

## 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 20practice Exercises

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The logo for TeachUcomp, featuring a stylized red and white circular graphic.

## **Basic Microsoft Word 20practice Exercises:**

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**Learning and Writing English** M. S. Robertson, 1950 **Common-sense BASIC** Alice M. Dean, Gove W. Effinger, 1991 Microsoft Word Stephen C. Solosky, 2002 *The Essentials of Special Education Research* Andrew M. Markelz, Benjamin S. Riden, 2024-08-21 Researchers in special education have been developing a knowledge base of evidence based practices that improve the outcomes of students with disabilities Unfortunately filtering that knowledge into

classrooms implemented by special education teachers has been a challenge In *The Essentials of Special Education Research* Andrew M Markelz and Benjamin S Riden directly address the persistent research to practice gap by systematically presenting the essential components of research that every special education teacher must know The first section investigates the foundations of research and why special education teachers should regularly read research articles It also examines the basic structure of research articles to demystify jargon and provide teachers confidence when reading scientific literature The second section explores various research methodologies that consumers of research must know Methodologies such as literature reviews single case design quantitative qualitative and others are unpacked so that special education teachers know the critical components of these methodologies along with their limitations to become critical consumers of research The third section focuses on putting this knowledge into practice Using practical scenarios the authors demonstrate how a special education teacher can combat common classroom problems by locating and reading relevant research to gain information and implement best practices based on scientific evidence This step by step guide combines the knowledge and skills outlined in this book to truly become a scientific practitioner *Sm Exploring MS Word 2000 I/M Maryann Barber, Robert T. Grauer, 1999-06*

**Practice Makes Perfect English Sentence Builder** Ed Swick, 2009-05-01 Practice Makes Perfect helps you put your English vocabulary and grammar skills together You may have all the vocabulary down pat and every grammar point nailed but without the skill of knowing how to put these elements together communicating in your second language would be nearly impossible Practice Makes Perfect English Sentence Builders picks up from where other grammar books leave off showing you the variety of structures and how to combine them to make solid sentences And like every Practice Makes Perfect title these books feature crystal clear explanations numerous realistic examples and dozens of opportunities to practice practice practice

**Accelerating K-8 Math Instruction** Nicki Newton, 2023 Schools have been using various approaches to address the struggles that students are having with mathematics learning that have been compounded by the pandemic There is an overwhelming consensus by both educators and researchers that we need to adapt acceleration rather than remediation as a tool to counteract the challenges that students currently face Acceleration is about equity which allows all our students to access an engaging standards based academically rigorous grade level curriculum In this book educational consultant Dr Nicki Newton shows K-8 teachers how to accelerate mathematics instruction so that all students learn and work on grade level receive the right scaffolding when they need it and feel a sense of achievement and success Educators will in turn experience lower frustration and the joy of helping students thrive Taking a deep dive into in school acceleration chapters address research planning assessment pedagogy teaching math vocabulary lesson planning goal setting and motivation and action planning Readers will learn how to use acceleration to get everybody motivated to learn and to create pathways of achievement Book Features Unpacks accelerating instruction as a way of saying everybody is invited to this party Looks at how acceleration provides a pathway to helping academically challenged students achieve and

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