

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)

Very Complex Ms Word Practice Exercises

Richard Bailey



Very Complex Ms Word Practice Exercises:

Whispering the Secrets of Language: An Emotional Quest through **Very Complex Ms Word Practice Exercises**

In a digitally-driven earth where displays reign great and immediate conversation drowns out the subtleties of language, the profound secrets and mental subtleties concealed within phrases frequently go unheard. Yet, located within the pages of **Very Complex Ms Word Practice Exercises** a interesting fictional prize blinking with fresh thoughts, lies a fantastic journey waiting to be undertaken. Published by an experienced wordsmith, this charming opus attracts viewers on an introspective journey, lightly unraveling the veiled truths and profound influence resonating within the fabric of every word. Within the mental depths of the moving evaluation, we shall embark upon a genuine exploration of the book is core themes, dissect its captivating publishing model, and yield to the strong resonance it evokes strong within the recesses of readers hearts.

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