

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

Microsoft Official Academic Course

A red circular graphic with a gradient, appearing as a partial circle or a thick curved line, located to the right of the 'Microsoft Official Academic Course' text.

Microsoft Word 2010 Practice Exercises:

Exam 77-881 Microsoft Word 2010 Microsoft Official Academic Course,2011-09-21 The Microsoft Official Academic Courseware MOAC Office 2010 Series is the only Official Academic Course program Microsoft Access 2010 is built from the ground up around the MOS certification objectives making it a great way to learn all the workforce oriented tasks required for certification The Test Bank now offers greater flexibility and provides more than 75 questions and 3 projects per lesson as well as automated grading via OfficeGrader Furthermore the latest edition s use of color in screen captures allows users to follow on screen much easier as screen captures will look the exact same as the application Additional projects throughout the book help users comprehend how a task is applied on the job OfficeGrader helps instructors offer immediate feedback on all homework assignments and projects and additional animated tutorials on key Office tasks provides additional help on difficult topics Microsoft Office Professional 2010 Step by Step Joan Lambert,Joyce Cox,Curtis Frye,2010-08-25 Teach yourself exactly what you need to know about using Office Professional 2010 one step at a time With STEP BY STEP you build and practice new skills hands on at your own pace Covering Microsoft Word PowerPoint Outlook Excel Access Publisher and OneNote this book will help you learn the core features and capabilities needed to Create attractive documents publications and spreadsheets Manage your e mail calendar meetings and communications Put your business data to work Develop and deliver great presentations Organize your ideas and notes in one place Connect share and accomplish more when working together **Word 2010 ELearning Kit For Dummies** Lois Lowe,2012-06-13 Includes book CD or both pick the way you learn best three hours of Word 2010 instruction easy to follow format that lets you learn at your own pace Cover

Microsoft Office Home and Student 2010 Step by Step Joan Lambert,Joyce Cox,Curtis Frye,2010-06-30 Teach yourself exactly what you need to know about using Microsoft Word Excel PowerPoint and OneNote one step at a time With STEP BY STEP you build and practice new skills hands on at your own pace Topics include creating effective documents using themes templates and other formatting tools building spreadsheets to perform calculations and manage data producing and delivering compelling presentations digitally organizing your notes and to do lists and other core topics Exam 77-882 Microsoft Excel 2010 with Microsoft Office 2010 Evaluation Software Microsoft Official Academic Course,2011-09-21 This MOAC Microsoft Excel 2010 77 882 text best prepares students for the Microsoft Office Specialist exam The program is based upon the same curriculum as the Microsoft Office Specialist Exam to build the skills students need to succeed at work and the preparation they need to validate those skills and get the jobs they seek **MOS 2010 Study Guide for Microsoft Word Expert, Excel Expert, Access, and SharePoint Exams** Geoff Evelyn,John Pierce,2011-08-12 Demonstrate your expertise with Microsoft Office Designed to help you practice and prepare for four Microsoft Office Specialist MOS exams this all in one study guide features Full objective by objective exam coverage Easy to follow procedures and illustrations to review essential skills Hands on practice tasks to apply what you ve learned Includes downloadable practice files Use the in

depth exam prep practice and review to help advance your proficiency with Microsoft Office and earn the credential that proves it Comp-Information Technology-TB-09-R Reeta Sahoo, Gagan Sahoo, Comp Information Technology TB 09 R

Microsoft Office 2010 with Microsoft Office 2010 Evaluation Software Microsoft Official Academic Course, 2012-01-24 This Microsoft Office 2010 text introduces students to the various applications included in Microsoft Office The program is based upon the same curriculum as the Microsoft Office Specialist Exam to build the skills students need to succeed at work The Microsoft Official Academic Courseware MOAC Office 2010 Series is the only Official Academic Course program Automated grading via OfficeGrader saves instructors time and enables consistent grading Furthermore the latest edition's use of color in screen captures allows users to follow on screen much easier as screen captures will look the exact same as the application Additional projects throughout the book help users comprehend how a task is applied on the job OfficeGrader helps instructors offer immediate feedback on all homework assignments and projects and additional animated tutorials on key Office tasks provides additional help on difficult topics **Microsoft Office 2010 Digital Classroom** AGI Creative Team, AGI Training Team, 2011-03-16 The complete book and video training package for Office 2010 This Microsoft Office 2010 book and video training package from the same professional training experts who also create many training materials for Microsoft is like having your own personal instructor guiding you through each lesson but you work at your own pace The full color book includes 27 lessons that teach you the new features and quirks of Microsoft Office 2010 Each lesson includes step by step instructions and lesson files and provides valuable video tutorials that complement what you're learning and clearly demonstrate how to do tasks This jam packed training package takes you well beyond the basics in a series of easy to absorb five minute lessons Shows you how to use Microsoft Office 2010 the new version of the Microsoft Office suite that is available in standard 32 bit and now also a 64 bit version Walks you through 27 lessons each consisting of easy to follow step by step instructions and lesson files in full color that make each task less intimidating Includes all the lesson files from the book and video tutorials that clearly show you how to do tasks and reinforces what you're learning in the book Covers exciting new Office 2010 features such as Office Web apps that can be accessed from anywhere and a streamlined new Ribbon Provides the perfect one stop robust learning package with book and supplementary video training on all the applications in Office 2010 Additional resources available on companion Web site www.digitalclassroombooks.com Learn the ins and outs of Office 2010 with this all in one value packed combo Saraswati Information Technology (Vocational Course) Reeta Sahoo & Gagan Sahoo, Saraswati Information Technology Series for Classes IX and X is a complete resource for study and practice written in simple easy to understand language The student friendly edition is entirely based on the curriculum prescribed under NSQF for vocational courses The series provides useful tools to learn theory and do practical at ease Designed to meet student's needs it provides sound practice through a wide variety of solved and unsolved exercises based on the latest examination pattern The series covers the complete syllabus laid

down by CBSE Excel 2003 Core Adrienne Tommy, 2004-06 This book is made up of seven parts each dealing with a specific topic managing workbooks and worksheets working with rows columns and cells in a table managing data entering values copying moving filtering and searching for data making various calculations with formulas and functions formatting data and using styles printing and page setup and creating drawing objects diagrams and charts Each chapter is independent of the others so that you can choose what to study and in what order At the end of the book you will find the official list of topics tested in the MOS Excel 2003 Core exam with the references of each corresponding lesson and exercise from the book

Office 2010 eLearning Kit For Dummies Faithe Wempen, 2011-11-01 Publisher's Note The online training portion of this product is no longer available Create and work with Microsoft Office 2010 with this learning package Microsoft Office 2010 is the most commonly used office productivity suite and if you're eager to get started using all it has to offer this value packed eLearning kit is essential to your learning process This complete Microsoft Office 2010 course includes a full color printed book and a Dummies interactive eLearning course on CD You'll discover the basics of the Office interface how to navigate it and how to use the features common to all Office programs Then you'll get detailed instruction in working with Word Excel PowerPoint and Outlook to make learning easier Follow the material sequentially or jump in and out as you wish it's set up so you can learn at your own pace Throughout you will benefit from illustrations animations voiceover explanations and the option of closed captioning if you find you learn better when you can read the instructions Helps self motivated learners get familiar with Office 2010 Walks you through creating and formatting a Word document creating and working with an Excel spreadsheet managing e mail and calendars with Outlook and building a PowerPoint presentation with graphics and sound Includes an easy to follow full color book and an interactive Dummies eLearning Course that corresponds with the book on CD Allows you to follow the material sequentially or choose separate sections at your own time and pace Office 2010 eLearning Kit For Dummies helps you get the very most out of all the applications in the Office 2010 suite NOTE CD ROM DVD and other supplementary materials are not included as part of the e book file but are available for download after purchase *Exam 77-883 Microsoft PowerPoint 2010, with Microsoft Office 2010 Evaluation Software* Microsoft

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Exam 2020 Arihant Experts,2020-12-21 **Comp-Information Technology-TB-10-R** Reeta Sahoo, Gagan Sahoo, Comp Information Technology TB 10 R **Word 2003 Expert** Adrienne Tommy,2004-02 This book is made up of four parts each dealing with a specific topic document contents and presentation text tables charts objects styles and templates long documents sections notes bookmarks outlines tables of contents indexes master documents bulk mail tools forms mail merge and various advanced functions macros customising the interface group work and document protection Web and frames pages and using XML in Word Each chapter is independent of the others so that you can choose what to study and in what order At the end of the book you will find the official list of topics tested in the Microsoft Office Specialist Word 2003 Expert exam The number of the corresponding lesson and exercise is given next to each topic in the list Using Microsoft Word 2002 Bill Camarda,2001 The most detailed business focused guide to Microsoft Word 2002 in the marketplace This book focuses on maximizing user productivity with real world documents in real world environments Topics covered include using Word as an e mail editor using Word 2002 s speech command control and dictation creating organization charts Word document privacy and security options and managing document collaboration and revisions

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