

**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.



1. Open Word.
2. Open the "Word 2010 Practice File.docx" file on your flash drive.  
(File Tab → Open → KINGSTON (I:) → Double click on file icon)
3. 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)
4. Using the tools on the Clipboard group, "cut" the first paragraph.  
(Home Tab → Clipboard Group → Cut Button)
5. 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)
6. Using the tools on the Clipboard group, "paste" the cut paragraph at the end of the document.  
(Home Tab → Clipboard Group → Paste Button Proper)
7. Undo the Paste action.  
(Quick Access toolbar → Undo button)
8. Move the cursor to the beginning of the document.  
(Hold down the **Ctrl** key, then tap the **Home** key)
9. Type your first name and press **Enter** twice.
10. Select your name.  
(Double-click on your name)
11. Make your name bold and underlined.  
(Home Tab → Font Group → Bold & Underline Buttons)
12. Use the Save button to save changes to the document.  
(Quick Access toolbar → Save button)
13. Change the font of your name to **Arial**.  
(Home Tab → Font Group → Font Arrow)

# Microsoft Word Practice Exercises

**Reeta Sahoo & Gagan Sahoo**

## **Microsoft Word Practice Exercises:**

**Microsoft Word** Stephen C. Solosky,2002    **Comp-Information Technology-TB-09-R** Reeta Sahoo, Gagan Sahoo, Comp Information Technology TB 09 R    **Comp-Information Technology-TB-10-R** Reeta Sahoo, Gagan Sahoo, Comp Information Technology TB 10 R    **Saraswati Information Technology (Vocational Course)** Reeta Sahoo & Gagan Sahoo, Saraswati Information Technology Series for Classes IX and X is a complete resource for study and practice written in simple easy to understand language The student friendly edition is entirely based on the curriculum prescribed under NSQF for vocational courses The series provides useful tools to learn theory and do practical at ease Designed to meet student s needs it provides sound practice through a wide variety of solved and unsolved exercises based on the latest examination pattern The series covers the complete syllabus laid down by CBSE    Microsoft Word 5 Made Easy Katie Layman,LaVaughn Hart,1991    **Sm Exploring MS Word 2000 I/M** Maryann Barber,Robert T. Grauer,1999-06

**Microsoft Word 2000 Introductory Edition** Timothy O'Leary,Linda I. O'Leary,1999-07 The O Leary Series is the true step by step way to develop computer application skills The new design for Office 2000 emphasizes the step by step visual approach with screen captures for every concept introduced throughout the text    Microsoft Word 6 for Windows Mara M. Van den Berg,1997    Sm Exploring Ms Office Prof 20 Grauer Barber Staff,1999-07    Microsoft Word 97 Nita Hewitt Rutkosky,1998    **Microsoft Word 2002 Manual for Gregg College Keyboarding & Document Processing** ,2006

Exploring Microsoft Office Word 2003 Comprehensive- Adhesive Bound Robert T. Grauer,Maryann M. Barber,2004 For Introductory Computer courses in Microsoft Office 2003 or courses in Computer Concepts with a lab component for Microsoft Office 2003 applications Master the Skills of Office 2003 With the hands on approach and conceptual framework students will master the skills and apply them in their personal and professional lives    **The Future of Television and Video Industry** Yasser Ismail,2024-06-12 This Edited Volume is a collection of reviewed and relevant research chapters offering a comprehensive overview of recent developments in the field of digital industry technologies and the future landscape of television The book comprises single chapters authored by various researchers and edited by an expert active in the pioneering advancements in digital technologies particularly in the future landscape of television machine learning VLSI FPGA systems cloud computing cybersecurity video processing algorithms and architectures IoT and wireless communication research area All chapters are complete in themselves but united under a common research study topic This publication aims to provide a thorough overview of the latest research efforts by international authors on digital industry technologies and opens new potentials for further developments    Exploring Microsoft Word 2002 Robert T. Grauer,Maryann Barber,2001-06 For any course teaching application software using Microsoft Office 2002 applications This book will appeal to students in a variety of disciplines including liberal arts business and the sciences The Exploring MS Office XP series gives the when and why of performing tasks in Office XP it provides new integrated real world practice exercises it s customizable

in the RightPHit Program certified to the core and provides expert levels of Microsoft Office XP      **South-Western**  
**Microsoft Word for Windows 95** Rick Sullivan,1997      Process Quality Control Ellis R. Ott,Edward G. Schilling,Dean V. Neubauer,2005-02-08 Ellis Ott taught generations of quality practitioners to be explorers of the truth through the collection and graphical portrayal of data From a simple plea to plot the data to devising a graphical analytical tool called the analysis of means ANOM Ott demonstrated that process knowledge is to be gained by seeking the information contained within the data In this newest version of Ott s classic text the authors have strived to continue down the path that he created for others to follow Additions to this revised edition include the use of dot plots as an alternative to histograms digidot plots adding events to charts emphasis on the role that acceptance control charts play in controlling risks and the computation of average run length ARL a new chapter devoted to process capability process performance and process improvement including the use of confidence intervals for process capability metrics narrow limit gauging as another means of assessing the capability of a process Six Sigma methodology design resolution scatter plot matrices as applied to datasets of higher dimensions and a new chapter on measurement studies      **O'Leary Series: Microsoft Office Word 2003 Introductory** Timothy O'Leary,Linda O'Leary,2003-12-29 The goal of the O Leary Series is to give students a basic understanding of computing concepts and to build the skills necessary to ensure that information technology is an advantage in whatever career they choose in life The O Leary Microsoft Office 2003 texts are crafted to be the true step by step way for students to develop Microsoft Office application skills The text design emphasizes step by step instructions with full screen captures that illustrate the results of each step performed Each Tutorial chapter combines conceptual coverage with detailed software specific instructions A running case that is featured in each tutorial highlights the real world applications of each software program and leads students step by step from problem to solution      **MS Word 2000 Student Manual** Scot Ober,2000

Performance-Based Instruction, Includes a Microsoft Word Diskette Dale Brethower,Karolyn Smalley,1998-03-27  
Provides the tools needed to conduct on the job training establish team training design job aids perform needs assessments and evaluate training      Microsoft Word Macintosh Version 5.1 Smith,1994-08

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