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

Adrienne Tommy

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

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begin with wherethe 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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