

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 Tabs Exercises

AW Rasmussen



Microsoft Word Tabs Exercises:

Unveiling the Power of Verbal Beauty: An Emotional Sojourn through **Microsoft Word Tabs Exercises**

In a global inundated with screens and the cacophony of fast transmission, the profound energy and mental resonance of verbal art usually fade in to obscurity, eclipsed by the constant assault of noise and distractions. However, located within the lyrical pages of **Microsoft Word Tabs Exercises**, a fascinating work of fictional splendor that impulses with organic feelings, lies an memorable trip waiting to be embarked upon. Composed with a virtuoso wordsmith, this interesting opus guides viewers on an emotional odyssey, gently exposing the latent potential and profound impact stuck within the elaborate web of language. Within the heart-wrenching expanse with this evocative evaluation, we shall embark upon an introspective exploration of the book is key themes, dissect its charming publishing design, and immerse ourselves in the indelible impression it leaves upon the depths of readers souls.

https://splashdogs.com/results/browse/Documents/International_Gcse_Grade_Boundaries_Jan_2015.pdf

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