

**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 2003 Practice Exercises

**Scot Ober, Jack E. Johnson, Robert W.  
Hanson, Arlene Zimmerly**

## **Microsoft Word 2003 Practice Exercises:**

**Word 2003 Expert** Adrienne Tommy,2004-02 This book is made up of four parts each dealing with a specific topic document contents and presentation text tables charts objects styles and templates long documents sections notes bookmarks outlines tables of contents indexes master documents bulk mail tools forms mail merge and various advanced functions macros customising the interface group work and document protection Web and frames pages and using XML in Word Each chapter is independent of the others so that you can choose what to study and in what order At the end of the book you will find the official list of topics tested in the Microsoft Office Specialist Word 2003 Expert exam The number of the corresponding lesson and exercise is given next to each topic in the list *Produce Simple Word Processed Documents* (Word 2003) Cheryl Price,2004

**Word 2003 Core** Adrienne Tommy,2004-06 This book is made up of five parts each dealing with a specific topic managing Word documents getting help on Word and using its Research tools working with text entering editing copying and moving text document presentation formatting text and paragraphs tables charts drawing objects outlines setting up and printing documents and other features such as group work and creating and previewing web pages Each chapter is independent of the others so that you can choose what to study and in what order At the end of the book you will find the official list of topics tested in the MOS Word 2003 Core exam including the number of the corresponding lesson and exercise in the book

*Exploring Microsoft Office Word 2003 Comprehensive- Adhesive Bound* Robert T. Grauer,Maryann M. Barber,2004 For Introductory Computer courses in Microsoft Office 2003 or courses in Computer Concepts with a lab component for Microsoft Office 2003 applications Master the Skills of Office 2003 With the hands on approach and conceptual framework students will master the skills and apply them in their personal and professional lives

**Office Word 2003** Robert T. Grauer,Maryann Barber,2004-02 For Introductory Computer courses in Microsoft Office 2003 or courses in Computer Concepts with a lab component for Microsoft Office 2003 applications Master the How and Why of Office 2003 Students master the How and Why of performing tasks in Office and gain a greater understanding of how to use the individual applications together to solve business problems

**O'Leary Series: Microsoft Office Word 2003 Introductory** Timothy O'Leary,Linda O'Leary,2003-12-29 The goal of the O Leary Series is to give students a basic understanding of computing concepts and to build the skills necessary to ensure that information technology is an advantage in whatever career they choose in life The O Leary Microsoft Office 2003 texts are crafted to be the true step by step way for students to develop Microsoft Office application skills The text design emphasizes step by step instructions with full screen captures that illustrate the results of each step performed Each Tutorial chapter combines conceptual coverage with detailed software specific instructions A running case that is featured in each tutorial highlights the real world applications of each software program and leads students step by step from problem to solution **Microsoft Office Word 2003: A Professional Approach, Specialist Student Edition w/ CD-ROM** Deborah Hinkle,2004-03-31 McGraw Hill Technology

Education's Professional Approach Series presents exercises in real life business situations so students get hands on experience working on actual projects the best way to prepare them for the on the job challenges they'll face. Each lesson contains up to 25 skill applications and 5 end of unit skill applications that take students from simple to complex situations. The Office 2003 texts complete instruction in all skill sets and activities for the appropriate Microsoft Office Specialist Certification MOS Exams. [Microsoft Office Word 2003](#) Gary B. Shelly, Thomas J. Cashman, Misty Vermaat, 2004. For the past three decades the Shelly Cashman Series has effectively introduced computers to millions of students consistently providing the highest quality, most up to date and innovative materials in computer education. Enjoy the proven step by step style and improved Excel 2003 updates of the Shelly Cashman Series and enhance your Office application skills today.

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Microsoft Office Word 2003 Stephen Haag,James T. Perry,Paige Baltzan,2003-12 The I Series leads the student through clear error free and unambiguous steps to accomplish tasks that produce a finished document work sheet or database table The approach is not simply results oriented teaching how to accomplish a task is not enough for complete understanding and mastery Prior to introducing steps the authors discuss why each step is important and what roll all the steps play in the overall plan for creating a document workbook or database The I Series Applications textbooks strongly emphasize that students learn and master applications skills by being actively engaged by doing Getting Started with Microsoft Office 2003 Marianne Fox,Lawrence C. Metzelaar,Keith Mulbery,Linda Bird,Pamela R. Toliver,2004 Backed with over 20 years of writing teaching and professional experience with electronic spreadsheets the authors have perfected the format and presentation of Microsoft applications material to suit every type of learning style Comprehensive information for users at various levels of experience hands on exercises and a flexible binding make this a must have series for applications essentials Areas covered include tours of Word Excel Access and PowerPoint For training professionals

### **Advanced Applications**

**Using Microsoft Word 2003** ,2005 This book is a practical guide for those wishing to develop an advanced understanding of Microsoft Word 2003 It combines theoretical examples with practical exercises to encourage the development of advanced word processing skills Topics covered include mail merge styles templates macros importing and exporting between other Microsoft applications tables of contents cross referencing and indexing

### Essentials Microsoft Project 2003 Dawn

Wood,Mary Pascarella,2004 For Introductory Computer courses in Microsoft Office 2003 or courses in Computer Concepts with a lab component for Microsoft Office 2003 applications Learn the Skills of Office 2003 Information is broken down into bite sized pieces so the student can learn and master the skill

### Microsoft Word 2003 Specialist Certification Nita Hewitt

Rutkosky,2004 What you ll find inside Instruction and practice in how to create print format and edit documents Strategies for enhancing the visual appeal and clarity of documents How to s for creating and formatting tables and inserting graphic elements Exercises designed to develop problem solving skills and decision making ability Chapter challenge that includes a case study a help exercise and an applications integration activity Quicksteps in page margins summarize the steps to execute features Publisher

### GO! with MicrosoftOffice Word 2003- Comprehensive Shelley Gaskin,John Preston,Sally

Preston,Professor of Philosophy John Preston,Robert Ferrett,2004 Written for a diverse audience all ages different educational backgrounds varying educational goals this book allows for self paced or online learning The primary goal of the GO Series Microsoft Word 2003 Comprehensiveis to teach Microsoft Word 2003 quickly and easily with an approach that is based on clearly defined projects A key feature of the book is the use of Microsoft procedural syntax steps begin with

where the action is to take place followed by the action itself. The instruction is error free, clearly written and logically arranged. This book provides users with the skills to solve business problems using the computer as a tool. Combining Volumes 1 and 2, the comprehensive edition covers the following topics relating to Word 2003: getting started using special utilities and formatting tools; adding clip art and tables; creating newsletters with multiple columns and special formats; using charts and text effects to enhance documents; group projects; working with tables, graphics and objects; creating styles and automating mass mailings; working with large documents; creating standardized forms and documents; working collaboratively and customizing Word for particular needs. An efficient and handy guide for anyone interested in learning the ins and outs of Microsoft Word 2003.

*Exploring Microsoft Office 2003* Robert T. Grauer, Maryann Barber, 2004

For Introductory Computer courses in Microsoft Office 2003 or courses in Computer Concepts with a lab component for Microsoft Office 2003 applications. Master the How and Why of Office 2003. Students master the How and Why of performing tasks in Office and gain a greater understanding of how to use the individual applications together to solve business problems.

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