

### 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 Flyer

**Xiang Xie**



## **Microsoft Word 2013 Practice Exercises Flyer:**

*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 Word 2013 ELearning Kit For Dummies Lois Lowe, 2014-04-28 Whether you ve used other versions of this popular program or never processed a single word this guide will get you going with Word 2013 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 **O'Leary Series: Microsoft Office Word 2003 Introductory** Timothy O'Leary, Linda O'Leary, 2003-12-29 The goal of the O Leary Series is to give students a basic understanding of computing concepts and to build the skills necessary to ensure that information technology is an advantage in whatever career they choose in life The O Leary Microsoft Office 2003 texts are crafted to be the true step by step way for students to develop Microsoft Office application skills The text design emphasizes step by step instructions with full screen captures that illustrate the results of each step performed Each Tutorial chapter combines conceptual coverage with detailed software specific instructions A running case that is featured in each tutorial highlights the real world applications of each software program and leads students step by step from problem to solution **Exploring Microsoft Office Word 2003** Robert T. Grauer, Maryann Barber, 2004-02 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 Microsoft Office 2000 Timothy J. O'Leary, Linda I. O'Leary, 2000 O'Leary Series: Microsoft Office Excel 2003 Brief Timothy O'Leary, Linda O'Leary, 2003-10-17 The goal of the O Leary Series is to give students a basic understanding of computing concepts and to build the skills necessary to ensure that information technology is an advantage in whatever career they choose in life The O Leary Microsoft Office 2003 texts are crafted to be the true step by step way for students to develop Microsoft Office application skills The text design emphasizes step by step instructions with full screen captures that illustrate the results of each step performed Each Tutorial chapter combines conceptual coverage with detailed software specific instructions A running case that is featured in each tutorial highlights the real world applications of each software program and leads students step by step from problem to solution **O'Leary Series: Microsoft Office 2003 Volume I** Timothy O'Leary, Linda O'Leary, 2003-12-11 Aims to give students a basic understanding of computing concepts and to build

the skills needed to ensure that information technology is an advantage in whatever career they choose in life The O Leary Office 2004 and Office XP texts are crafted to be a step by step way for students to develop Microsoft Office application skills

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*Exploring Microsoft Office Brief* 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 *Exploring Microsoft Word 97* Robert T. Grauer,Maryann Barber,1998 Part of the Exploring Windows Series and the Right PHit Custom Binding Program

**Advantage Series: Microsoft Office Word 2003, Complete Edition** Glen Coulthard,Sarah Hutchinson-Clifford,Ann Miller,2004-05-07 The Advantage Series presents the Feature Method Practice approach to computer software applications to today s technology and business students This series implements an efficient and effective learning model which enhances critical thinking skills and provides students and faculty with complete application coverage Using Microsoft Office to Enhance Student Learning Allan F. Livers,2008 Provides clear directions for beginner to advanced projects by grade level in math science language arts and social studies plus a CD ROM with templates and sample finished projects Microsoft Excel 2002 Timothy J. O'Leary,Linda I. O'Leary,2002 SERIES TAGLINE The O Leary Series is the true step by step way to develop computer application skills Its design emphasizes the step by step visual approach with screen captures for every concept

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