

Practice Exercise for Word 2010 - Session 1

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

1. 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)
5. Select your name.
6. Center align your name.
(Home Tab → Paragraph Group → Center Text Button)
7. Change the font of your name to Arial.
(Home Tab → Font Group → Font Arrow)
8. Make your name bold and underlined.
(Home Tab → Font Group → Bold & Underline Buttons)
9. Change the font size of your name to 24.
(Home Tab → Font Group → Font Size Arrow)
10. 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.)
12. 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)
13. Deselect the paragraphs.
(Click in a clear area)

Expert Answer Key Word 2010 Session 1

DP Hallahan



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