

Instructions:

- Follow these directions **exactly** as they are written, in the order they are given.
- If you quit this exercise before you get to the end, use the **Save** button on the Quick Access toolbar to save your changes and then close Word.



- Open Word.
- Open the "Word 2010 Practice File.docx" file on your flash drive.
(File Tab → Open → KINGSTON (I:) → Double click on file icon)
- Highlight the first paragraph using the mouse Dragging method.
(Insert your cursor to the left of the first word → Hold down the left mouse button → Drag until the last word in the paragraph is selected → Let go of the mouse button)
- Using the tools on the Clipboard group, "cut" the first paragraph.
(Home Tab → Clipboard Group → Cut Button)
- Use a key combination on your keyboard to move the cursor to the end of the document.
(Hold down the **Ctrl** key, then tap the **End** key)
- Using the tools on the Clipboard group, "paste" the cut paragraph at the end of the document.
(Home Tab → Clipboard Group → Paste **Button Proper**)
- Undo the Paste action.
(Quick Access toolbar → Undo button)
- Move the cursor to the beginning of the document.
(Hold down the **Ctrl** key, then tap the **Home** key)
- Type your first name and press **Enter** twice.
- Select your name.
(Double-click on your name)
- Make your name bold and underlined.
(Home Tab → Font Group → Bold & Underline Buttons)
- Use the Save button to save changes to the document.
(Quick Access toolbar → Save button)
- Change the font of your name to Arial.
(Home Tab → Font Group → Font Arrow)

Microsoft Word 2010 Practice Exercises

Michael Hoelscher



Microsoft Word 2010 Practice Exercises:

Enjoying the Tune of Term: An Mental Symphony within **Microsoft Word 2010 Practice Exercises**

In a world consumed by screens and the ceaseless chatter of fast transmission, the melodic beauty and emotional symphony developed by the written term often disappear into the back ground, eclipsed by the relentless sound and distractions that permeate our lives. However, nestled within the pages of **Microsoft Word 2010 Practice Exercises** a charming fictional treasure full of organic thoughts, lies an immersive symphony waiting to be embraced. Constructed by an outstanding composer of language, this fascinating masterpiece conducts viewers on an emotional trip, skillfully unraveling the hidden tunes and profound influence resonating within each carefully crafted phrase. Within the depths of the poignant assessment, we shall investigate the book is central harmonies, analyze its enthralling writing design, and surrender ourselves to the profound resonance that echoes in the depths of readers souls.

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