#### Microsoft Word 2010: Practice Exercise 1

#### 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)
- 9. 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)

# **Ms Word 20practice Exercises**

SJ Ball

**Ms Word 20practice Exercises:** 

Enjoying the Melody of Term: An Emotional Symphony within Ms Word 20practice Exercises

In a world eaten by monitors and the ceaseless chatter of fast transmission, the melodic elegance and psychological symphony created by the prepared word often fade into the background, eclipsed by the relentless sound and disturbances that permeate our lives. However, set within the pages of **Ms Word 20practice Exercises** an enchanting literary value brimming with fresh thoughts, lies an immersive symphony waiting to be embraced. Crafted by an outstanding composer of language, that captivating masterpiece conducts readers on an emotional trip, skillfully unraveling the hidden songs and profound influence resonating within each cautiously constructed phrase. Within the depths of this touching evaluation, we shall investigate the book is central harmonies, analyze their enthralling writing design, and surrender ourselves to the profound resonance that echoes in the depths of readers souls.

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