#### 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 Exercise 6 Microsoft Word 2013**

## **AN Whitehead**

**Practice Exercise 6 Microsoft Word 2013:** 

#### Reviewing Practice Exercise 6 Microsoft Word 2013: Unlocking the Spellbinding Force of Linguistics

In a fast-paced world fueled by information and interconnectivity, the spellbinding force of linguistics has acquired newfound prominence. Its capacity to evoke emotions, stimulate contemplation, and stimulate metamorphosis is really astonishing. Within the pages of "**Practice Exercise 6 Microsoft Word 2013**," an enthralling opus penned by a highly acclaimed wordsmith, readers attempt an immersive expedition to unravel the intricate significance of language and its indelible imprint on our lives. Throughout this assessment, we shall delve to the book is central motifs, appraise its distinctive narrative style, and gauge its overarching influence on the minds of its readers.

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