

**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 2003 Practice Exercises

**Shelley Gaskin, John Preston, Sally  
Preston, Professor of Philosophy John  
Preston, Robert Ferrett**

## **Microsoft Word 2003 Practice Exercises:**

**Word 2003 Expert** Adrienne Tommy,2004-02 This book is made up of four parts each dealing with a specific topic document contents and presentation text tables charts objects styles and templates long documents sections notes bookmarks outlines tables of contents indexes master documents bulk mail tools forms mail merge and various advanced functions macros customising the interface group work and document protection Web and frames pages and using XML in Word Each chapter is independent of the others so that you can choose what to study and in what order At the end of the book you will find the official list of topics tested in the Microsoft Office Specialist Word 2003 Expert exam The number of the corresponding lesson and exercise is given next to each topic in the list

### **Produce Simple Word Processed Documents**

**(Word 2003)** Cheryl Price,2004    **Word 2003 Core** Adrienne Tommy,2004-06 This book is made up of five parts each

dealing with a specific topic managing Word documents getting help on Word and using its Research tools working with text entering editing copying and moving text document presentation formatting text and paragraphs tables charts drawing objects outlines setting up and printing documents and other features such as group work and creating and previewing web pages Each chapter is independent of the others so that you can choose what to study and in what order At the end of the book you will find the official list of topics tested in the MOS Word 2003 Core exam including the number of the

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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

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**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

**Microsoft Office Word 2003: A Professional Approach, Specialist Student Edition w/ CD-ROM** Deborah Hinkle,2004-03-31 McGraw Hill

Technology Education's Professional Approach Series presents exercises in real life business situations so students get hands on experience working on actual projects the best way to prepare them for the on the job challenges they'll face. Each lesson contains up to 25 skill applications and 5 end of unit skill applications that take students from simple to complex situations.

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**Microsoft Office Word 2003 Introductory** Stephen Haag, James T. Perry, Paige Baltzan, 2004 The I Series leads the student through clear, error-free and unambiguous steps to accomplish tasks that produce a finished document, work sheet or database table. The approach is not simply results oriented; teaching how to accomplish a task is not enough for complete understanding and mastery. Prior to introducing steps, the authors discuss why each step is important and what role all the steps play in the overall plan for creating a document, workbook or database. The I Series Applications textbooks strongly emphasize that students learn and master applications skills by being actively engaged by doing *Microsoft Office 2003* Linda Bird, 2004 Backed with over 20 years of writing, teaching and professional experience with electronic spreadsheets, the authors have perfected the format and presentation of Microsoft applications material to suit every type of learning style. Comprehensive information for users at various levels of experience, hands-on exercises and a flexible binding make this a must have series for applications essentials. Areas covered include taking a tour of PowerPoint, creating presentations, modifying the presentation's text and structure, working with visual and multimedia elements, working with the slide master and slide layout, working with charts, preparing and delivering electronic slide shows and interfacing PowerPoint with other applications and the Internet. For training professionals **Microsoft Office Word 2003 Complete** Stephen Haag, James T. Perry, Paige Baltzan, 2004 The I Series leads the student through clear, error-free and unambiguous steps to accomplish tasks that produce a finished document, work sheet or database table. The approach is not simply results oriented; teaching how to accomplish a task is not

enough for complete understanding and mastery Prior to introducing steps the authors discuss why each step is important and what roll all the steps play in the overall plan for creating a document workbook or database The I Series Applications textbooks strongly emphasize that students learn and master applications skills by being actively engaged by doing

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**Essentials Microsoft Project 2003** Dawn Wood,Mary Pascarella,2004 For Introductory Computer courses in Microsoft Office 2003 or courses in Computer Concepts with a lab component for Microsoft Office 2003 applications Learn the Skills of Office 2003 Information is broken down into bite sized pieces so the student can learn and master the skill

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**GO! with MicrosoftOffice Word 2003- Comprehensive** Shelley Gaskin,John Preston,Sally Preston,Professor of Philosophy John Preston,Robert Ferrett,2004 Written for a diverse audience all ages different educational backgrounds varying educational goals this book allows for self paced or online learning The primary goal of the GO Series Microsoft Word 2003 Comprehensiveis to teach Microsoft Word 2003 quickly and easily with an approach that is based on clearly defined projects A key feature of the book is the use of Microsoft procedural syntax steps

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web yes electromagnetism is one of the most common sources of power on the earth the earth is constructed with a north and south pole and a inner core made up of metallic composites presumably and largely iron the magnetic field around the earth is driven largely by this source of electromagnetism

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by looking at the effects of the forces they exert on other magnets

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