

### 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)
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**Lois Lowe**



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 Francesca Romana Onofri, Karen Antje Möller, Teresa L. Picarazzi, 2012-02-08 The fun and easy way to take your Italian language skills to the next level The tips techniques and information presented here give students travelers and businesspeople a primer on how to speak Italian Complete with updates a bonus CD and the traditional For Dummies user friendly format this new edition of Italian For Dummies gives you reliable lessons practice and language learning techniques for speaking Italian with ease and confidence Featuring a revamped user friendly organization that builds on your knowledge and ability Italian For Dummies offers expanded coverage of the necessary grammar major verb tenses and conjugations that beginners need to know Plus you ll get a fully updated and expanded audio CD that includes real life conversations a refreshed and expanded mini dictionary more useful exercises and practice opportunities and more Builds on your skills and ability as you learn Covers the grammar verb tenses and conjugations you need to know Includes a mini dictionary Audio CD includes real life conversations If you re looking to reach a comfort level in conversational Italian Italian For Dummies gets you comfortably speaking this Romantic language like a native

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buchenwald und flossenbürg im kz dachau zusammengezogen und dann von einem sonderkommando der ss und des sd über innsbruck nach niederdorf im hochpustertal gebracht wo sie am 30

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