

**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

**Ellis R. Ott,Edward G. Schilling,Dean V.  
Neubauer**

**Microsoft Word Practice Exercises:**

## Embracing the Melody of Expression: An Psychological Symphony within **Microsoft Word Practice Exercises**

In a world taken by monitors and the ceaseless chatter of fast communication, the melodic elegance and psychological symphony produced by the prepared word often diminish into the back ground, eclipsed by the relentless noise and disturbances that permeate our lives. But, situated within the pages of **Microsoft Word Practice Exercises** a stunning literary treasure overflowing with organic feelings, lies an immersive symphony waiting to be embraced. Constructed by an outstanding composer of language, that captivating masterpiece conducts visitors on a mental trip, skillfully unraveling the hidden melodies and profound impact resonating within each carefully constructed phrase. Within the depths with this poignant assessment, we shall explore the book is main harmonies, analyze its enthralling publishing type, and submit ourselves to the profound resonance that echoes in the depths of readers souls.

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