

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.



- Open Word.
- Open the "Word 2010 Practice File.docx" file on your flash drive.
(File Tab → Open → KINGSTON (I:) → Double click on file icon)
- 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)
- Using the tools on the Clipboard group, "cut" the first paragraph.
(Home Tab → Clipboard Group → Cut Button)
- 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)
- Using the tools on the Clipboard group, "paste" the cut paragraph at the end of the document.
(Home Tab → Clipboard Group → Paste **Button Proper**)
- Undo the Paste action.
(Quick Access toolbar → Undo button)
- Move the cursor to the beginning of the document.
(Hold down the **Ctrl** key, then tap the **Home** key)
- Type your first name and press **Enter** twice.
- Select your name.
(Double-click on your name)
- Make your name bold and underlined.
(Home Tab → Font Group → Bold & Underline Buttons)
- Use the Save button to save changes to the document.
(Quick Access toolbar → Save button)
- 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 icrosoft 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

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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

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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

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Table of Contents Microsoft Word 2010 Exercises

1. Understanding the eBook Microsoft Word 2010 Exercises
 - The Rise of Digital Reading Microsoft Word 2010 Exercises
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Word 2010 Exercises
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Microsoft Word 2010 Exercises
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Word 2010 Exercises
 - Personalized Recommendations
 - Microsoft Word 2010 Exercises User Reviews and Ratings
 - Microsoft Word 2010 Exercises and Bestseller Lists
5. Accessing Microsoft Word 2010 Exercises Free and Paid eBooks
 - Microsoft Word 2010 Exercises Public Domain eBooks
 - Microsoft Word 2010 Exercises eBook Subscription Services
 - Microsoft Word 2010 Exercises Budget-Friendly Options

6. Navigating Microsoft Word 2010 Exercises eBook Formats
 - ePub, PDF, MOBI, and More
 - Microsoft Word 2010 Exercises Compatibility with Devices
 - Microsoft Word 2010 Exercises Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Microsoft Word 2010 Exercises
 - Highlighting and Note-Taking Microsoft Word 2010 Exercises
 - Interactive Elements Microsoft Word 2010 Exercises
8. Staying Engaged with Microsoft Word 2010 Exercises
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Microsoft Word 2010 Exercises
9. Balancing eBooks and Physical Books Microsoft Word 2010 Exercises
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Microsoft Word 2010 Exercises
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Microsoft Word 2010 Exercises
 - Setting Reading Goals Microsoft Word 2010 Exercises
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Microsoft Word 2010 Exercises
 - Fact-Checking eBook Content of Microsoft Word 2010 Exercises
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
 - Integration of Multimedia Elements

-
- Interactive and Gamified eBooks

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