

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 Practice Exercises

Brendan G. Carr



Microsoft Word Practice Exercises:

Microsoft Word Stephen C. Solosky, 2002 **Comp-Information Technology-TB-09-R** Reeta Sahoo, Gagan Sahoo, Comp Information Technology TB 09 R **Comp-Information Technology-TB-10-R** Reeta Sahoo, Gagan Sahoo, Comp Information Technology TB 10 R **Saraswati Information Technology (Vocational Course)** Reeta Sahoo & Gagan Sahoo, Saraswati Information Technology Series for Classes IX and X is a complete resource for study and practice written in simple easy to understand language The student friendly edition is entirely based on the curriculum prescribed under NSQF for vocational courses The series provides useful tools to learn theory and do practical at ease Designed to meet student s needs it provides sound practice through a wide variety of solved and unsolved exercises based on the latest examination pattern The series covers the complete syllabus laid down by CBSE Microsoft Word 5 Made Easy Katie

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in the RightPHit Program certified to the core and provides expert levels of Microsoft Office XP **South-Western**
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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

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