**Instructions:**

* Follow these directions **exactly** as they are written, in the order they are given.
* If you quit this exercise before you get to #24, use the **Save** button on the Quick Access toolbar to save your changes and then close Word.

1. Open the “Word 2010 Practice File 3.docx” file which is on your flash drive.  
   (Double click Word icon on Desktop 🡪 File Tab 🡪 Open 🡪 Select KINGSTON (I:) 🡪 Double click on file icon)
2. Move the insertion point so that it’s between the two paragraphs.
3. Type your name.
4. Make your name bold and italicized.  
   (Select your name 🡪 Home Tab 🡪 Font Group 🡪 Bold & Italic Buttons)
5. Change the font size of your name to 20 and the font face to Forte.  
   (Home Tab 🡪 Font Group 🡪 Font Size & Font Buttons)
6. Make your name right-aligned and then deselect your name.  
   (Home Tab 🡪 Paragraph Group 🡪 Align Text Right Button)
7. At the end of the line with your name, insert a page break.  
   (Move insertion point to the end of your name 🡪 Insert Tab 🡪 Pages Group 🡪 Page Break Button)
8. Change all the margins to 1.2 inches.  
   (Page Layout Tab 🡪 Page Setup Group 🡪 Margins Button 🡪 Custom Margins 🡪 Margins Tab 🡪 Margins Section 🡪 Assign 1.2” to each margin 🡪 Click OK)
9. Move the insertion point to the very end of the document and press  Enter .  
   ( Ctrl  +  End  🡪 Press  Enter )
10. Insert a table with **2** columns and **5** rows.  
    (Insert Tab 🡪 Tables Group 🡪 Tables Button 🡪 Mouse over the live preview and click to commit)
11. Merge the two cells in the top row.  
    (Select top row 🡪 Table Tools Contextual Tab 🡪 Layout Tab 🡪 Merge Group 🡪 Merge Cells Button)
12. Type the word “Schedule” in the top row.
13. Give the cell an alignment of “bottom center”.  
    (Table Tools Contextual Tab 🡪 Layout Tab 🡪 Alignment Group 🡪 Align Bottom Center Button)

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1. Triple the height of the top row.  
   (Click and drag the bottom border of the row in a downwards direction until the row height is about three times its original size)
2. Add three rows to the bottom of the table.  
   (Right-click on the bottom row 🡪 Insert menu 🡪 Insert rows below 🡪 Repeat this process two more times)
3. Enter the days of the week in the first column of rows two through eight. Make use of the autocomplete prompt.  
   (Click inside of the first cell 🡪 Type the letters “Mond” 🡪 Press  Enter  🡪 Repeat for other days)
4. Move the insertion point below the table.
5. Insert a piece of clip art related to sports.  
   (Insert Tab 🡪 Illustrations Group 🡪 Clip Art Button 🡪 Type “sports” into the seach pane 🡪 Click on a picture)
6. Format the clip art so you can freely move it around the page.  
   (Select the picture 🡪 Picture Tools Contextual Tab 🡪 Format Tab 🡪 Arrange Group 🡪 Wrap Text Button 🡪 In Front of Text)
7. Move the picture so that it is overlapping with the right side of the table.  
   (Locate the move cursor on the picture 🡪 Click and drag it)
8. Insert a Double Arrow Line shape from the word Monday to the picture.  
   (Insert Tab 🡪 Illustrations Group 🡪 Shapes Button 🡪 button 🡪 Click and drag from “Monday” to the picture)
9. Format the arrow shape to be black in color and 3 pt. in weight.  
   (Select the arrow 🡪 Drawing Tools Contextual Tab 🡪 Format Tab 🡪 Shape Styles Group 🡪 Shape Outline Button 🡪 Click on black color 🡪 Shape Outline Button 🡪 Weight Option 🡪 3 pt.)
10. Run the spellchecker and correct all misspelled words.  
    (Review Tab 🡪 Proofing Group 🡪 Spelling & Grammar button)
11. Save your file with the new filename of “Exercise 3”.  
    (File 🡪 Save As 🡪 Select flash drive 🡪 Change file name 🡪 Save)
12. Notify the teacher you are finished so your work can be checked.
13. Safely eject your flash drive.(Close all open windows 🡪  icon on Task Bar 🡪 Eject Data Traveler 2.0)