

Lab 1 Activity 10 - Finalizing the Document

Objective – Finalize the document using spell check, grammar check, and document properties.

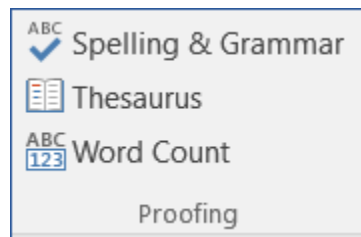
1. Run the spell and grammar check.
2. Add document properties (title, author, keywords).
3. Protect the document with a password.
4. Inspect the document for hidden metadata before sharing.

Solutions:

Task 1:

To run a spell check:

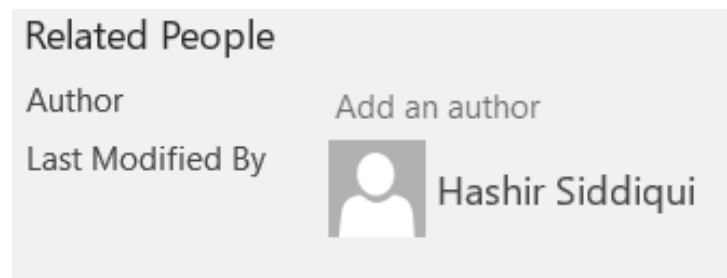
- Go to the “Review” tab at the top of the screen.
- In the Proofing group, click Spelling & Grammar.
- Word will scan the document for spelling and grammar errors. If it finds any, it will display a dialog box where you can choose to Ignore, Ignore All, Change, or Change All depending on the issue.



Task 2:

To see document properties:

- Go to “File” tab.
- Go to “info” section from the menu list.
- Add or view properties.



Task 4:

To see meta data of the document:

- Select the document.
- Right click on it. Go to properties.
- Click the details tab.
- You will see the properties there.

General

Details

| Property | Value |
|--------------------|-----------------------|
| Description | |
| Title | |
| Subject | |
| Tags | |
| Categories | |
| Comments | |
| Origin | |
| Authors | |
| Last saved by | Hashir Siddiqui |
| Revision number | 45 |
| Version number | |
| Program name | Microsoft Office Word |
| Company | |
| Manager | |
| Content created | 10/20/2024 1:18 PM |
| Date last saved | 1/30/2025 4:27 AM |
| Last printed | |
| Total editing time | 01:15:00 |
| Content | |