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.

1. Open Word.

2. Open the "Word 2010 Practice File.docx" file on your flash drive.
    (File Tab → Open → KINGSTON (I:) → Double click on file icon)

3. 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)

4. Using the tools on the Clipboard group, "cut" the first paragraph.
    (Home Tab → Clipboard Group → Cut Button)

5. 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)

6. Using the tools on the Clipboard group, "paste" the cut paragraph at the end of the document.
    (Home Tab → Clipboard Group → Paste **Button Proper**)

7. Undo the Paste action.
    (Quick Access toolbar → Undo button)

8. 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.

10. Select your name.
    (Double-click on your name)

11. Make your name bold and underlined.
    (Home Tab → Font Group → Bold & Underline Buttons)

12. Use the Save button to save changes to the document.
    (Quick Access toolbar → Save button)

13. Change the font of your name to Arial.
    (Home Tab → Font Group → Font Arrow)

Microsoft Office Word 2010 Exercises

Daniel F McAuley

Microsoft Office Word 2010 Exercises:

Microsoft Office 2010: Productivity Strategies for Today and Tomorrow Jean Kotsiovos,Carolyne Faddis,Loralyn Duley,2013-02-14 A Straightforward Introductory Text Ideal for Busy Students Clear concise and accessible Microsoft Office 2010 Productivity Strategies for Today and TomorrowTM walks learners through the functions and features of the Microsoft Office 2010 platform and its applications With straightforward explanations designed for a non technical audience Microsoft Office 2010 is the perfect text for students looking to broaden their computer skills for an increasingly competitive job market Hands on projects end of chapter exercises and emphasis on real world skills throughout ensure students will be prepared to enter the twenty first century workplace Easy to follow step by step instructions include practical examples ideally suited for busy students The text s inspiring and supportive approach will encourage learners to develop polished professional level projects Engaging examples and projects prompt students to immediately apply new skills increasing retention and promoting learning Straightforward exercises teach students to create work related documents reports and presentations Microsoft Office 2010 Productivity Strategies for Today and Tomorrow is an ideal text for students re entering the job market new to computers uncomfortable with technology or simply looking to transition to a more challenging and rewarding career Key Features Easy to follow step by step instructions for each project and task Real world based hands on exercises after each instruction Screenshots that accompany all hands on exercises Inspiring applicable and practical examples Attractive student friendly magazine style format A project based introduction to Microsoft Office 2010 Clear concise language that makes objectives easy to learn even for non technical users Full student access to the companion website which features a variety of engaging interactive study tools including video tutorials is packaged with every new copy   Microsoft Word 2010 Level 1 (English version) AMC College, Explore the Microsoft Office software Learn how to create edit save print documents and formatting text such as font type bolding underlining or italicizing This manual will guide you learn how to open Word what the basic interface parts are how to interact with objects and commands in Word and how to close the program when we are finished using it   Microsoft Word 2010 Watsonia Publishing Staff,2012-01-01   **Microsoft Word 2010** Watsonia Publishing Staff,2012-01-01   **Foundation of Information Technology MS Office Class 09** Reeta Sahoo, Gagan Sahoo, A series of Book of Computers The ebook version does not contain CD   *The 2010 Stable* Paul Hawking,Brendan McCarthy,Con Nikakis,2015-05-20 For over 15 years the Stable series has introduced Microsoft Office applications to over 100 000 Australians The 2010 Stable provides an easy to use Australian introduction to the basics of Microsoft Word 2010 Microsoft Excel 2010 Microsoft Access 2010 icrosoft PowerPoint 2010 Covering the four applications with explanations on how they are integrated this manual helps the new user to learn and master the fundamentals of these industry standard applications through concise step by step instructions   Microsoft Word 2010 Watsonia Publishing Staff,2012-01-01   **Log On To Computers ☐ 7** Meera Aggarwal, Dorothy Fanthome, LOG ON TO

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