

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

William J. Gibbs, Patricia J. Fewell



Microsoft Word 2010 Practice Exercises:

Comp-Information Technology-TB-09-R Reeta Sahoo, Gagan Sahoo, Comp Information Technology TB 09 R

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Office 2010 eLearning Kit For Dummies Faithe Wempen, 2011-11-01 Publisher s

Note The online training portion of this product is no longer available Create and work with Microsoft Office 2010 with this learning package Microsoft Office 2010 is the most commonly used office productivity suite and if you re eager to get started using all it has to offer this value packed eLearning kit is essential to your learning process This complete Microsoft Office 2010 course includes a full color printed book and a Dummies interactive eLearning course on CD You ll discover the basics of the Office interface how to navigate it and how to use the features common to all Office programs Then you ll get detailed instruction in working with Word Excel PowerPoint and Outlook to make learning easier Follow the material sequentially or jump in and out as you wish it s set up so you can learn at your own pace Throughout you will benefit from illustrations animations voiceover explanations and the option of closed captioning if you find you learn better when you can read the instructions Helps self motivated learners get familiar with Office 2010 Walks you through creating and formatting a Word document creating and working with an Excel spreadsheet managing e mail and calendars with Outlook and building a PowerPoint presentation with graphics and sound Includes an easy to follow full color book and an interactive Dummies eLearning Course that corresponds with the book on CD Allows you to follow the material sequentially or choose separate sections at your own time and pace Office 2010 eLearning Kit For Dummies helps you get the very most out of all the applications in the Office 2010 suite NOTE CD ROM DVD and other supplementary materials are not included as part of the e book file but are available for download after purchase

The Copyeditor's Handbook Amy Einsohn, Marilyn

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new edition also adds an extensive annotated list of editorial tools and references and includes a bit of light entertainment for language lovers such as a brief history of punctuation marks that didn't make the grade the strange case of razbliuto and a few Easter eggs awaiting discovery by keen eyed readers The fourth edition features updates on the transformation of editorial roles in today's publishing environment new applications processes and protocols for on screen editing major changes in editorial resources such as online dictionaries and language corpora new grammar and usage authorities online editorial communities and web based research tools When you're ready to test your mettle pick up *The Copyeditor's Workbook Exercises and Tips for Honing Your Editorial Judgment* the essential new companion to the handbook *Word 2010 eLearning Kit For Dummies* Lois Lowe, 2012-05-08 Use this step by step learning package to master Word 2010 Publisher's Note The online training portion of this product is no longer available Word 2010 is one of the core applications of Microsoft Office and if you're eager to get started using all it has to offer this value packed eLearning Kit is essential to your learning process This complete Word 2010 course includes a full color printed book and a Dummies interactive eLearning course on CD You'll discover the basics of the Word interface how to navigate it how to get comfortable with the terminology and how to use its many features Detailed instructions walk you through real world exercises and help to make learning easier Follow the material sequentially or jump in and out as you wish It's set up so you can learn at your own pace Throughout you will benefit from illustrations animations voiceover explanations and the option of closed captioning if you find you learn better when you can read the instructions Helps self motivated learners get familiar with Word 2010 Walks you through creating and formatting a Word document guiding you through the entire process so that you get a solid understanding of the importance and potential of every step Includes an easy to follow full color book and an interactive Dummies eLearning Course that corresponds with the book on CD Allows you to follow the material sequentially or choose separate sections at your own time and pace Offers chapter summaries practice exercises discussions of concepts and essential terms and much more Word 2010 eLearning Kit For Dummies helps you get the most the software has to offer so you can start creating Word docs that wow in no time at all Note CD ROM DVD and other supplementary materials are not included as part of the e book file but are available for download after purchase **HPSSC JOA Junior Office Assistant (IT) Recruitment Exam 2020** Arihant Experts, 2020-12-21 Microsoft Office 2000 Timothy J. O'Leary, Linda I. O'Leary, 2000 **Microsoft Office 2003** Robert T. Grauer, Maryann 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 How and Why of Office 2003 Students master the How and Why of performing tasks in Office and gain a greater understanding of how to use the individual applications together to solve business problems **Exploring Microsoft Office XP** Robert T. Grauer, 2002 *Brief Microsoft Office 2000 Professional* Robert T. Grauer, Maryann Barber, 1999 For any course teaching application software using Microsoft Office 2000 applications This book will appeal to students in a variety of

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and the present by various service branches and the Department of Defense **The Software Encyclopedia 2000** Bowker Editorial Staff,2000-05 *Microsoft Office for Teachers* William J. Gibbs,Patricia J. Fewell,2009 Teachers are busy and often do not have time to learn new software applications Word processing databases and spreadsheets can improve work efficiency expand the range of tasks performed improve accuracy and effectiveness and reduce the amount of time needed to perform routine tasks But how do teachers find the time to learn these applications That is where this book comes in Microsoft Office for Teachers Third Editionpresents a visually illustrated and non technical approach to learning the Microsoft Office 2007 suite The book includes screen captures along with text descriptions work templates and exercises to help teachers learn and use these applications without frustration Templates for newsletters grade books etc are provided that demonstrate the usefulness of Microsoft Office in the classroom and the diversity of its applications Teachers can quickly and easily tailor these templates and exercises to meet their specific needs Lastly the book focuses on various tasks such as making a presentation to a parent group or a school board as a catalyst for learning Microsoft Office This book is written for teachers with very basic computing skills Using non technical and graphically illustrated how to procedures teachers and students accomplish real world computer based tasks and develop skills in word processing database management using spreadsheets and making presentations **Exploring Microsoft Access 97** Robert T. Grauer,Maryann M. Barber,1998 For any course teaching application software using Microsoft Office 97 applications This book will appeal to students in a variety of disciplines including liberal arts business and the sciences All books in this series offer consistent presentation common design pedagogy writing style and level Concepts as well as key strokes are emphasized Hands on exercises in every lesson provide just the right amount of practice time This best selling author team s hands on approach and conceptual framework helps students master important concepts as well as the features of the powerful Office 97 applications

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