

## 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

**Jicheng Xie**



## **Practice Test In Microsoft Word Beginners:**

*Mastering Microsoft Word: A Beginner's Guide to Creating and Formatting Documents* DIZZY DAVIDSON, 2025-02-14

Unlock the full potential of Microsoft Word with this comprehensive guide designed for users of all skill levels. Whether you are a student, professional, or hobbyist, this book will transform you from a novice to a confident Word user equipped with the knowledge to create professional and polished documents. Packed with real-life stories, illustrations, quizzes with answers, practical exercises, and real-life examples, this book is your ultimate companion to mastering Microsoft Word.

Inside this book, you will discover:

- Getting Started:** Familiarize yourself with the Microsoft Word interface and learn the basics of creating, saving, and opening documents.
- Basic Editing and Formatting:** Explore text editing and formatting techniques to make your documents visually appealing.
- Working with Paragraphs:** Understand how to format paragraphs, create lists, and add borders and shading.
- Inserting and Formatting Objects:** Learn to insert and format images, shapes, tables, SmartArt, and charts.
- Page Layout and Design:** Master page layout and design, including margins, orientation, headers, footers, and page numbers.
- Advanced Text Features:** Dive into advanced text features like styles, tables of contents, footnotes, and citations.
- Proofing and Reviewing:** Use proofing and reviewing tools to catch errors, improve your writing, and collaborate with others.
- Printing and Sharing:** Discover how to print and share your documents efficiently using print preview, print settings, PDF export, and OneDrive.
- Practical Examples and Exercises:** Apply your knowledge with practical examples like creating resumes, designing newsletters, and formatting reports.
- Troubleshooting and Tips:** Overcome common issues and enhance your productivity with troubleshooting techniques and time-saving tips.
- Keywords:** Microsoft Word, Word processing, Document creation, Text editing, Formatting, Page layout, Proofing tools, Printing and sharing, Tutorials, Guidebook, Key Values, Real Life Stories.

Learn from the experiences of others to see how Microsoft Word can be used effectively in various scenarios. Illustrations and visual aids help you understand and apply concepts more easily. Quizzes with answers test your knowledge and reinforce learning with multiple-choice quizzes at the end of each chapter. Practical Exercises (Hands-on exercises) to practice and apply the skills you've learned in real-world situations. Real-Life Examples show how Microsoft Word can be used in different contexts, from creating resumes and newsletters to formatting reports and more. This book is your comprehensive guide to mastering Microsoft Word, packed with valuable insights and practical tools to help you create professional and polished documents. Get ready to unlock your full potential and take your Word skills to the next level.

**Microsoft Word Introduction and Certification Study Guide (Microsoft 365 Apps and Office 2019)** Daniel John Stine, 2021-04

Combining two books in one, *Microsoft Word Introduction and Certification Study Guide* serves as a training guide for Microsoft Word and a study guide for the Word Certification Exam. Students, professionals, beginners, and more experienced users alike can all benefit from this manual. Learn how to create well-formatted, high-quality documents by following along with chapters that focus on six exam topics. These topics closely follow what is needed to ace the exam but also provide comprehensive information for everyday

Word users Careful descriptions and helpful tips for when and how to use important features are provided Images and screenshots make the steps easy to follow and remember Each topic starts out with the basics and builds to more complicated steps Those taking the exam will find practical tips on how to locate a testing center register for the exam and get the best score possible along with study materials including practice exam software and video tutorials for every outcome in the book Whatever your reason for studying Word this manual will develop your skills bolster gaps in your knowledge and give you the confidence to get certified Why certification is important Microsoft Word Certification is an easily verifiable way to showcase your willingness to learn new skills and software and it provides a myriad of other benefits as well Not only can certification enhance your Word skills it can help you get hired boost academic performance prepare for the demands of a job open doors to career opportunities and be more productive and confident working on projects at school home or work Microsoft Word Microsoft 365 Apps and Office 2019 certification is the first step to prove your skill level and open doors to career opportunities Outline of the book The dual nature of this book helps you build a strong foundation in Word and prepares you for the exam The first chapter gets you started right away opening Word and learning about the user interface and important terminology For those interested in taking the exam it includes how to register for the exam and find an exam center tips on using your time wisely during the exam and information on scores and retaking the exam The next six chapters cover all of the topics you need to become proficient in Word and coincide with the objective domain categories in the Microsoft Word Certification Exam Manage Documents Insert and Format Text Paragraphs and Sections Manage Tables and Lists Create and Manage References Insert and Format Graphic Elements and Manage Document Collaboration Short video tutorials are included for every single outcome in the book 95 in all for when you need extra help or learn best by observation Word practice exam software included Unlike any other Word exam manual available this book includes Word practice exam software The final chapter focuses on the practice exam software which closely mimics the format of the real exam Custom built and specially designed by SDC Publications this practice exam software can be taken multiple times so you are comfortable with the real test software how to mark and return to questions question format live in application steps and how the results are presented Study materials for all learning styles Custom made Practice Exam Software 95 short narrated video tutorials for every outcome in the book End of chapter self exam and review questions 75 Flashcards Exam Day Study Guide About the author Daniel John Stine AIA CSI CDT is a registered architect with over twenty years of experience in the field of architecture Throughout these years of professional practice Stine has leveraged many of the Microsoft Office products to organize and manage complex projects In addition to Microsoft Office certification study guides Stine has written multiple books on architectural design software all written using Microsoft Word and published by SDC Publications

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