Chapter 8: Proofing and Reviewing documents

DACC (D4) & HDRM (D4)

# Chapter 8: Proofing and Reviewing documents
Learning Objectives

- By end of today's session, students will be able to:
  - Use **Spelling** and **Grammar Tool** to identify and correct mistakes.
  - Use word Count Statistics.
  - Use **Thesaurus** and **Dictionary** to improve vocabulary and word choices.
  - **Track Changes**
  - **Add Comments** to documents for feedback, questions, or collaboration purpose**.**

Spelling and Grammar Check

- **Spelling Error** – when a word is not spelt correctly, a red wavy underline appears indicating spelling error.

- **Grammatical Error** – incorrect usage of a word or piece of punctuation in sentence. These mistakes can occur in various forms, including sentence structure, verb tense, subject-verb agreement, punctuation, etc.

- It is indicated with blue wavy underline.

  - Example. Just type the sentence below and put full stop and press Enter key.

    - *Achieve it's marketing goal.*

How to Check and Correct Errors

- **Review Tab**: Go to the Review tab

- **Proofing group**, Click Spelling & Grammar or press F7.

- **Editor Pane**: The Editor pane will open, showing potential errors.

- **Review Suggestions**: Click on the underlined word or phrase, and choose the suggested correction.
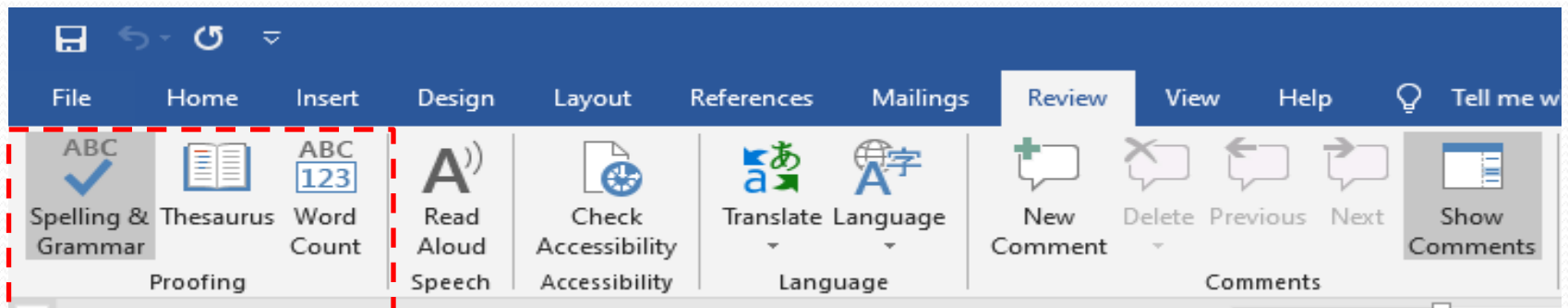
Review Spelling Suggestions

- Once the tool identifies potential error, it will underline the word in red wavy underline and provide l suggested corrections and you will have the options to choose from:
  - **Change:**
  - **Ignore Once:**
  - **Ignore All:**
  - **Add to Dictionary:**
- Continue reviewing each spelling error, either accepting or ignoring the suggestions as appropriate.

Review Grammar Suggestions

After word completes spelling check, it will move on to checking grammar.

Suggested corrections will also be provided in the dialog box. You can choose from the following options:

- **Change:**
- **Ignore Rule:**
- **Explain:**

- After reviewing all suggestions, either accept or ignore them based on your judgment and document requirements.

Customizing Spelling and Grammar Settings

- You can fine-tune the behaviour of the Spelling and Grammar tool to suit your needs:

- Go to **File** > **Options** >**Proofing tab**>
  - **Automatic Checks**
  - **Grammar and Style Options**

Word Count and Readability Statistics

- Word Count tool not only count words but also offers a quick way to view additional statistics like number of characters, paragraphs, pages, etc.

- **Review** Tab > **Proofing** group > **Word Count** will display word count statistics.
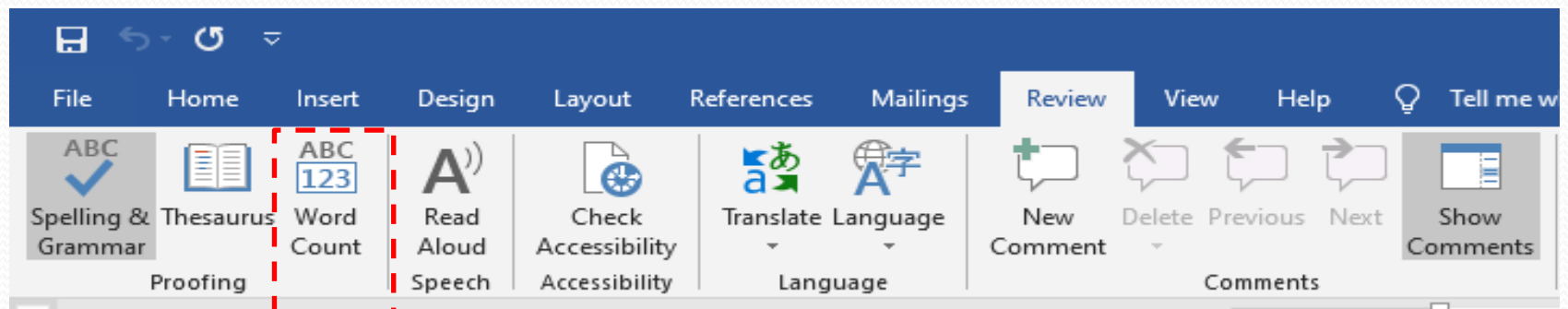
Thesaurus

- **Thesaurus** help improve your writing and expanding your vocabulary and ensuring you use precise and varied words.

- It provides a list of synonyms words with similar meanings to improve your word choice and prevent repetitive language.

- Select a word, click **Review** Tab > **Proofing** group > **Thesaurus**. Thesaurus pane will display more synonyms, related words and phrases.

- **Or**

- Select a word and right-click mouse button > **synonyms**

- Opposite of **synonyms** is **antonyms.**

Tracking Changes in a Document

- Tracking changes is an essential feature in MS Word 2016, where multiple users edit and review the same document.

- It allows the user to see edits made by others, comment on those changes, and decide where to accept or reject them.
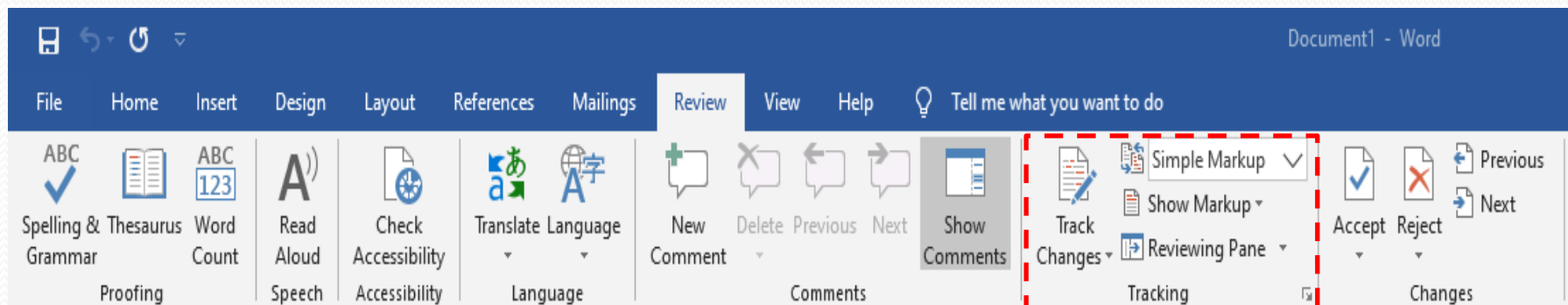
Turning On Track Changes

- To begin tracking changes in a document, you need to enable the Track Changes feature.

- Once activated, Word will track all insertions, deletions, and formatting changes, highlighting them as you can easily review and manage them.
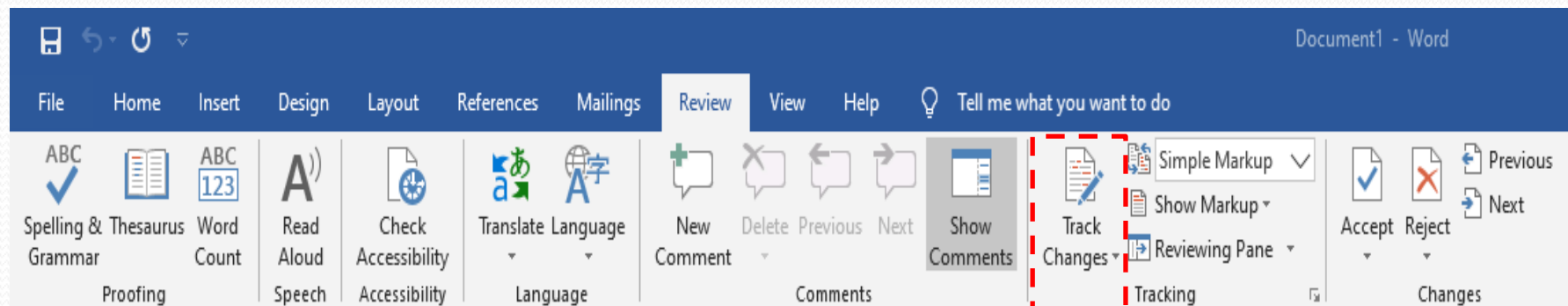
Steps to Turn Track Changes

- Open the document for editing.
- Go to **Review Tab** > **Tracking group** > **Track Changes** > **Lock Tracking** > **Ok**
- Edit document (e.g. rename a word or delete a word)

- **Track Changes Options:**
  - **Simple Markup** –*display a clean version of the document with a vertical line in the margin indicating changes.*
  - **All Markup** –display all tracked changes and comments
  - **No Markup** –hides all tracked changes but maintain the edits
 - **Original**- shows the document before any changes were made.

Comments

- Word allows users to leave comments on the documents especially when multiple people are reviewing a document, as comments can clarify suggested edits, provide explanations, or raise questions without altering the text itself.
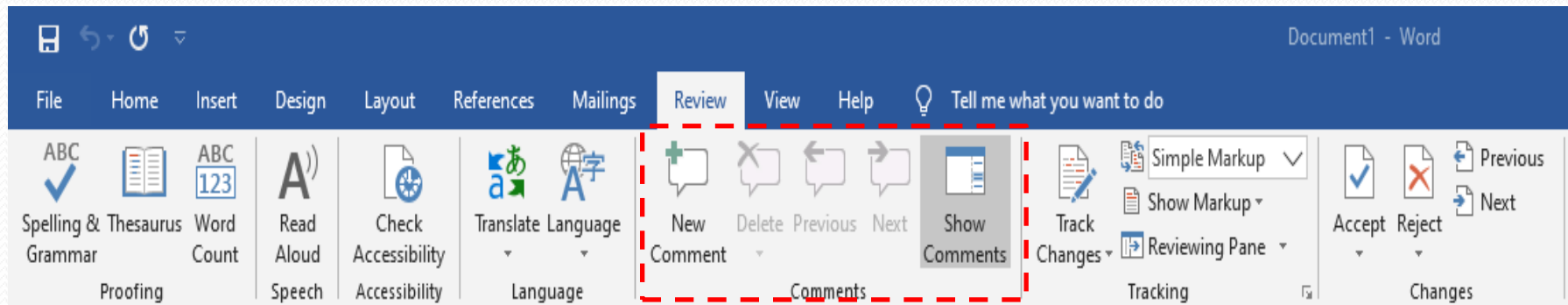
Steps To Add Comments

- Highlight text or place cursor where you want to insert a comment.

- Go to **Review Tab >** in the **Comments group**, click **New Comment**, type your comment in the document box that appears in the right margin of the document.
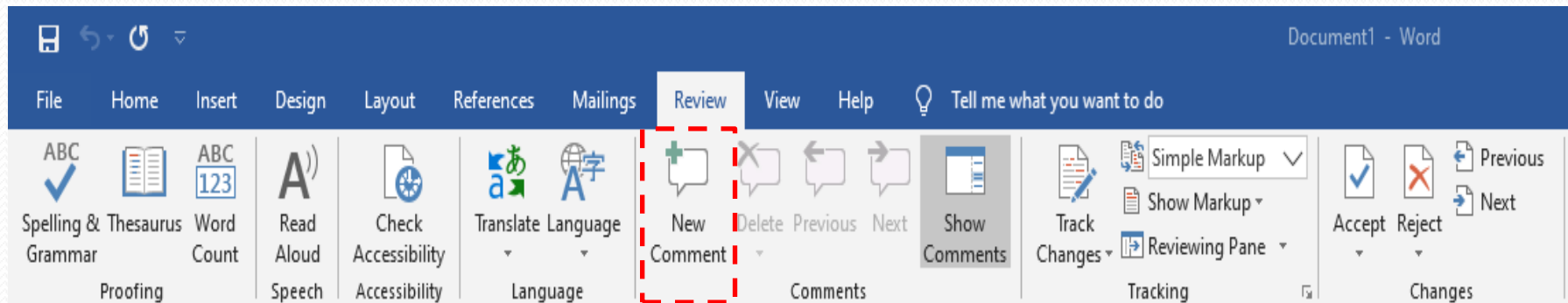
Reply To Comments

- If someone else added a comment, you can reply by clicking **Reply** below the original comment.

- This creates a threaded discussion within the document, allowing for back-and-forth exchanges.

- **Delete Comments:**
  - After addressing a comment, delete it by selecting the comment and clicking **Delete** in the **Comments** group.
  - To remove all comments at once, click the drop-down menu arrow next to **Delete** and choose Delete All Comments in Document.

Resolving Comments

- Resolving comments doesn't delete them but marks them as handled, which is useful when reviewing progress or keeping track of decision.

- **Steps to Resolve Comments:**
  - **Marked a Comment as Resolved**
    - Right-click the comment you want to resolve.
    - Select **Mark Comment Resolved/ Mark Comment Done** from the context menu. The comment will appear faded, indicating that the feedback has been addressed.

Review Exercises:

- **Do Review Questions on page 184 - 185**