

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 Outlook 2010 Prove It Test Answers

BM King



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authors discuss why each step is important and what roll all the steps play in the overall plan for creating a document workbook or database The I Series Applications textbooks strongly emphasize that students learn and master applications skills by being actively engaged by doing Education Outlook ,1917 *Glencoe's Visual Approach Series for Office 97, Teacher Manual and Key with 3.5* McGraw-Hill Staff,Sharon Ferrett,1997-07-07 Microsoft Office 97 from the Glencoe Visual Series is an exciting visual learning experience that gives your students the tools they need for competence and confidence in the use of Microsoft Office It incorporates full color illustrations 3 D graphics and even an inviting character who introduces concepts to reach today s visually oriented students The text is accompanied by an applications workbook and a data disk containing templates so students can apply their skills as they learn them **Outlook** ,1927 **NC/MCSE Leak 5 Exam Cram** Barry Shilmover,Paul Kamerling,2000 Contains unique editorial content that serves as a supplement to all certification study guides and training materials Features tear out Cram Sheet with tips acronyms and memory joggers mnemonics to improve recall immediately before the exam Includes sections on proven test taking strategies time saving study tips multiple part question strategies and shortcuts Provides practice exams that feature questions arranged in a similar format to those found on the actual exam *Microsoft Office Excel 2003* Stephen Haag,James T. Perry,2004 Emphasizes that students learn and master applications skills by being actively engaged by doing Prior to introducing steps this I Series Applications textbook discusses why the steps students are about to experience are important and what role the steps play in the overall plan for creating a document workbook or database Data Sources ,2000 **The Outlook** Lyman Abbott,Hamilton Wright Mabie,Ernest Hamlin Abbott,Francis Rufus Bellamy,1924 **Roadways to Success** James C. Williamson,Debra A. McCandrew,Charles T. Muse,2004 This engagingly written interactive text encourages readers to develop their academic and personal skills Its self discovery journey format provides them with the tools needed to raise self esteem become more effective develop personal responsibility and ultimately arrive at a brighter future The volume introduces readers to campus resource and provides guidelines for time management recognizing potential and building self esteem goal setting and motivation information processing and learning styles communications note taking learning how to study test taking strategies career planning and money management For individuals interested in improving their future skills *Outlook* ,1999-04 **Catalogue of Printed Books** British Museum. Department of Printed Books,1900 Books In Print 2004-2005 Ed Bowker Staff,Staff Bowker, Ed,2004 **PC Magazine** ,2003-11-11 The Classical Outlook ,1992 *Consumers Index to Product Evaluations and Information Sources* Pierian Press,1976 **Psychware Sourcebook** Samuel E. Krug,1988

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