

**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.



1. Open Word.
2. Open the "Word 2010 Practice File.docx" file on your flash drive.  
(File Tab → Open → KINGSTON (I:) → Double click on file icon)
3. 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)
4. 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)
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7. Undo the Paste action.  
(Quick Access toolbar → Undo button)
8. Move the cursor to the beginning of the document.  
(Hold down the **Ctrl** key, then tap the **Home** key)
9. Type your first name and press **Enter** twice.
10. Select your name.  
(Double-click on your name)
11. Make your name bold and underlined.  
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12. Use the Save button to save changes to the document.  
(Quick Access toolbar → Save button)
13. Change the font of your name to **Arial**.  
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# 2010 Microsoft Exercises To Practice

**ACSM**

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### **ACSM's Certification Review**

ACSM, 2013-02-01 ACSM's Certification Review is the ultimate resource to help you pass the exam to become a Certified Personal Trainer CPT, Certified Health Fitness Specialist HFS or Certified Clinical Exercise Specialist CES. Highlights include Case studies that reinforce concepts organized by KSA domains. Practice Exams that contain questions for each certification level. Job Task Analysis tables that provide breakdowns of all the KSAs by certification level and domain.

[Starting Out with Visual Basic 2010](#) Tony Gaddis, Kip R. Irvine, 2010 For undergraduate students in business MIS, CIS, IT and other computing departments at 2 and 4 year schools learning Visual Basic for the first time. In Starting Out with Visual Basic 2010, Tony Gaddis and Kip Irvine take a step by step approach helping students understand the logic behind developing quality programs while introducing the Visual Basic 2010 language. Fully updated throughout the 2010 edition also includes an extensive set of all new VideoNotes including walk throughs of many of the in chapter tutorials.

### **Learning AutoCAD**

**2010 and AutoCAD LT 2010** Autodesk Official Training Guide, 2009-12 Official Training Guide from Autodesk is the perfect resource for architects, engineers, designers and students who need a thorough guide to AutoCAD. With training provided by experts who helped create the software, the book thoroughly covers AutoCAD principles and fundamentals including 2D drawing, design, drafting, annotations, hatching and more. And it's packed with screen shots and real world examples that both instruct and inspire. Learn the features, commands and techniques for creating, editing and printing design data using AutoCAD and AutoCAD LT software. Practical for both self-paced learners and instructor-led study, this guide also provides essential AutoCAD certification preparation.

[Microsoft Office 2007](#) Robert T. Grauer, 2010 The goal of the Exploring series has been to move readers beyond the point and click, helping them understand the why and how behind each skill. Coverage of Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, Windows Vista and Capstone Exercises MARKET For business professionals seeking to enhance their knowledge of Microsoft Office.

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**Microsoft Office 2010: Productivity Strategies for Today and Tomorrow** Jean Kotsiovos,Carolyne Faddis,Loralyn Duley,2013-02-14 A Straightforward Introductory Text Ideal for Busy Students Clear concise and accessible Microsoft Office 2010 Productivity Strategies for Today and TomorrowTM walks learners through the functions and features of the Microsoft Office 2010 platform and its applications With straightforward explanations designed for a non technical audience Microsoft Office 2010 is the perfect text for students looking to broaden their computer skills for an increasingly competitive job market Hands on projects end of chapter exercises and emphasis on real world skills throughout ensure students will be prepared to enter the twenty first century workplace Easy to follow step by step instructions include practical examples ideally suited for busy students The text s inspiring and supportive approach will encourage learners to develop polished professional level projects Engaging examples and projects prompt students to immediately apply new skills increasing retention and promoting learning Straightforward exercises teach students to create work related documents reports and presentations Microsoft Office 2010 Productivity Strategies for Today and Tomorrow is an ideal text for students re entering the job market new to computers uncomfortable with technology or simply looking to

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**Mastering and Using Microsoft Excel 2000 Intermediate Course** H. Albert Napier,Philip J. Judd,1999-05-28 Written by two well respected authors this book is designed to be completed in 35 hours Focusing on business it has been field tested by organizations including Arthur Andersen Conoco and the Texas Society of CPAs Microsoft Certified at the Proficient level Excel 2000 Intermediate gives numerous business based exercises and instructions that cover the required skills of most employers

**Exploring Microsoft Office 2003 Enhanced Edition- Adhesive** Robert T. Grauer,Maryann Barber,2005 For Introductory Computer courses in Microsoft Office 2003 or courses in Computer Concepts with a lab component for Microsoft Office 2003 applications Master the How and Why of Office 2003 Students master the How and Why of performing tasks in Office and gain a greater understanding of how to use the individual applications together to solve business problems

*Measurement and Evaluation in Physical Education and Exercise Science* Alan C. Lacy,2011 Thoroughly revised the Sixth Edition of Measurement and Evaluation in Physical Education and Exercise Science emphasizes measurement and evaluation activities as an integral part of program development and assessment in both school and non school settings Lacy bridges the gap between theory and practice by examining measurement and evaluation techniques for a variety of activities from coaching and teaching to adult education and community programs Measurement and evaluation models use real life practical examples that help you grasp important concepts while showing you how to integrate measurement and evaluation techniques into program design and development As a result future physical education teachers and practitioners develop the skills needed to assess evaluate and develop more effective physical education or activity programs

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**Disabilities Directory 2010** Laura Mars-Proietti, Richard Gottlieb, 2009 This is the most comprehensive directory of Programs Services Curriculum Materials Professional Meetings Resources Camps Newsletters and Support Groups for teachers students and families concerned with learning disabilities This edition is distinguished by its recognition by the National Center for Learning Disabilities as well as a Glossary of Terms This information packed directory includes information about Associations Organizations Schools Colleges Testing Materials Government Agencies Legal Resources and much more For quick easy access to information this directory contains three indexes Entry Name Index Subject Index and Geographic Index With every passing year the field of learning disabilities attracts more attention and the network of caring committed and knowledgeable professionals grows every day This directory is an invaluable research tool for these parents students and professionals

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