

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 Practice File 1.docx" file on your flash drive.
| HINT: File tab → Open → Browse → KINGSTON (E:) → Select file by clicking it once → Click on Open Button.
- Highlight the first paragraph using the mouse Dragging method.
| HINT: 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.
| HINT: Home tab → Clipboard group → Cut button
- Use a key combination on your keyboard to move the cursor to the end of the document.
| HINT: 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.
| HINT: Home tab → Clipboard group → Paste button proper
- Undo the Paste action.
| HINT: Quick Access Toolbar → Undo button proper
- Move the cursor to the beginning of the document.
| HINT: Hold down the **Ctrl** key, then tap the **Home** key
- Type your first name and press **Enter** twice.
- Select your name.
| HINT: Double-click on your name
- Make your name bold and underlined.
| HINT: Home tab → Font group → Bold button → Underline button proper
- Use the Save button to save changes to the document.
| HINT: Quick Access Toolbar → Save button



Microsoft Access 2010 Practice Exercises

Rachel S Tattersall



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