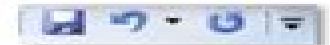


Instructions:

- 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 Exercises

Victor M. Corman



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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

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Table of Contents Microsoft Word 2010 Exercises

1. Understanding the eBook Microsoft Word 2010 Exercises
 - The Rise of Digital Reading Microsoft Word 2010 Exercises
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Word 2010 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 Microsoft Word 2010 Exercises
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Word 2010 Exercises
 - Personalized Recommendations
 - Microsoft Word 2010 Exercises User Reviews and Ratings

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