

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

Robert Simeon Wood



Microsoft Word 2013 Practice Exercises:

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 MOS 2013 Study Guide for Microsoft Word Joan Lambert, 2013-07-15 Demonstrate your expertise with Microsoft Office Designed to help you practice and prepare for the 2013 Word Microsoft Office Specialist MOS exam this all in one study guide features Full objective by objective exam coverage Easy to follow procedures and illustrations to review essential skills Hands on practice tasks to apply what you ve learned Includes downloadable practice files **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 **Office 2013 eLearning Kit For Dummies** Faith Wempen, 2014-01-30 Unlock your new Office with this one of a kind learning package Whether you re meeting Office 2013 for the first time or upgrading your knowledge from an earlier version this value packed eLearning kit makes it easy to learn 2013 at your own pace This complete learning package includes a full color printed book and an access code for one year of online self paced training You ll learn the basics of the Office interface how to navigate it and how to use the features common to all Office programs Then you ll get detailed instructions for working with Word Excel PowerPoint and Outlook Follow the material sequentially or jump in and out as you wish it s set up so you can learn at your own pace Throughout you will benefit from illustrations animations voiceover explanations and the option of closed captioning if you find you learn better when you can read the instructions Helps self motivated learners get going with Office 2013 and its new features Walk you through creating and formatting a Word document setting up and working with an Excel spreadsheet managing e mail and calendars with Outlook building a powerful PowerPoint presentation with graphics and sound and more Includes an easy to follow full color book and an interactive Dummies eLearning Course that corresponds with book and is unlocked via online access code Allows you to follow the material sequentially or choose separate sections at your own time and pace Office 2013 eLearning Kit For Dummies is the key to unlocking all Office 2013 has to offer **Practice Exercises in the Mechanics of Written English for the High School** Matthew H. Willing, 1928 **Computer Applications For Class 9** S. Tiwari & D. Bhargava & D. Rathore, A book on Computer Applications Language in Education Michael West, 1929 **A Handbook of Oral Reading** Lee Emerson Bassett, 1917 The aim of this handbook is to present the principles of natural expressive reading aloud **The Business Educator** , 1918 **Word-building, transcription (derivation) & composition: exercises** Robert Simeon Wood, 1899 **Phi Delta Kappan** , 1926 **Normal Instructor and Teachers World** , 1910

Practical English William Dana Miller, Harry Gilbert Paul, 1921 **Assessment** John Salvia, James E. Ysseldyke, 1995
 Most educators are convinced we need to do a better job of assessing students either with new tests or new applications of tests All argue that at this very critical time it is imperative that educators be very knowledgeable about assessment and the ways assessment information is used to make decisions about students The book is intended for a first course in assessment for those whose careers require understanding and informed use of assessment data The primary audience comprises those who are or will be teachers in special education at the elementary or secondary level In writing for those who are taking their first course in assessment we have assumed no prior knowledge of measurement and statistical concepts Pref **Normal Instructor** ,1910 Manual of Directions for First Lessons in Learning to Study Ernest Horn, Prudence Cutright, Madeline Darrough Horn, 1926 **The Shorthand World and Imperial Typist** ,1905 **The Mathematics Teacher** ,1928
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