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)
- 9. 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 Employment Practice Test 2010

Ying Liu

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and if we put in 30 wt oil or Dextron ATF we will destroy the transmission. Since the lift truck is at a job site ... Veracitor ® GC-SVX The Techtronix 100 transmission offers improved tire and fuel costs through ... with service details in mind. The cowl-to-counterweight access makes servicing ... Tektronix - Transmission Lines - YouTube The Five Fingers by Gayle Rivers Genre/Quick Summary (No Spoilers): Seven men are sent into the jungles of eastern Asia to ambush and assassinate high level Chinese and North Vietnamese ... The Five Fingers - Gayle Rivers, James Hudson: Books This is an older book that purports to be a novelization of a Vietnam War special operation that went bad. ... The accounts of combat seem pretty realistic and ... Five Fingers, The book by Gayle Rivers Debate rages about the veracity of this book, but one thing remains: it is a monumental nail-biter/page-turner. Fans of war stories will not find better ... 5 Fingers The film is based on the true story of Albanian-born Elyesa Bazna, a spy with the code name of Cicero who worked for the Nazis in 1943-44 while he was employed ... 5 Fingers (1952) The story is one of 20th Century Fox's series of documentary-style films based on real events during World War II. The sense of danger and suspense is well ... Five Fingers, The: Rivers, Gayle This is an older book that purports to be a novelization of a Vietnam War special operation that went bad. ... The accounts of combat seem pretty realistic and ... Book Review: The Five Fingers Aug 3, 2019 — 'The Five Fingers' first was published in hardback in 1978. This Bantam paperback edition (339 pp) was published in June 1979; the cover artist ... gayle rivers - five fingers The Five Fingers by Gayle Rivers, James Hudson and a great selection of related books, art and collectibles available now at AbeBooks.com. The American Wine Society Presents: Growing Wine Grapes Containing advice from the experts, this guide offers helpful tips for growing wine grapes in any climate. Read more. About the Author. Growing Wine Grapes, Paperback Book The American Wine Society Presents: Growing Wine Grapes, by J. R. McGrew, J. Loenholdt, A. Hunt, H. Amberg, and T. Zabada. Additional information. Weight, 0.35 ... The American Wine Society Presents: Growing Wine Grapes Containing advice from the experts, this guide offers helpful tips for growing wine grapes in any climate. THE AMERICAN WINE SOCIETY PRESENTS: GROWING ... Title: THE AMERICAN WINE SOCIETY PRESENTS: GROWING WINE GRAPES; Author Name: McGrew, JR; Loenholdt, J; Zabadal, T; Hunt, A; and Amberg, H.; Edition: Sixth ... The American Wine Society Presents: Growing Wine Grapes Amazon.com: The American Wine Society Presents: Growing Wine Grapes: 9780961907204: McGrew, J. R., Loenholdt, J., Hunt, A., Amberg, H., Zabadal, T.: [[[[]]]]. The American Wine Society Presents: Growing ... Containing advice from the experts, this guide offers helpful tips for growing wine grapes in any climate. "synopsis" may belong to another edition of this ... The American Wine Society Presents: Growing Wine Grapes The American Wine Society Presents: Growing Wine Grapes; Item Number. 145023500852; Binding. Paperback; Weight. 0 lbs; Accurate description. 4.9; Reasonable ... The American Wine Society Presents: Growing Wine Grapes The American Wine Society Presents: Growing Wine Grapes -Excellent instructional book that's very informative with loads of helpful illustrations. Growing Wine Grapes (Paperback) 0961907207 9780961907204 Arrives by Mon, Dec 18 Buy Pre-Owned The American Wine Society Presents: Growing Wine

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