

## 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**.

**Save your practice document** and name it: Beginning Word Practice 1

# Beginning Microsoft® Word: Practice 2

## Objectives:

The learner will be able to:

1. Find and use the Insert Clip Art command at least 75% of the time
2. Select and resize a picture using the picture handles
3. Use the alignment buttons to center and left align text and pictures
4. Insert a Date and Time Text field from the Insert Menu

## Create a Business Letter

A “Corporate Stripe” is a set of documents that have the company logo, fonts, and styles. This exercise allows you to practice formatting text and pictures while you create a business letter.

### Type the company name and address

Open a blank Microsoft Word document. Type the following information:

Computers Are Us  
555 Main Street  
Brighton, MI 48116  
(810) 555-1212

Select All of the text and use the Font options to format the type:

Tahoma, 12 point, bold, centered, and dark red

Select the first line of type and make it 14 point.

### Insert a Picture from ClipArt

Go to Insert, Clip Art, Click on “Find more at Office.com

Search for a photo or cartoon of a computer

Select two or three images and Download them

### Use one of the pictures for a company logo

Resize the picture

Center it above the Company name and address

### Insert the Date and Time

Remember, the default Date and Time updates automatically. This option is not appropriate for medical or legal documents that must be date/time stamped, but is fine for this exercise.

### Type a sample business letter:

Dear Sir,

Thank you for your order, yesterday. We will be shipping your parts by FedEx ground.

Sincerely,

Your Name

**Save your practice document** and name it: Beginning Word Practice 2

# Beginning Microsoft® Word: Practice 3

## Objectives:

The Learner will be able to:

1. Resize a picture to exact measurements using the Format Picture command
2. Change the text wrapping
3. Insert pictures with Insert Clip Art command
4. Apply a border to a picture
5. Crop a picture using the Format Picture Command

## Working with Pictures

**Open** a blank Microsoft Word document. You can use Microsoft ClipArt, or Clips Online, to do the following practice exercises.

**Insert a picture** of a sun or sunset.

Use **Format->Size** to resize the picture to 1.5" wide

Use In-Line **Text Wrapping**

Next to the picture **type**: The weather is great!

**Insert a picture** of a camera.

Change the Text Wrapping to Tight

Resize the picture to be 2.5 inches tall

Place the picture to the bottom of the page

**Insert a picture** of a beach.

Format Text Wrapping to Tight

Place the picture into the center of the page

Add a thick BLUE border around the picture

Crop the picture .5 inches from the left

**Save your practice document** and name it: Beginning Word Practice 3

# Beginning Microsoft® Word: Practice 4

## Objectives:

The Learner will be able to:

1. Format text color, bold, and size at least 75% of the time
4. Insert a picture from Clip Art and the Design Gallery Live at least 75% of the time
6. Apply borders and shading to a whole page using the Format Borders and Shading command

## Create a Flier

### Make the headline for the flyer

Type the words: Benjamin Banneker High School

Format the headline big, bold, centered and dark red

Enter two blank lines after the headline

Type: Fall Festival 2014

Does the Formatting stay big, bold, centered and dark red?

Change the formatting to Lucida Handwriting, 36 pt, aligned center, change font to a combination of the fall colors (orange, black, yellow/gold)

### Add pictures

Insert a Picture from ClipArt

Look for pictures of leaves, scouts and fall (anything associated with fall/Halloween)

Insert a picture of our school mascot (Trojan)

You can use the Design Gallery Live for photos

For each picture, change the text wrapping to be tight ( do this after inserting the picture, click the picture, click picture tools, click wrap text, then select “tight”

### Format Borders and Shading

Before you add borders and shading, notice what you have selected on your document. If the picture is selected, then you will be adding borders to it. If you have text selected, then the border will be added to your word(s). To add Borders and Shading to an entire page, make certain you have NOTHING selected!

The default is NONE. Select a Box, Shadow, etc from the right hand side.

To change line style, choose a format from the middle Style window.

To have little pictures instead of a line, select Art and browse through the options.

Width indicates how thick the line (or art) can be.

Click OK to complete this action.

**Save your practice document** and name it: Beginning Word Practice 4