plans to time management how to show animation blogging podcasts laptop strategies and much much more In addition periodic updates to the text will be available on the authors website

Thinking Outside the Book Carol Smallwood, 2015-03-26 Professionals in all areas of librarianship will find inspiration in the essays collected here each of them innovative tips for increasing circulation enhancing collections and improving flexibility With extensive experience in the nation's top libraries and media centers the 73 contributors describe what really works based on their real world experiences Organized by subject the essays offer succinct and practical guidelines for dozens of tasks Topics include preparing and delivering distinctive presentations forming a successful grant proposal hosting a traveling multimedia exhibition organizing effective community partnerships writing blogs hosting authors creating cybertutorials preserving local culture and many others

Microsoft Word 2000 Introductory Edition Timothy O'Leary, Linda I. O'Leary, 1999-07 The O'Leary Series is the true step by step way to develop computer application skills The new design for Office 2000 emphasizes the step by step visual approach with screen captures for every concept introduced throughout the text

Word 2003 Core Adrienne Tommy, 2004-06 This book is made up of five parts each dealing with a specific topic managing Word documents getting help on Word and using its Research tools working with text entering editing copying and moving text document presentation formatting text and paragraphs tables charts drawing objects outlines setting up and printing documents and other features such as group work and creating and previewing web pages Each chapter is independent of the others so that you can choose what to study and in what order At the end of the book you will find the official list of topics tested in the MOS Word 2003 Core exam including the number of the corresponding lesson and exercise in the book

A treatise concerning religious Affections. MS. corrections Jonathan Edwards, 1768

Word Wheels Kathryn Clark, 2013-05-13 Targeting the specific problems learners have with language structure these multi sensory exercises appeal to all age groups including adults Exercises use sight sound and touch and are also suitable for English as an Additional Language and Basic Skills students Word Wheels includes off the shelf resources including lesson plans and photocopiable worksheets downloadable resources with practice exercises and support material for the busy teacher or non specialist staff as well as homework activities

Goal Setting in the Writing Classroom Valerie Bolling, 2025-07-14 Goal setting is an integral part of life But when and how do we teach this important skill to students And how can we do so in ways that are engaging rewarding and nestled into our other priorities in the writing classroom In Goal

Setting in the Writing Classroom Building Student Agency Independence and Success Valerie Bolling breathes new life into the work of goal setting with students Bolling guides teachers step by step through helping students set goals monitor progress revise and sometimes even abandon goals and celebrate their achievements along the way Moreover Bolling illustrates how teachers themselves can set their own goals so that they are learning alongside their students and serving as models for them Goal Setting in the Writing Classroom draws on Valerie Bolling s experiences as a teacher instructional coach and children s book author to offer relevant and engaging stories lessons strategies and graphic organizers to help all students become successful and independent goal setters and writers **Microsoft Word 2000 Essentials** Nita Hewitt Rutkosky,2000

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