

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 2013 Practice Exercises

Faithe Wempen



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Microsoft Word 2013 Step By Step Joan Lambert,Joyce Cox,2013-01-15 Experience learning made easy and quickly teach yourself how to format publish and share your content using Word 2013 With Step by Step you set the pace building and practicing the skills you need just when you them Includes downloadable practice files and a companion eBook Work with Word on your PC or touch enabled device Master the core tools for designing and editing documents Manage page layout style and navigation Use tables and charts to organize information Insert pictures graphics and video Use collaboration and review features

MOS 2013 Study Guide for Microsoft Word Joan Lambert,2013-07-15 Demonstrate your expertise with Microsoft Office Designed to help you practice and prepare for the 2013 Word Microsoft Office Specialist MOS exam this all in one study guide features Full objective by objective exam coverage Easy to follow procedures and illustrations to review essential skills Hands on practice tasks to apply what you ve learned Includes downloadable practice files

Word 2013 eLearning Kit For Dummies Lois Lowe,2014-04-03 A step by step learning package to get you up and running with Word 2013 If you re eager to get started using the new Microsoft Word 2013 this self paced eLearning Kit is an ideal starting point Featuring a full color printed book and an online interactive eLearning course this multimedia kit takes you through the basics of the Word interface and explains how to navigate it how to get comfortable with the terminology and how to use its many features 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 master Word 2013 the most popular word processing application Teaches you how to create and format a Word document while 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 online interactive Dummies eLearning Course that corresponds with the book available via access code Allows you to follow material sequentially or choose separate sections at your own time and pace Packed with screenshots examples pictures and step by step instructions Word 2013 eLearning Kit For Dummies helps you get the most of what Word 2013 has to offer

Office 2013 ELearning Kit For Dummies Faithe Wempen,2014-02-10 Explains how to effectively utilize the latest version of the integrated software package covering Word Excel Outlook and PowerPoint

Computer Applications For Class 9 S. Tiwari & D. Bhargava & D. Rathore, A book on Computer Applications

Microsoft Word 2000 Introductory Edition Timothy O'Leary,Linda I. O'Leary,1999-07 The O Leary Series is the true step by step way to develop computer application skills The new design for Office 2000 emphasizes the step by step visual approach with screen captures for every concept introduced throughout the text

Microsoft Word Macintosh Version 5.1 Smith,1994-08

Using Microsoft Word for Windows 3.0 Glenn T. Smith,Richard T. Christoph,1994 This text starts from the beginning by introducing basic concepts and terminology and moves to advanced topics that even experienced users may not be familiar with

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 Word for Windows 95, Version 7.0** Robert T. Grauer, Maryann M. Barber, 1996 The Exploring Windows 95 series has been updated to accommodate the Microsoft Windows 95 operating system Problem sets have been expanded to review and extend the information with four levels of end of chapter exercises This work explores Microsoft Word

Preparing for MOUS Certification, Microsoft Word 2002 Jennifer Fulton, 2002 DDC Learning Microsoft Word 2002 Suzanne Weixel, DDC Publishing, 2002-12 A DDC Title Designed for students at a variety of skill levels each manual in the DDC Publishing series provides students with a total immersion hands on tutorial that walks them step by step mouse click by mouse click keystroke by keystroke through basic and intermediate and often advanced features of an applications program Each well illustrated spiral bound manual contains easy to read appealingly formatted procedural explanations and step by step exercises in either a multi part Lesson format or a Notes Exercise format *Microsoft Word 2002 Manual for Gregg College Keyboarding & Document Processing*, 2006 **Sm Exploring MS Word 2000 I/M** Maryann Barber, Robert T. Grauer, 1999-06 Bowker's Complete Sourcebook of Personal Computing, 1985 R.R. Bowker Company, 1984 Provides Listings of Hardware Software Peripherals Currently Available as Well as Books Magazines Clubs User Groups Virtually All Other Microcomputer related Services Includes Background Information Glossary **Exploring Microsoft Office XP** Robert T. Grauer, 2002 *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 **Microsoft Word 2000 Proficient One-Day Course** Faithe Wempen, 2000 South-Western Microsoft Word for Windows 95 Rick Sullivan, 1997 Instructor's Manual with Test Item File Robert Grauer, 2001-09

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