

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)
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Microsoft Word 2010 Lessons Study Guide Answers

William R. Pasewark



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web in this activity students will master the skill of deleting the final phonemes in a word to make a new word there are 36 broken hearts one side of the heart has the initial picture students name the picture identify the final sound then delete the final sound to name the new word and find th

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web here is a list of words that can be used for final consonant deletion therapy bat hat cup book shark shell net dog pig sun tent lamp mask cap stop to conclude final consonant deletion is a common

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web place the puzzle without a red dot face up on a flat surface place the other puzzle pieces with a red dot in a container

students pick a puzzle piece with a red dot and name the picture have students identify the final sound in the word then students delete the final sound and say the new word students locate the puzzle piece that has a

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