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Entry-level: Editing a document

Entry-level: Proofing a Document

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8 min

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✓ **Video:** Other proofing tools
7 min

📖 **Reading:** Exercise: Using other proofing tools
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Exercise: Using other proofing tools

Note: You can pass this course and all graded assessments without access to the downloadable version of Word.

How to complete this exercise

To complete this exercise, you will need access to Microsoft Word.

Note: Keep in mind that if you are using another version of the Microsoft Word application, some features covered in this exercise may not be available.

Access Microsoft Account

[Log in to your Microsoft account.](#) Type the email, phone number, or Skype sign-in that you use for other services (Outlook, Office, etc.), then select Next. If you don't have a Microsoft account, you can select No account? Create one!

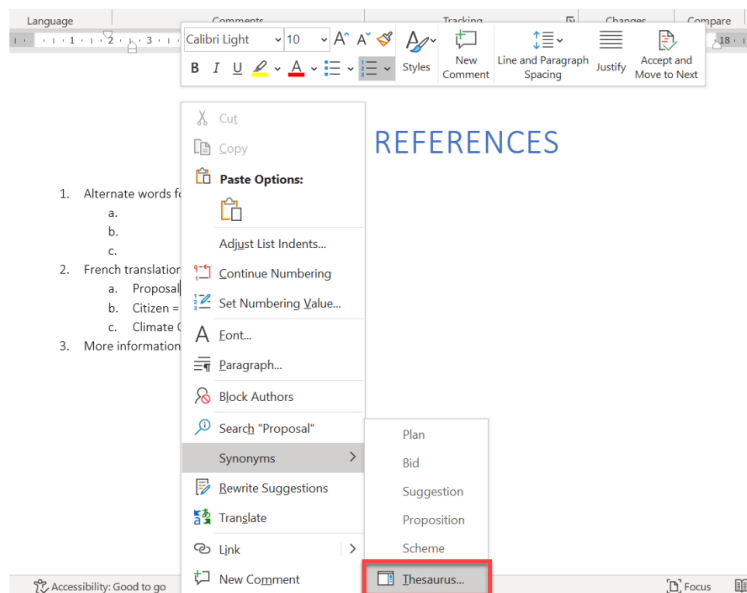
Let's get started!

In this exercise, you will use the proofing tools we learned about in this lesson to create a reference document for your RFP. An internet connection is required for this exercise.

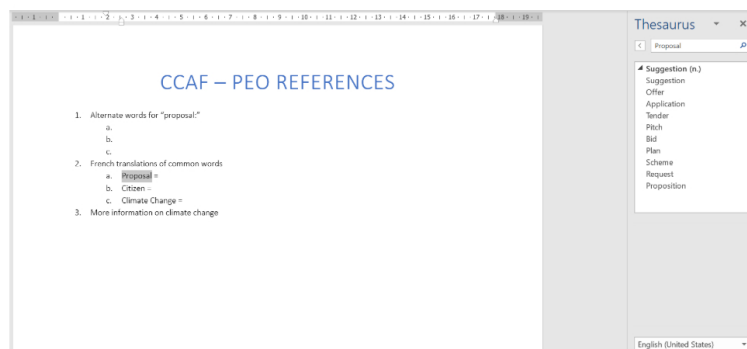
1. Click on the link below to open the Microsoft Word exercise document you can use to complete this exercise.

[Exercise: Using other proofing tools](#)

2. First, we want to add some alternate words for "proposal." Right-click this word, click Synonyms, and click "Thesaurus:"

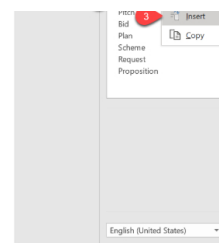


3. The Thesaurus task pane will open with several results:

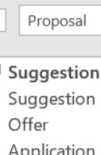


4. Click to place your cursor at the first sub-bullet, 1(a). Click any synonym you like in the Thesaurus then click "Insert" from the dropdown menu.





1. Alternate words for "proposal:"
 - a. tender
 - b. pitch
 - c. application
2. French translations of common words
 - a. Proposal =
 - b. Citizen =
 - c. Climate Change =
3. More information on climate change




The screenshot shows the Windows 8 Start screen with several app tiles. The 'Thesaurus' app is open, displaying a search interface. The search bar contains the word 'Proposal'. A red rectangular box is drawn around the 'X' button in the top right corner of the Thesaurus app window, indicating the method to close the app. The list of suggestions for 'Proposal' is visible below the search bar.

Thesaurus


< Proposal Close

▲ **Suggestion (n.)**

- Suggestion
- Offer
- Application
- Tender
- Pitch
- Bid
- Plan
- Scheme
- Request
- Proposition



Use Intelligent Services?



Turn on intelligent services to let Office get translations for your document, powered by the Microsoft Translator service.

Turn on

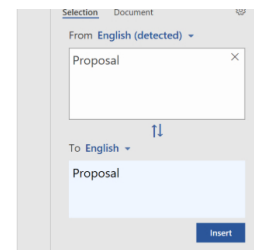
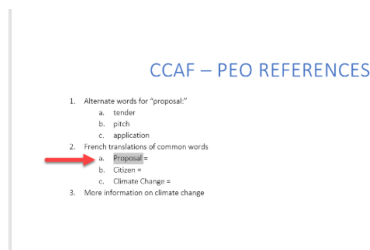
Not now

Intelligent services work across all Office apps to help you be more productive.

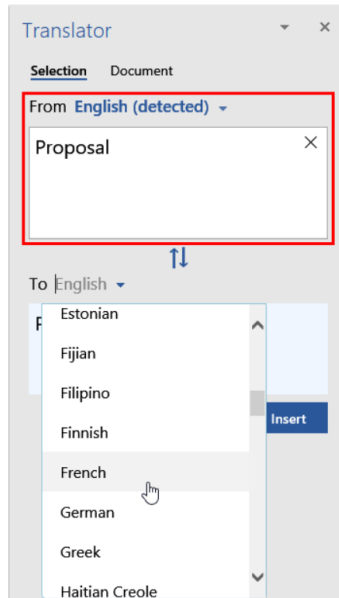
These features also help you improve your writing in Word, deliver dynamic presentations in PowerPoint and prioritize the emails that matter most to you in Outlook. Office will use your searches and document content to support and improve the Intelligent Services for you.

[About intelligent services](#) | [Privacy statement](#)

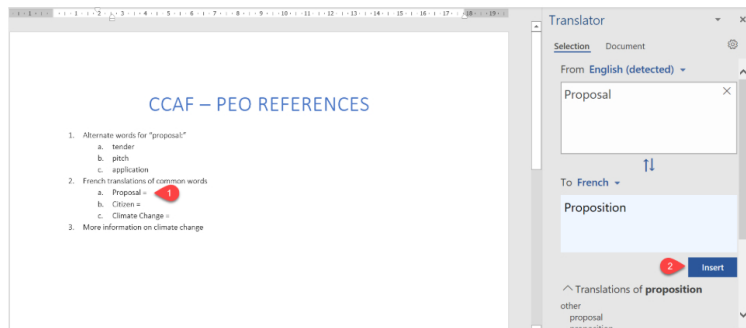
9. Select the word "proposal" next to bullet 2-A:



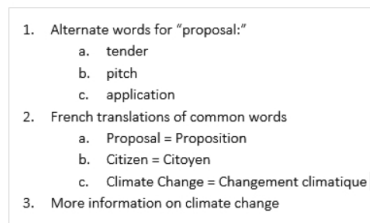
10. In the Translator task pane, the word “Proposal” will automatically be populated and English will be detected as the source language. Click the To menu and click “French:”



11. Click to place your cursor after the equals sign in bullet 2-A. Click “Insert” from the Translator task pane to paste the translation:

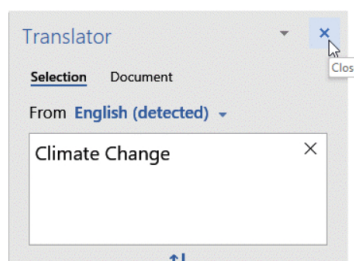


12. Repeat Steps 9 and 11 for the remaining two words:



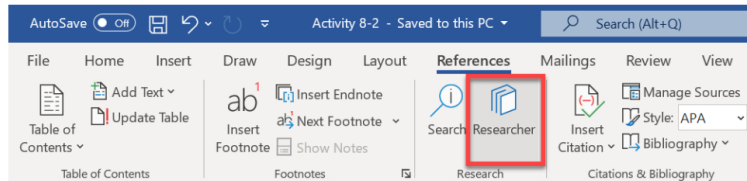
(You should not have to select the language again.)

13. Close the Translator task pane:

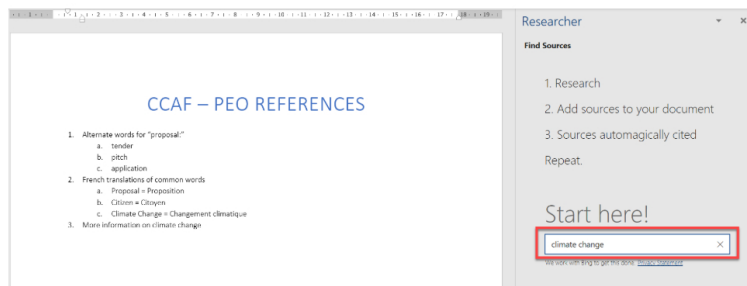




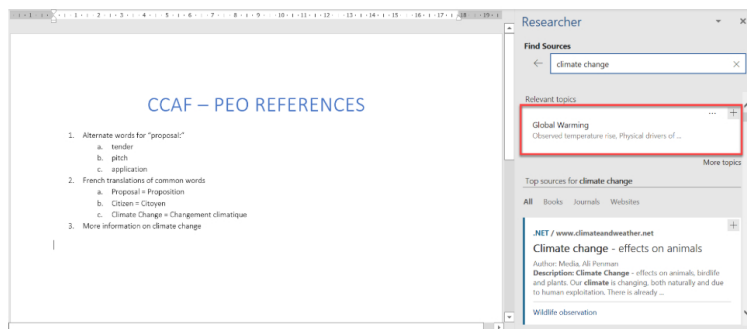
14. Finally, we want to provide more information on climate change. Click to place your cursor at the end of the document and click References → Researcher:



15. Type, "climate change" in the Researcher task pane and press "Enter:"

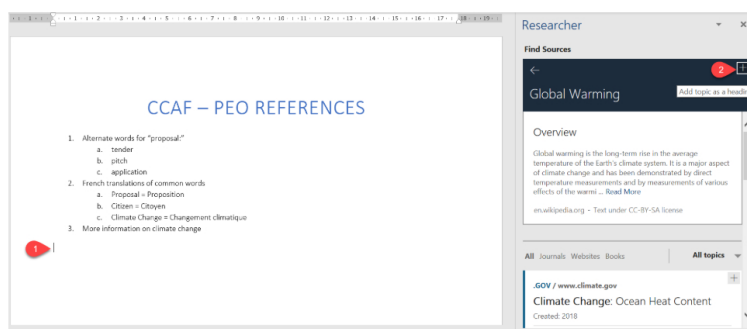


16. When the results appear, click the top item to view its details:

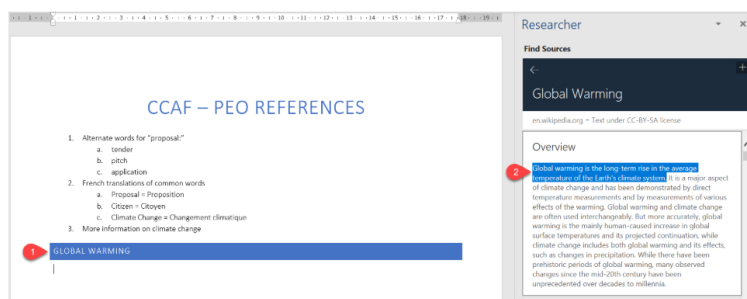


(If your results are different than what is shown here, that is OK.)

17. Click the plus sign in the top right corner of the topic:



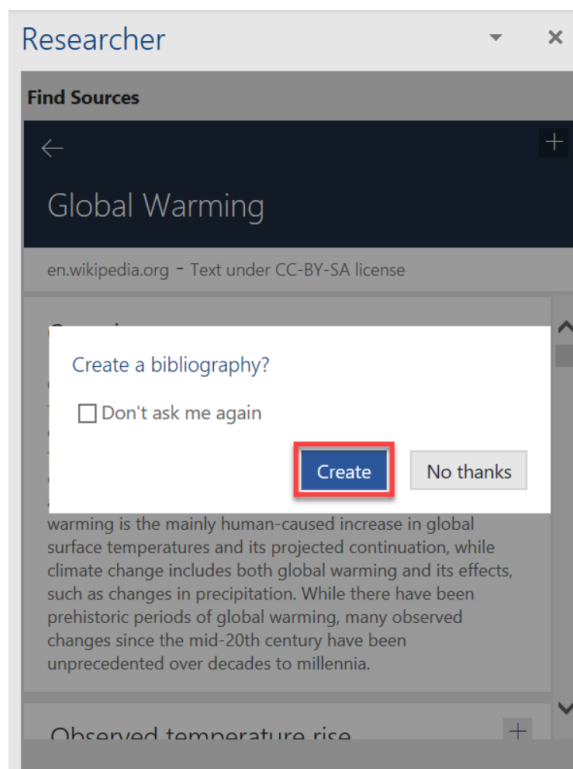
18. This will add it as a heading to the document. Now, select the first one or two sentences of the topic:



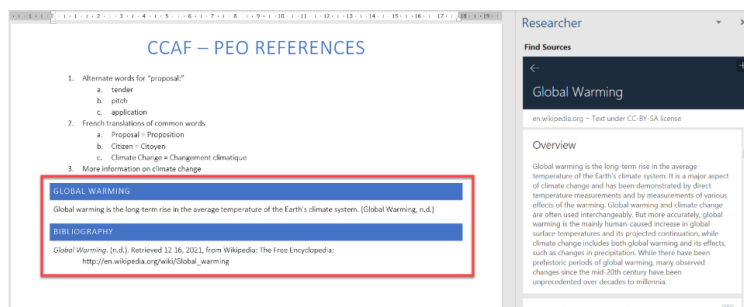
19. A context menu will appear. Click "Add and Cite:"



20. A dialog box will open asking if you want to create a bibliography, click Create.



21. The content and its citation will be added. Close the Researcher task pane:



22. Save your document as **Activity 8-2 Complete** and close Microsoft Word 365.

23. Now, you can check out an example of a completed document in the link below:

[Completed exercise: Using other proofing tools](#) 

Mark as completed

 Like

 Dislike

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