

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

Rosina Ehmann



Microsoft Word 2010 Exercises:

The book delves into Microsoft Word 2010 Exercises. Microsoft Word 2010 Exercises is an essential topic that must be grasped by everyone, from students and scholars to the general public. The book will furnish comprehensive and in-depth insights into Microsoft Word 2010 Exercises, encompassing both the fundamentals and more intricate discussions.

1. The book is structured into several chapters, namely:
 - Chapter 1: Introduction to Microsoft Word 2010 Exercises
 - Chapter 2: Essential Elements of Microsoft Word 2010 Exercises
 - Chapter 3: Microsoft Word 2010 Exercises in Everyday Life
 - Chapter 4: Microsoft Word 2010 Exercises in Specific Contexts
 - Chapter 5: Conclusion
 2. In chapter 1, the author will provide an overview of Microsoft Word 2010 Exercises. The first chapter will explore what Microsoft Word 2010 Exercises is, why Microsoft Word 2010 Exercises is vital, and how to effectively learn about Microsoft Word 2010 Exercises.
 3. In chapter 2, this book will delve into the foundational concepts of Microsoft Word 2010 Exercises. The second chapter will elucidate the essential principles that need to be understood to grasp Microsoft Word 2010 Exercises in its entirety.
 4. In chapter 3, this book will examine the practical applications of Microsoft Word 2010 Exercises in daily life. The third chapter will showcase real-world examples of how Microsoft Word 2010 Exercises can be effectively utilized in everyday scenarios.
 5. In chapter 4, the author will scrutinize the relevance of Microsoft Word 2010 Exercises in specific contexts. This chapter will explore how Microsoft Word 2010 Exercises is applied in specialized fields, such as education, business, and technology.
 6. In chapter 5, the author will draw a conclusion about Microsoft Word 2010 Exercises. The final chapter will summarize the key points that have been discussed throughout the book.
- The book is crafted in an easy-to-understand language and is complemented by engaging illustrations. This book is highly recommended for anyone seeking to gain a comprehensive understanding of Microsoft Word 2010 Exercises.

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Microsoft Word 2010 Exercises Introduction

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