Microsoft Word 2010: Practice Exercise 1

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 Practice Exercises 201

Robert T. Grauer, Maryann Barber

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Microsoft Word 6.0 for Windows - A Practical Approach Morrison, Connie Morrison, 1995 Learning Microsoft Word 97 Iris Blanc, 1997 Written for use with Microsoft's newest word processing application and a component of Office 97 this book's new features include Office Assistant drawing toolbar and graphics filters The CD ROM includes data files multimedia tutorial on browsing and Internet simulations Unique hardcover spiral allows the title to be displayed on the spine

Microsoft Word 97 Step by Step, Advanced Topics Russell Borland,1997 The easiest and fastest way to continue teaching yourself about Microsoft Word 97 and to prepare for the Certified Microsoft Office User Expert level exam This Step by Step title allows readers to start anywhere they like and learn at their own pace and convenience Example based training helps users to retain knowledge better The CD ROM completes the picture with practice files to be used with the lesson

Exploring Microsoft Office XP Robert T. Grauer,2002 Microsoft Office 2007 Robert T. Grauer,2010 The goal of the Exploring series has been to move readers beyond the point and click helping them understand the why and how behind each skill Coverage of Microsoft Word Microsoft Excel Microsoft Access Microsoft PowerPoint Windows Vista and Capstone Exercises MARKET For business professionals seeking to enhance their knowledge of Microsoft Office Exploring Office XP Robert T. Grauer, Maryann Barber, 2003 For Introductory Computer courses in Microsoft Office XP or courses in Computer Concepts with a lab component for Microsoft Office XP applications Master the How and Why of Office XP 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 Short Course in Medical Terminology with Navigate Advantage Access Judi L. Nath, 2023-03-23 Short Course in Medical Terminology is a workbook textbook intended to teach the language of medicine in an engaging and meaningful way and is written to represent the real world so that you can move seamlessly from the classroom to actual practice Each chapter begins with an engaging case study followed by ample opportunity for learning and applying and concludes with reflection Learning and application use a three pronged approach 1

immersion the terms are presented in context 2 chunking the material is given in manageable units and 3 practice exercises allow you to check your knowledge and your ability to apply concepts to new situations Exploring Microsoft Word 2002 Robert T. Grauer, Maryann Barber, 2001-06 For any course teaching application software using Microsoft Office 2002 applications This book will appeal to students in a variety of disciplines including liberal arts business and the sciences The Exploring MS Office XP series gives the when and why of performing tasks in Office XP it provides new integrated real world practice exercises it s customizable in the RightPHit Program certified to the core and provides expert levels of Microsoft **Exploring Microsoft Office 2003** Robert T. Grauer, Maryann Barber, 2005 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 Exploring Microsoft Office 2003 Enhanced Edition-Adhesive Robert T. Grauer, Maryann Barber, 2005 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 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 Exploring Microsoft Office Brief 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 Exploring Microsoft Word 97 Robert T. Grauer, Maryann Barber, 1998 Part of the Exploring Windows Series and the Right PHit Custom Binding Program Microsoft Works 3.0 for DOS Timothy J. O'Leary, Linda I. O'Leary, 1994 This lab module offers brief hands on introductory coverage of the Microsoft Works 3 0 software Microsoft Works is an integrated word processing spreadsheet and database software application all in one package The objectives listed at the beginning of each lab module explain the concepts commands and competencies to be gained in each software application program The Sports Club case study places real world business problems within the context of a health club business environment Students solve the business problems by using application software such as word processing spreadsheet and database software

Performance-Based Instruction, Includes a Microsoft Word Diskette Dale Brethower, Karolyn Smalley, 1998-03-27 Provides the tools needed to conduct on the job training establish team training design job aids perform needs assessments

and evaluate training The software catalog microcomputers Menu (Firm) (Fort Collins, Colo.),1989 **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 The ELL Teacher's Toolbox 2.0 Larry Ferlazzo, Katie Hull Sypnieski, 2025-01-24 Set your English language learners up for success with this effective resource The ELL Teacher's Toolbox 2 0 is a valuable updated resource that teachers of English Language Learners ELLs can use to improve student outcomes With hundreds of innovative strategies and activities to bring to your classroom this book can be used with learners of all levels and in any instructional setting This revised edition provides the latest enhancements to the instructional tools along with 16 new chapters that you can add to your teaching repertoire New content includes coverage of artificial intelligence online learning environments and differentiated instruction Graphics and visuals make it easy to understand and adapt the content to your unique teaching situation Written by proven authors in the field the book is divided into two main sections Reading Writing and Speaking Listening Each of those sections includes Top Ten favorites and between 40 and 70 strategies that can be used as part of multiple lessons and across content areas Contains 60% new strategies Features ready to use lesson plans Includes reproducible handouts Offers technology integration ideas For the growing number of ELLs in public schools effective ELL instruction can mean the difference between long term academic success and continued struggling In this book you ll find countless practical ideas to add to your teaching arsenal or for training and coaching ELL teachers so you can support your students on their journey

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