

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 For Beginners

Angela Bessant



Microsoft Word 2010 Practice Exercises For Beginners:

Embracing the Tune of Appearance: An Psychological Symphony within **Microsoft Word 2010 Practice Exercises For Beginners**

In a world used by displays and the ceaseless chatter of immediate interaction, the melodic beauty and emotional symphony created by the prepared term often diminish in to the background, eclipsed by the persistent sound and disruptions that permeate our lives. But, located within the pages of **Microsoft Word 2010 Practice Exercises For Beginners** a stunning literary prize full of natural emotions, lies an immersive symphony waiting to be embraced. Constructed by an elegant musician of language, this charming masterpiece conducts readers on an emotional trip, skillfully unraveling the hidden melodies and profound influence resonating within each carefully crafted phrase. Within the depths of the moving analysis, we can discover the book is main harmonies, analyze their enthralling writing model, and surrender ourselves to the profound resonance that echoes in the depths of readers souls.

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