

### 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 *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 you get a solid understanding of the importance and potential of every step Includes an easy to follow full color book and an interactive Dummies eLearning Course that corresponds with the book on CD Allows you to follow the material sequentially or choose separate sections at your own time and pace Offers chapter summaries practice exercises discussions of concepts and essential terms and much more Word 2010 eLearning Kit For Dummies helps you get the most the software has to offer so you can start creating Word docs that wow in no time at all Note CD ROM DVD and other supplementary materials are not included as part of the e book file but are available for download after purchase

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

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*Microsoft Office 2010: Productivity Strategies for Today and Tomorrow* Jean Kotsiovos,Carolyn Faddis,Loralyn

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web summer houses in summer they often occupy structures more simple than even the hut described above represents a couple of summer houses in the zuni mountains a structure of this kind is built in a few hours

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web aug 3 2018 the navajo hogan an ancient traditional dwelling of the navajo people is a symbol of cultural heritage and a reminder of the importance of family and community built using natural materials found in the landscape the hogan floor plan was designed to provide a safe and comfortable living space for extended families

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web mar 2 2022 a hogan a traditional handcrafted home built out of eight walls and rooms is the perfect setting to showcase the authentic flavors of navajo the hogan is primarily used for ceremonial purposes but some individuals in the



area are actually lodging tourists so they can experience the true culture and tradition of the area

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web may 12 2021 utah state university blanding has announced plans to construct a native american hogan for its students on campus the structure will be in the traditional hogan style preliminary groundwork has already begun on the new structure and construction will begin in the next couple weeks on campus

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web follow our easy how to build a navajo hogan instructions remember we are going to make this hogan in the traditional navajo way so it all begins with a prayer one that asks for a good home now we have to go and gather

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web may 2 2018 tiny homes are a thing these days but let s pay our respects to the ogs one of the most striking is the navajo hogan a basic dome shaped one room dwelling that dates to the early 1400s and

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web jul 27 2021 the hogan style home prototype is approximately 1 200 square feet and consists of two bedrooms one bathroom a laundry room and an open floor plan for the kitchen and living room other floor plans also include three four and five bedrooms the lack of suitable and safe housing on the navajo nation is a serious issue

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web the navajos used to make their houses called hogans of wooden poles tree bark and mud the doorway of each hogan opened to the east so they could get the morning sun as well as good blessings today many diné families still live in hogans although trailers or more modern houses are tending to replace them

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web the navajo hogan project will invest in native american communities through financing from native american tribes and other investors to build affordable sustainable houses for native american families and the navajo hogan project will design and build the houses