

### 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 2010 Lessons Study Guide Answers

**Pasewark and Pasewark Staff**



## **Microsoft Word 2010 Lessons Study Guide Answers:**

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challenges of the virtual learning environment such as managing the costs incurred for remote space and equipment adjusting traditional evaluation methods and maintaining academic integrity The most recent research on faculty perceptions social needs of students library services online programs and video instruction is provided **Microsoft Office 2003**

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*The Publishers Weekly*, 1899 **Microsoft Office Access 2003 Intro** Glen J. Coulthard, Sarah Hutchinson-Clifford, 2004 Presents the Feature Method Practice approach to computer software applications This work aimed at technology and business students implements a learning model that enhances critical thinking skills and provides students and faculty with application coverage Microsoft Office Word 2003 Carol M. Cram, Jennifer A. Duffy, Jennifer Duffy, 2004 Help users master computer skills quickly and easily with this colorful highly visual Illustrated Course Guide for Word 2003 Benefits Reinforce skills and concepts with extensive exercises and projects provided at the end of each unit Get your course up and running quickly with help from the Instructor Resource CD ROM available with each book Resources include a syllabus test bank instructor's manual figure files and solution files Enrich your distance learning course with our free content available for use with WebCT Blackboard and MyCourse 2.1 Prepare users for Microsoft Office Specialist certification many of our Microsoft Office application titles are Microsoft Office Specialist certified American Book Publishing Record, 2004 **Exploring Microsoft Office 2003 Enhanced Edition- Adhesive** Robert T. Grauer, Maryann Barber, 2005 For Introductory Computer courses in Microsoft Office 2003 or courses in Computer Concepts with a lab

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