

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 Practice Exercises

Timothy O'Leary, Linda O'Leary



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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

Reviewing **Microsoft Word Practice Exercises**: Unlocking the Spellbinding Force of Linguistics

In a fast-paced world fueled by information and interconnectivity, the spellbinding force of linguistics has acquired newfound prominence. Its capacity to evoke emotions, stimulate contemplation, and stimulate metamorphosis is really astonishing. Within the pages of "**Microsoft Word Practice Exercises**," an enthralling opus penned by a highly acclaimed wordsmith, readers embark on an immersive expedition to unravel the intricate significance of language and its indelible imprint on our lives. Throughout this assessment, we shall delve into the book's central motifs, appraise its distinctive narrative style, and gauge its overarching influence on the minds of its readers.

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