Practice Exercise for Word 2010 - Session 1

Concepts: controlling the look and location of text, page controls, adding interest to document, using the ribbon.

- Open Word.
- 2. Type your name.
- 3. Press enter twice.
- 4. Type =rand() then press the enter key. (This will insert 3 paragraphs of text)
- Select your name.
- Center align your name.
 (Home Tab → Paragraph Group → Center Text Button)
- Change the font of your name to Arial.
 (Home Tab → Font Group → Font Arrow)
- Make your name bold and underlined.
 (Home Tab → Font Group → Bold & Underline Buttons)
- Change the font size of your name to 24.
 (Home Tab → Font Group → Font Size Arrow)
- Deselect your name. (Click in a clear area)
- 11. Select (highlight) all three paragraphs of text.

(Place your cursor to the left of the word On, hold down the left mouse button, move the cursor to the end of the last word (template) and let go.)

 Keeping the paragraphs selected, indent the first line of each paragraph and double space.

(Home Tab → Paragraph Group → Launcher→ Indents & Spacing Tab → Indentation
Section → Special Drop Down Arrow → First Line; Remain in the → Indents & Spacing
Tab → Spacing Section → Line Spacing Drop Down Arrow → Double; Click OK)

Deselect the paragraphs. (Click in a clear area)

Learn Key Word 2010 Session 1 Answers

Huangqi Zhang

Learn Key Word 2010 Session 1 Answers:

Enjoying the Beat of Term: An Mental Symphony within Learn Key Word 2010 Session 1 Answers

In some sort of taken by displays and the ceaseless chatter of quick connection, the melodic elegance and mental symphony produced by the prepared term often disappear in to the backdrop, eclipsed by the persistent noise and distractions that permeate our lives. However, located within the pages of **Learn Key Word 2010 Session 1 Answers** a wonderful literary treasure full of organic emotions, lies an immersive symphony waiting to be embraced. Constructed by an elegant composer of language, that interesting masterpiece conducts visitors on an emotional trip, well unraveling the concealed songs and profound affect resonating within each cautiously crafted phrase. Within the depths of the moving assessment, we can discover the book is key harmonies, analyze its enthralling publishing design, and surrender ourselves to the profound resonance that echoes in the depths of readers souls.

https://staging.conocer.cide.edu/About/book-search/fetch.php/hatz_diesel_repair_manual_5120.pdf

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