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)
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 (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.
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- Undo the Paste action.
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- Type your first name and press Enter twice.
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 (Double-click on your name)
- Make your name bold and underlined.
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 (Quick Access toolbar → Save button)
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10 Internet Practice Exercises

Cemal Ozemek, Amanda
Bonikowske, Jeffrey Christle, Paul Gallo

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