#### Microsoft Word 2010: Practice Exercise 1

#### 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)

# **Ms Word 2010 Practice Exercises**

**Sabine Zange** 

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