

### 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 20normal User Practice Test

**Simona Amenta, Davide Crepaldi**

A red circular graphic with a gradient, appearing as a partial circle or a thick curved line, located to the right of the author names.

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Bulletin United States. Office of Education,1936      **Bibliography of Research Studies in Education** ,1934      The Deaf and the Hard-of-hearing in the Occupational World Alice Barrows,Elise Henrietta Martens,Ella Burgess Ratcliffe,John Hamilton McNeely,Katherine Margaret (O'Brien) Cook,Severin Kazimierz Turosienski,United States. Office of Education,United States. Office of education. Committee on youth problems,1936      **Bulletin** United States. Office of Education,1936      *Bulletin - Bureau of Education* United States. Bureau of Education,1906      Statistics of Land-grant Colleges and Universities United States. Office of Education,1936      **The Variable Mind? How Apparently Inconsistent Effects Might Inform Model Building** Simona Amenta,Davide Crepaldi,2016-10-31 Model building is typically based on the identification of a set of established facts in any given field of research insofar as the model is then evaluated on how well it accounts for these facts Psychology and specifically visual word identification and reading is no exception in this sense e g Amenta Coltheart et al 2001 Grainger Marelli et al 2013 Kinoshita and Norris 2009 or even individual differences Andrews ii highlight new context dependent experimental effects in a way that is informative on the dynamics of the underlying cognitive processing iii shed new light on known context dependent experimental effects again in a way that enhances their theoretical informativeness      Pharmacotherapy Casebook Terry L. Schwinghammer,Julia M. Koehler,2008-08-29 50% all new cases in this edition 50% of cases revised Over 140 cases total Organization by organ systems to coordinate with the textbook Cases range from simple a single disease state to complex multiple disease states and drug related problems Develops skills in problem analysis and decision making Integrates the biomedical and pharmaceutical sciences with therapeutics Demonstrates the relevance and importance of a sound scientific foundation for pharmacy practice

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