#### 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)
- 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)

# **Practice Test For Microsoft Word 201**

**Christian G. Meyer** 

**Practice Test For Microsoft Word 201:** 

Unveiling the Power of Verbal Artistry: An Emotional Sojourn through Practice Test For Microsoft Word 201

In a world inundated with screens and the cacophony of instant interaction, the profound energy and emotional resonance of verbal artistry often fade in to obscurity, eclipsed by the regular onslaught of noise and distractions. Yet, nestled within the musical pages of **Practice Test For Microsoft Word 201**, a interesting perform of fictional beauty that impulses with fresh emotions, lies an remarkable trip waiting to be embarked upon. Composed by way of a virtuoso wordsmith, that magical opus guides visitors on a mental odyssey, delicately revealing the latent potential and profound affect stuck within the complex internet of language. Within the heart-wrenching expanse of the evocative examination, we shall embark upon an introspective exploration of the book is central themes, dissect their captivating writing design, and immerse ourselves in the indelible impact it leaves upon the depths of readers souls.

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