

### 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)

# Ms Word 2010 Practice Exercises

**Joseph W. Habraken**



## **Ms Word 2010 Practice Exercises:**

*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 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 **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 **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 **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 Microsoft Excel 2010 Step by Step Curtis Frye, 2010-06-02 Experience learning made easy and quickly teach yourself how to organize analyze and present data with Excel 2010 With STEP BY STEP you set the pace building and practicing the skills you need just when you need them Topics include creating formulas calculating values and analyzing data presenting information visually with graphics charts and diagrams building PivotTable dynamic views using the new Excel Web App reusing information from databases and other documents creating macros to automate repetitive tasks and simplify your work and other core topics **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

*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

**Practical Exercises in Mental Arithmetic** George Alonzo Mirick, Frank Washington Ballou, Lida Lee Tall, 1920 *CTA Journal*, 1924 Bliss System of Bookkeeping and Office Practice Fred H. Bliss, 1912 **HPSSC JOA**

**Junior Office Assistant (IT) Recruitment Exam 2020** Arihant Experts, 2020-12-21 **The Publishers' Trade List Annual**, 1917 **Practice Exercises in Silent Reading and Study** James Alvin Wiley, 1928 **PC Basics with Windows**

**7 and Office 2010** Kim Lindros, 2010-11 This book presents a complete survey of the computer technologies necessary for achieving basic technology literacy It provides a strong foundation by giving the reader the background needed to make smart buying decisions about computer technology It then gives a description of the hardware that is the foundation of all of the technologies used every day whether it s a laptop personal computer smartphone or other digital device From there it explains how the Internet actually works It then guides the reader through engaging step by step tutorials on how to use the Windows 7 operating system and the popular Office 2010 productivity tools including Word Excel and Powerpoint The book is written in a conversational and engaging style At the end of each chapter there are review questions and a project to apply what has been learned **Comp-Information Technology-TB-10-R** Reeta Sahoo, Gagan Sahoo, Comp Information

Technology TB 10 R **Medical Terminology in a Flash!** Lisa Finnegan, Sharon Eagle, 2015-10-23 The 3rd Edition of this popular text features an emphasis on meeting the needs of all learning styles by providing a visually rich text an online

learning program and perforated tear out flash cards at the back of the book      Microsoft Office Word 2007 Step by Step  
Joan Lambert, Joyce Cox, 2007-01-03 Experience learning made easy and quickly teach yourself how to create impressive documents with Word 2007 With Step By Step you set the pace building and practicing the skills you need just when you need them Apply styles and themes to your document for a polished look Add graphics and text effects and see a live preview Organize information with new SmartArt diagrams and charts Insert references footnotes indexes a table of contents Send documents for review and manage revisions Turn your ideas into blogs Web pages and more Your all in one learning experience includes Files for building skills and practicing the book s lessons Fully searchable eBook Bonus quick reference to the Ribbon the new Microsoft Office interface Windows Vista Product Guide eBook plus more resources and extras on CD For customers who purchase an ebook version of this title instructions for downloading the CD files can be found in the ebook      **Catalogue** Boston University, 1928

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