

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

Lei Huang



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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 *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 Word 2010 Digital Classroom AGI Training Team, 2011-10-14 The perfect book and video training package for Word 2010 This Word 2010 book and video training package from the same professional training experts who also create many training materials for Adobe Systems is like having your own personal instructor guiding you through each lesson but you work at your own pace The full color ebook includes 8 lessons that teach you the new features and quirks of Microsoft Word 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 Walks you through 8 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 Word 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 Additional resources available on companion Web site www.digitalclassroombooks.com Learn the ins and outs of Word 2010 **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

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Table of Contents Microsoft Word 2010 Practice Exercises

1. Understanding the eBook Microsoft Word 2010 Practice Exercises
 - The Rise of Digital Reading Microsoft Word 2010 Practice Exercises
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Word 2010 Practice Exercises
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an eBook Platform
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Word 2010 Practice Exercises
 - Personalized Recommendations
 - Microsoft Word 2010 Practice Exercises User Reviews and Ratings

- Microsoft Word 2010 Practice Exercises and Bestseller Lists
- 5. Accessing Microsoft Word 2010 Practice Exercises Free and Paid eBooks
 - Microsoft Word 2010 Practice Exercises Public Domain eBooks
 - Microsoft Word 2010 Practice Exercises eBook Subscription Services
 - Microsoft Word 2010 Practice Exercises Budget-Friendly Options
- 6. Navigating Microsoft Word 2010 Practice Exercises eBook Formats
 - ePub, PDF, MOBI, and More
 - Microsoft Word 2010 Practice Exercises Compatibility with Devices
 - Microsoft Word 2010 Practice Exercises Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Microsoft Word 2010 Practice Exercises
 - Highlighting and Note-Taking Microsoft Word 2010 Practice Exercises
 - Interactive Elements Microsoft Word 2010 Practice Exercises
- 8. Staying Engaged with Microsoft Word 2010 Practice Exercises
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Microsoft Word 2010 Practice Exercises
- 9. Balancing eBooks and Physical Books Microsoft Word 2010 Practice Exercises
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Microsoft Word 2010 Practice Exercises
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Microsoft Word 2010 Practice Exercises
 - Setting Reading Goals Microsoft Word 2010 Practice Exercises
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Microsoft Word 2010 Practice Exercises
 - Fact-Checking eBook Content of Microsoft Word 2010 Practice Exercises
 - Distinguishing Credible Sources

13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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30 spanish elementary başlanğıc səviyyə İspan dili testdə verilən sualların sayı 30 spanish b1 level testdə verilən sualların sayı 30

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