

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.

Practice Test In Microsoft Word Beginners

Joel A. Nichols



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Table of Contents Practice Test In Microsoft Word Beginners

1. Understanding the eBook Practice Test In Microsoft Word Beginners
 - The Rise of Digital Reading Practice Test In Microsoft Word Beginners
 - Advantages of eBooks Over Traditional Books
2. Identifying Practice Test In Microsoft Word Beginners
 - 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 Practice Test In Microsoft Word Beginners
 - User-Friendly Interface
4. Exploring eBook Recommendations from Practice Test In Microsoft Word Beginners
 - Personalized Recommendations
 - Practice Test In Microsoft Word Beginners User Reviews and Ratings
 - Practice Test In Microsoft Word Beginners and Bestseller Lists
5. Accessing Practice Test In Microsoft Word Beginners Free and Paid eBooks
 - Practice Test In Microsoft Word Beginners Public Domain eBooks
 - Practice Test In Microsoft Word Beginners eBook Subscription Services
 - Practice Test In Microsoft Word Beginners Budget-Friendly Options

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