

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 2013 Practice Test

Ensheng Dong

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A Commentary, Critical, Experimental, and Practical on the Old and New Testaments Robert Jamieson (D.D.),1870

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Robert Fausset,1874 **El-Hi Textbooks and Serials in Print** ,2006 **How to Construct and Use Non-standardized**

Objective Tests Gale Smith,1929 **An Analysis of the Duties and Functions of Instructional Supervisors** Arvil Sylvester Barr,1926 Bulletin No.1-14 ... University of Wisconsin. Bureau of educational research,1926

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In an electronic era where connections and knowledge reign supreme, the enchanting power of language has been much more apparent than ever. Its capability to stir emotions, provoke thought, and instigate transformation is actually remarkable. This extraordinary book, aptly titled "**Microsoft Word 2013 Practice Test**," compiled by a highly acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound affect on our existence. Throughout this critique, we will delve into the book's central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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ensure they are all tightly secured and free of corrosion

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web we prefer to use original type wiring diagrams most electronic looms are nothing more then a standard loom with one wire taken out and a new terminal fitted to the green using this type of loom does mean that fitted and h t coil refer to the lambretta manual if necessary for this procedure 2 secure stator into mag flange as normal

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