

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 2007 Test Questions For Beginners

William Robert Pasewark



Microsoft Word 2007 Test Questions For Beginners:

Computers Today & Tomorrow □ 5 Meera Aggarwal, COMPUTERS TODAY TOMORROW series consists of eight computer science textbooks for classes 1-8. This series is created to help students master the use of various kinds of software and IT tools. The books have been designed to keep pace with the latest technologies and the interests of the 21st century learners. The series is based on Windows 7 and MS Office 2007 and adopts an interactive approach to teach various concepts related to Computer Science. The books for classes 1-5 are introductory. They introduce students to the basic features of Windows 7 and MS Office 2007 starting with the history of computers, what are the basic parts of the computer, how to use Tux Paint, WordPad, MS Paint, how to program in LOGO and also give an introduction to the Internet. However, the books for classes 6-8 are for senior students and take a deep dive into the advanced features of Windows 7 and MS Office 2007 including how to do programming in QBasic, HTML and Visual Basic. Students learn to create animations using Flash and Photoshop and how to communicate using the Internet. The ebook version does not contain CD.

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The Future of Learning Innovations and Learning Quality Christian M. Stracke, 2012

Special Edition Using Microsoft Office Word 2007 Faithe Wempen, 2007. This all new information packed guide explores the most useful and powerful features of Microsoft Word 2007. Created for serious users of Word who need to learn the new interface quickly, the book shows how to control document sharing and security and how to manage multi-user revisions.

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Microsoft Word 7 Gary B. Shelly,Thomas J. Cashman,Misty Vermaat,1997 Contains exercises covered in text on accompanying disk **Visual BASIC with Applications** Mark G. Simkin,1986 *Advantage Series: Microsoft Office Word 2003, Complete Edition* Glen Coulthard,Sarah Hutchinson-Clifford,Ann Miller,2004-05-07 The Advantage Series presents the Feature Method Practice approach to computer software applications to today s technology and business students This series implements an efficient and effective learning model which enhances critical thinking skills and provides students and faculty with complete application coverage Discovering Computers 2007 Gary B. Shelly,Thomas J. Cashman,Misty E. Vermaat,Jeffrey J. Quasney,2006-02 Provides a current and thorough introduction to computers by integrating usage of the World Wide Web with the printed text Updated for currency this Shelly Cashman Series text offers a complete solution to successfully teach students basic computer concepts with new exercises case studies and online tools on the Companion Web site *Thompson V. Gordon ,2010* Jersey Bulletin and Dairy Word ,1902 **Instructor's Manual and Key with 3.5**

IBM Disk to Accompany Word 7 for Windows 95 Deborah A. Hinkle, 1996-07-05 The Annotated Instructor's Edition provides the point of instruction assistance you need to enrich your teaching with relevance and effectiveness. It's designed to help you meet the diverse needs and learning styles of your students. A variety of test items in varying formats is included in the test bank.

Getting the Most from Nursing School Robert Atkins (M.S.), 2009 Presents a road map to guide talented men and women along their journey from considering nursing as a profession to their first position as a registered nurse from cover

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