

**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 2010 Exercises

**AMC College**

## **Microsoft Word 2010 Exercises:**

**Microsoft Word 2010 Level 1 (English version)** AMC College, Explore the Microsoft Office software Learn how to create edit save print documents and formatting text such as font type bolding underlining or italicizing This manual will guide you learn how to open Word what the basic interface parts are how to interact with objects and commands in Word and how to close the program when we are finished using it **Microsoft Word 2010** Watsonia Publishing Staff,2012-01-01

**The 2010 Stable** Paul Hawking,Brendan McCarthy,Con Nikakis,2015-05-20 For over 15 years the Stable series has introduced Microsoft Office applications to over 100 000 Australians The 2010 Stable provides an easy to use Australian introduction to the basics of Microsoft Word 2010 Microsoft Excel 2010 Microsoft Access 2010 Microsoft PowerPoint 2010 Covering the four applications with explanations on how they are integrated this manual helps the new user to learn and master the fundamentals of these industry standard applications through concise step by step instructions **Microsoft Word 2010** Watsonia Publishing Staff,2012-01-01

**Microsoft Word 2010** Watsonia Publishing Staff,2012-01-01

**Foundation of Information Technology MS Office Class 09** Reeta Sahoo, Gagan Sahoo, A series of Book of Computers The ebook version does not contain CD **Microsoft Word 2010** Watsonia Publishing Staff,2012-01-01

Comp-Information Technology-TB-09-R Reeta Sahoo, Gagan Sahoo, Comp Information Technology TB 09 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 Office 2010: Productivity Strategies for Today and Tomorrow Jean Kotsiovos,Carolyne Faddis,Loralyn Duley,2013-02-14 A Straightforward Introductory Text Ideal for Busy Students Clear concise and accessible Microsoft Office 2010 Productivity Strategies for Today and TomorrowTM walks learners through the functions and features of the Microsoft Office 2010 platform and its applications With straightforward explanations designed for a non technical audience Microsoft Office 2010 is the perfect text for students looking to broaden their computer skills for an increasingly competitive job market Hands on projects end of chapter exercises and emphasis on real world skills throughout ensure students will be prepared to enter the twenty first century workplace Easy to follow step by step instructions include practical examples ideally suited for busy students The text s inspiring and supportive approach will encourage learners to develop polished professional level projects Engaging examples and projects prompt students to immediately apply new skills increasing retention and promoting learning Straightforward exercises teach students to create work related documents reports and presentations Microsoft Office 2010 Productivity Strategies for Today and Tomorrow is an ideal text for students

re entering the job market new to computers uncomfortable with technology or simply looking to transition to a more challenging and rewarding career Key Features Easy to follow step by step instructions for each project and task Real world based hands on exercises after each instruction Screenshots that accompany all hands on exercises Inspiring applicable and practical examples Attractive student friendly magazine style format A project based introduction to Microsoft Office 2010 Clear concise language that makes objectives easy to learn even for non technical users Full student access to the companion website which features a variety of engaging interactive study tools including video tutorials is packaged with every new copy

**IC3: Internet and Computing Core Certification Key Applications Global Standard 4 Study Guide** Ciprian Adrian Rusen,2015-04-27 Master word processing spreadsheets and presentations ahead of the IC3 exam IC3 Internet and Computing Core Certification Key Applications Study Guide is your ideal study guide when you want to focus on the Key Applications exam module in preparation for the IC3 This book covers common features and functions word processing spreadsheets and presentations all presented in a clear concise style Hands on examples and self paced exercises show you how to perform critical tasks needed to pass the exam and the companion website offers a diverse set of study tools including the Sybex test engine a preassessment test hundreds of practice questions videos and access to over one hundred electronic flashcards Test your skills and solidify your understanding of Key Applications for the IC3 Master the functions common to all programs and the most common features Review the basics of word processing with formatting and automation Understand spreadsheets and how to manipulate data with formulas Brush up on the creation and formatting of simple presentations When you are serious about certification IC3 provides the practice that inspires self confidence

**Word 2010 Simplified** Elaine Marmel,2010-04-26 Simply the easiest way yet to get up to speed on Word 2010 Microsoft Word 2010 includes all sorts of new features and functionalities a redesigned interface new emphasis on collaboration and many additional changes Both users of previous editions and those new to the Office applications will appreciate the clear visual instruction in this book With step by step instructions and large full color screen shots demonstrating dozens of Word 2010 tasks Word 2010 Simplified gets you up and running faster than you ever thought possible Word is the most used application in Microsoft Office which holds more than 90 percent of the market for Windows based productivity suites The new version of Word includes many changes and new features both newcomers to Word and users of previous editions will appreciate this clear visual introduction to the program A streamlined interior with large font and screenshots makes this guide easy to follow for all users at any age Covers the basics document fundamentals formatting documents and adding graphics collaborating and sharing documents how and when to use Office Web Applications and much more If you learn best when you see how things are done or if you just want a quick and easy guide to familiarize you with the new features of Word 2010 Word 2010 Simplified fills the bill

**Microsoft Office Outlook 2010 QuickSteps** Carole Matthews,Marty Matthews,Bobbi Sandberg,2010-07-06 Step by Step Full Color Graphics Start using Outlook 2010 right away the QuickSteps way Color

screenshots and clear instructions make it easy to ramp up the latest release of Microsoft's powerful communications application. Follow along and quickly learn how to send, receive and manage e-mail, enter contacts, schedule appointments, track tasks, keep a journal, use notes, manage files and folders, and set up instant messaging. Get up to speed on Outlook 2010 in no time with help from this practical, fast-paced guide. Use these handy guideposts: Shortcuts for accomplishing common tasks, Need to know facts in concise narrative, Helpful reminders or alternate ways of doing things, Bonus information related to the topic being covered, Errors and pitfalls to avoid.

*Essential Study and Employment Skills for Business and Management Students* Kevin Gallagher, 2016. Essential Study and Employment Skills for Business and Management Students offers a comprehensive one-stop guide that will equip you with all the necessary skills needed to enhance your success both during university and in your future working environment. It covers all the core areas associated with business and management degrees and offers a unique focus on employability to ensure that you can translate the skills you acquire into professional practice. This third edition has been fully revised to include a new group activity in each chapter as well as updated activities throughout to reinforce the skills introduced in each chapter. The content and structure of the book has been updated to focus more effectively on core areas such as the use of quantitative data and the development of professional skills and employability. With the main focus of the book firmly on active experimentation and reflection, Essential Study and Employment Skills for Business and Management Students remains unparalleled as a resource to support, encourage and develop business and management students throughout their time at university and beyond.

Online Resource Centre For students: Selected activities from the text including templates to complete online, Answer guidance on writing style and using a narrative approach, Critical incidents log, Excel workbook to provide additional support in areas such as constructing pie charts, bar charts and line charts, Information on using Excel in data analysis, Web links, YouTube channel featuring relevant videos on skills including interviews with students and graduates that accompany the book.

For lecturers: PowerPoint slides.

**Word 2010 eLearning Kit For Dummies** Lois Lowe, 2012-05-08. Use this step-by-step learning package to master Word 2010. Publisher's Note: The online training portion of this product is no longer available. Word 2010 is one of the core applications of Microsoft Office and if you're eager to get started using all it has to offer, this value-packed eLearning Kit is essential to your learning process. This complete Word 2010 course includes a full-color printed book and a Dummies interactive eLearning course on CD. You'll discover the basics of the Word interface, how to navigate it, how to get comfortable with the terminology, and how to use its many features. Detailed instructions walk you through real-world exercises and help to make learning easier. Follow the material sequentially or jump in and out as you wish. It's set up so you can learn at your own pace. Throughout you will benefit from illustrations, animations, voiceover explanations, and the option of closed captioning if you find you learn better when you can read the instructions. Helps self-motivated learners get familiar with Word 2010. Walks you through creating and formatting a Word document, guiding you through the entire process so that

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