Instructions:

- Follow these directions **exactly** as they are written, <u>in the order they are given</u>.

- 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 Practice File 1.docx" file on your flash drive.
   HINT: File tab → Open → Browse → KINGSTON (E:) → Select file by clicking it once → Click on Open Button.

3. Highlight the first paragraph using the mouse Dragging method.
   HINT: 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.
   HINT: Home tab → Clipboard group → Cut button

5. Use a key combination on your keyboard to move the cursor to the end of the document.
   HINT: Hold down the Ctrl key, then tap the End key

6. Using the tools on the Clipboard group, "paste" the cut paragraph at the end of the document.
   HINT: Home tab → Clipboard group → Paste button proper

7. Undo the Paste action.
   HINT: Quick Access Toolbar → Undo button proper

8. Move the cursor to the beginning of the document.
   HINT: Hold down the Ctrl key, then tap the Home key

9. Type your first name and press Enter twice.

10. Select your name.
    HINT: Double-click on your name

11. Make your name bold and underlined.
    HINT: Home tab → Font group → Bold button → Underline button proper

12. Use the Save button to save changes to the document.
    HINT: Quick Access Toolbar → Save button

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13. Change the font style of your name to Arial.
   HINT: Home tab → Font group → Font list arrow

14. Change the font size of your name to 24.
   HINT: Home tab → Font group → Font Size list arrow

15. Close Word and save your changes.

16. Open Word and open "Word Practice File 1.docx".

17. Center align your name.
   HINT: Click on name → Home tab → Paragraph group → Center button

18. Select both paragraphs and double space the text.
   HINT: Home tab → Paragraph group → Dialogue Box Launcher → "Line spacing:" Drop-
   Down Arrow → Double → Click OK

19. Keeping the paragraphs selected, indent the first line of each paragraph
   HINT: Home tab → Paragraph group → Dialogue Box Launcher → "Special:" Drop-Down
   arrow → First line → Click OK

20. Deselect the paragraphs.

21. Change the top, left, right and bottom margins of your document to 2".
   HINT: Layout tab → Page Setup group → Margins button → Custom Margins →
   Margins tab → Margins section → Make changes → Click OK

22. Insert a page break after the first paragraph.
   HINT: Insert your cursor at the end of the first paragraph → Insert tab → Pages group
   → Page Break button

23. Close Word and save changes.
   HINT: Close button [×] → Dialogue box appears → Save button

24. Safely eject your flash drive.
   HINT: [icon] icon on Taskbar → Eject Cruzer Glide