

### 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 Sample Exercises For Students

**Stephen Haag, James T. Perry, Paige  
Baltzan**



## Microsoft Word Sample Exercises For Students:

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**The Accidental Technology Trainer** Stephanie K. Gerding, 2007 Here is a useful and reassuring guide for library staff who find themselves newly responsible for technology training whether in computer labs classrooms or one to one with library users Author Stephanie Gerding addresses the most common concerns of new trainers recommends proven tools and techniques and shares helpful advice from many of her fellow library tech trainers The book is designed to help staff get up to speed quickly showing them how to integrate expert tips and tricks and leverage their natural skills to ensure excellent results in any library technology training situation *MS Word 2002, Complete* Stephen Haag, James T. Perry, 2002 SERIES TAGLINE THE HOW and WHY PRACTICAL APPROACH TO LEARNING APPLICATIONS Resources in Education, 1988 *Instructors Manual with Test Item File* Robert Grauer, 2001-08 *MS Word 2002, Introductory* Stephen Haag, James T. Perry, Rick Parker, 2002 SERIES TAGLINE THE HOW and WHY PRACTICAL APPROACH TO LEARNING APPLICATIONS

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Seventh Edition has been thoroughly revised to break up larger chapters for a more detailed and focused exploration of key topics This edition has also been updated to reflect current datasets from the General Social Survey GSS and American National Election Studies ANES including new variables related to the 2020 presidential election ensuring students are working with relevant and up to date political science data Datasets are all compatible with all post 12 releases of SPSS

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*Language Policy, Planning, & Practice* Sabiha Mansoor,Shaheen Meraj,Aliya Tahir,2004 Provides The Pakistani And The South Asia Perspective On Language Planning Reflections On Modern Approaches To English Language Teaching Including

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