

### 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.  
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(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.  
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(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

**Joan Lambert, Joyce Cox, Curtis Frye**



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