

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

Ying-Ying Zheng



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

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The Copyeditor's Handbook Amy Einsohn, Marilyn

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web each order tells us about the biology physical characteristics and behavior of sharks in that order provided here are a number of sharks within each of the eight 8 orders to further your learning about these truly amazing animals we highly recommend sharks of the world

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web sharks are a group of elasmobranch fish characterized by a cartilaginous skeleton five to seven gill slits on the sides of the head and pectoral fins that are not fused to the head modern sharks are classified within the clade selachimorpha or selachii and are the sister group to the batoida rays and kin

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web white sharks may live for more than 70 years and they do not start breeding until they are at least 20 years old individuals grow to an average of 15 feet 4 6 meters in length though specimens exceeding 20 feet 6 meters and weighing up to 5 000 pounds 2 268 kilograms have been recorded no one has ever reliably observed white sharks

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species discovered every year these majestic top predators that are so essential to the natural