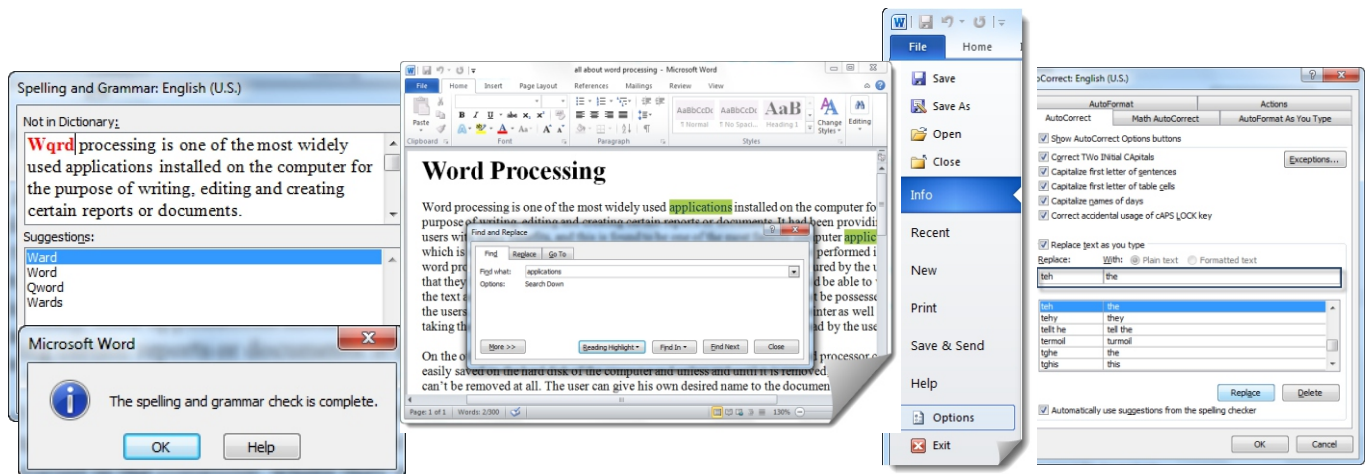


Lesson 3

Word Watch

- Reading Highlight
- AutoCorrect
- Proofing



Editing a Document

Learning Objectives

After completing this lesson, you should be able to:

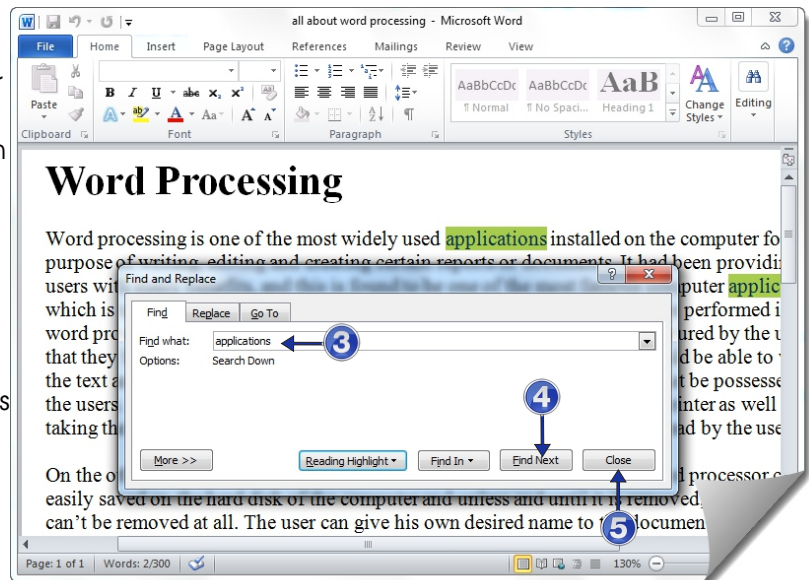
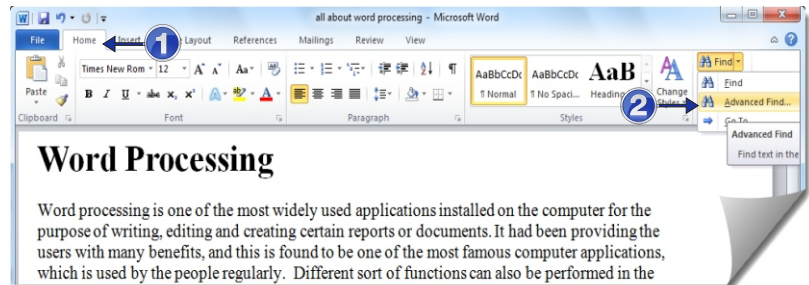
- find and replace text in a document;
- correct the spelling and grammar of text; and
- use Word's AutoCorrect feature.

Finding a Text

Occasionally, you need to search for a word or phrase in a document. You may also need to change that word or phrase. Using Find and Replace, you can search and substitute the text as needed.

Find a Text

- 1 Click the Home tab.
- 2 Click Advanced Find.
The Find and Replace window appears.
- 3 Type the word or phrase that you want to search for.
- 4 Click Find Next.
 - You can click Reading Highlight and then click Highlight All to have Word highlight each occurrence of the word in yellow.
 - To clear yellow highlighting, you can click Reading Highlight and click Clear Highlighting.
 - You can click Find in to limit the search to the main document or the headers and footers.
 - Word highlights the first occurrence of the word or phrase.
 - You can click Find Next again to find additional occurrences of the word or phrase.
 - When Word finds no more occurrences of the word or phrase, a dialog box appears telling you that the search is finished.
- 5 Click Close button to close the Find and Replace window.

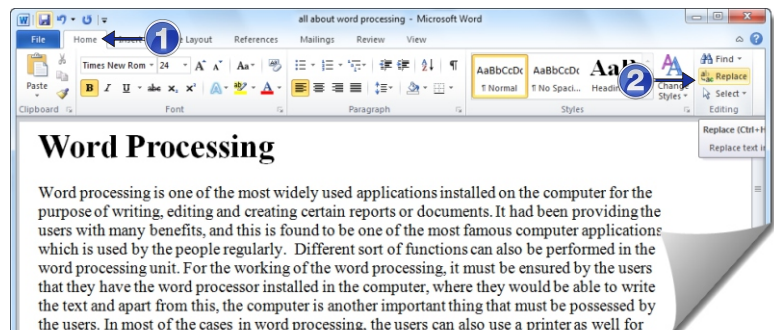


Replacing a Text

Often, you want to find a word or phrase because you need to substitute some other word or phrase for it. You can substitute a word or phrase for all occurrences of the original word or phrase, or you can selectively substitute.

Replace a Text

- 1 Click the Home tab.
- 2 Click Replace.
The Find and Replace window appears.



- ③ Type the word or phrase that you want to replace.
- ④ Type the word or phrase that you want Word to substitute.
- ⑤ Click Find Next.

Word highlights the first occurrence of the word or phrase that it finds.

- If you do not want to change the highlighted occurrence, you can click Find Next to ignore it.

- ⑥ Click Replace.

Word replaces the original word or phrase with the word or phrase you specify as the substitute.

- To change all occurrences, you can click Replace All.

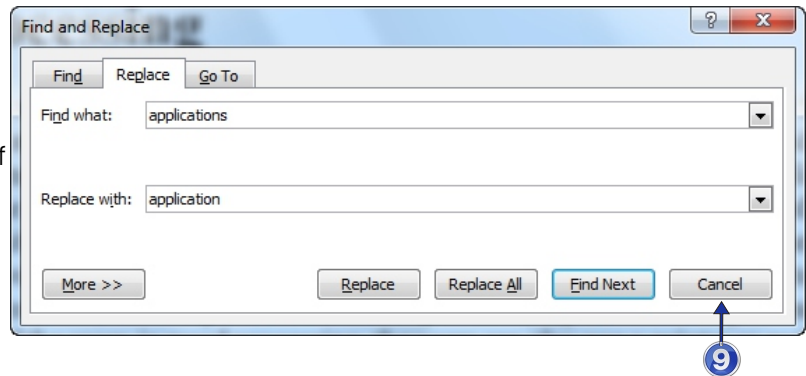
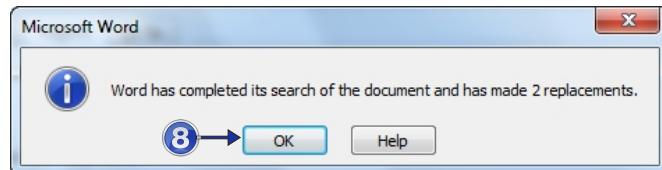
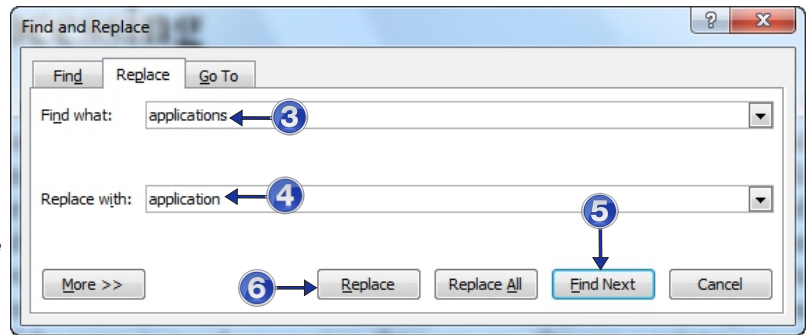
- ⑦ Repeat Steps 5 to 6, replacing or ignoring words or phrases as appropriate.

When Word finds no more occurrences of the word or phrase, a dialog box appears.

- ⑧ Click OK.

The Cancel button in the Find and Replace window changes to Close button.

- ⑨ Click Close button to close the Find and Replace window.



Correcting the Spelling and Grammar

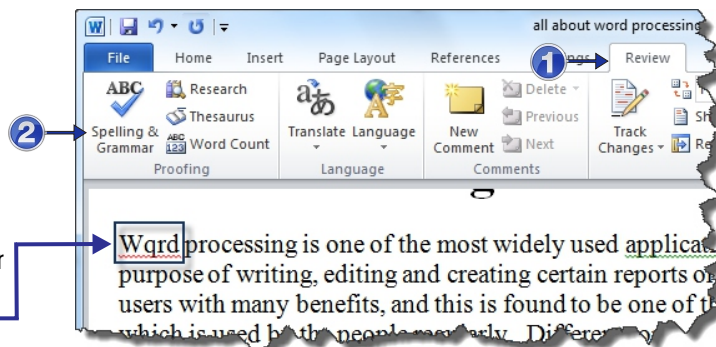
Using the Spelling and Grammar Checker, you can search for the misspelled words and correct all the spelling and grammar mistakes in your document. Word automatically checks the spelling of the words you have typed. The wavy red underlines indicate the possible spelling problems. The wavy green underlines indicate the possible grammatical problems.

Word does not identify a misspelling when a word is correctly spelled but misused; for example, if you type "their" when it should be "there," Word does not mark it as a misspelled word.

Correct the Spelling and Grammar

- ① Click the Review tab.
- ② Click the Spelling and Grammar.

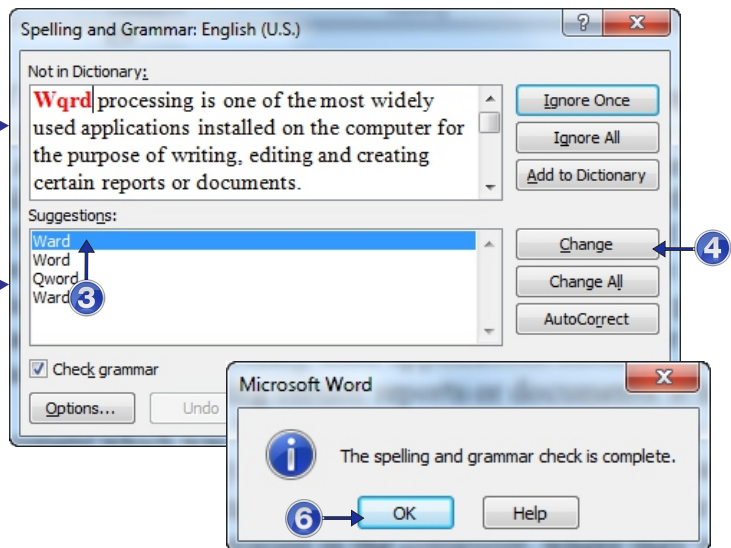
Word selects the first spelling or grammar mistake and displays the Spelling and Grammar window.



This area displays the spelling or grammar mistake.

This area displays suggestions to correct the error.

- 3 Click the suggestion that you want to use.
- 4 Click Change.
 - Word selects the next spelling or grammar mistake.
 - You can click Ignore Once or Ignore All to leave the selected word or phrase unchanged.
- 5 Repeat Steps 3 to 4 for each spelling or grammar mistake.
Word displays a dialog box when it finishes checking for spelling and grammar mistakes.
- 6 Click OK.

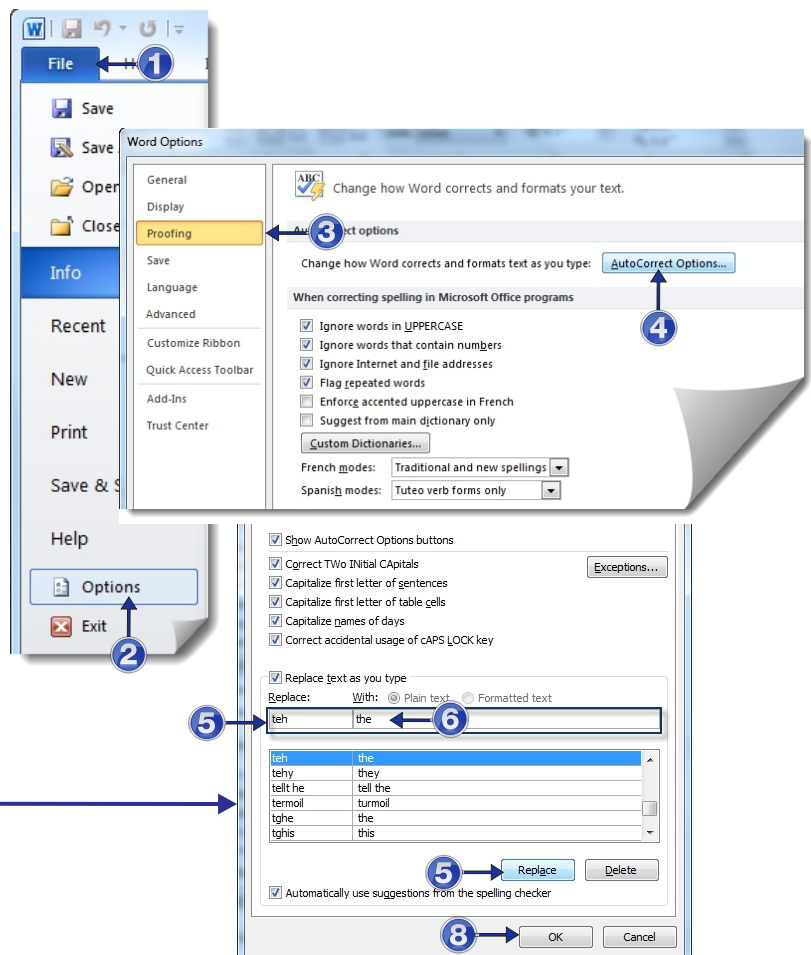


Correcting Mistakes Automatically

Using the AutoCorrect feature, Word automatically corrects hundreds of common typing and spelling mistakes as you work. You can also add your own set of mistakes and the corrections to the list Word references.

Correct Mistakes Automatically

- 1 Click the File Tab
- 2 Click the Word Options.
The Word Options dialog box appears.
- 3 Click Proofing to display proofing options.
- 4 Click AutoCorrect Options.
The AutoCorrect dialog box appears.
 - The corrections of Word automatically appear in this area.
- 5 Click the Replace: area and type the word you typically mistype or misspell.
- 6 Click the With: area and type the correct version of the word.
- 7 Click Replace.
- 8 Click OK to close the AutoCorrect dialog box.
- 9 Click OK to close the Word Options dialog box.



2

Laboratory



Word
Processing
VISUAL LESSON GUIDE

Manual

LABORATORY MANUAL

Lesson 3 Editing a Document

If you have a document file, assignment or any word processing related document that you would like to proofread, edit and correct, the Microsoft Word Editing feature is an excellent option. The great thing about word processors is that you can go back and edit your document as much as you like, before printing it out. If you want to make a change to some existing text (to delete it, format it, move it), you need to identify what text is to be affected. When you do that, you are said to "select" the text. When you select text, Word highlights the text.

Objectives

After completing this Laboratory, you should be able to:

- demonstrate finding and replacing a text in a document; and
- identify and correct spelling and grammar using the MS Application.

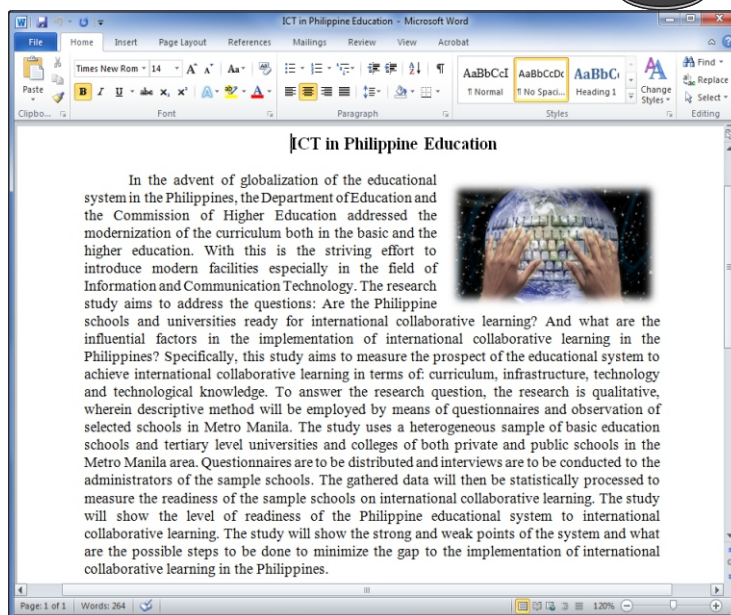
Lab 3.1 Keywords Search

Estimated Completion time: 15 - 20 Minutes

Directions:

1. Launch Microsoft Word
2. Type the text about **ICT in Philippine Education** below in the document area
3. Perform how to find text in a document and search for the following words:
 - a. collaborative learning
 - b. infrastructure,
 - c. technological knowledge
 - d. heterogeneous
 - e. basic education
 - f. tertiary level
 - g. Administrators
 - h. level of readiness
4. Save the exercise as **ICT in Philippine Education Searched**

Preview



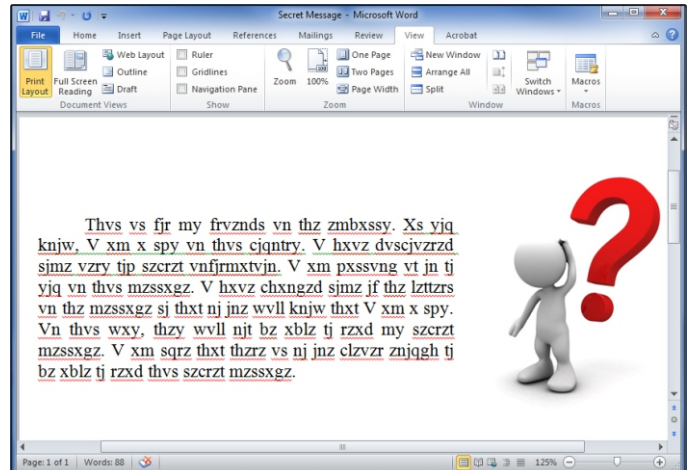
Score



Lab 3.2 **Top Secret****Estimated Completion time: 5 - 10 Minutes**

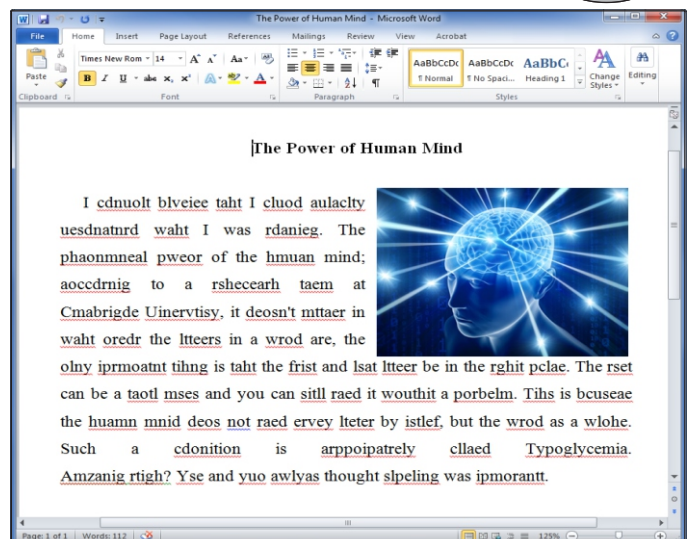
Directions:

1. Launch Microsoft Word
2. Open the **Secret Message** document
3. The following message was written by someone you think is a spy. The spy has changed all the vowels to other letters to keep you from reading the secret document. Use Search and Replace to change the incorrect letters back to the 5 vowels (a, e, i, o, and u) so that you can read the message.
4. Save the newly replaced document as **Secret Message Revealed**.

Score**Preview:**Lab 3.3 **The Power of Human Mind****Estimated Completion time: 5 - 10 Minutes**

Directions:

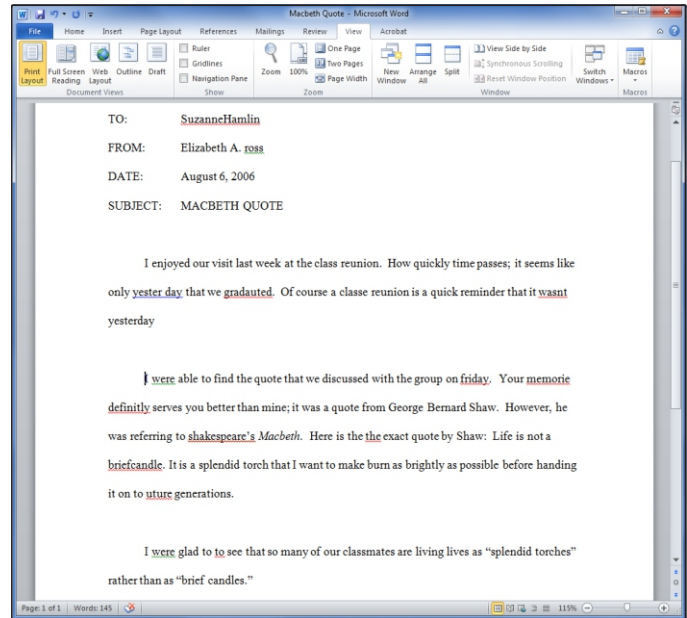
1. Launch Microsoft Word
2. Open the **The Power of Human Mind** document
3. Follow the steps in correcting spelling mistakes automatically.
4. Specifically, do the following:
 - a. Read and try to understand the selection
 - b. Check the spelling of the words with wavy red lines
 - c. Correct the mistakes automatically
5. Save the document as its document name and place it to your own folder.

Score**Preview:**

Lab 3.4 **The Macbeth Quote****Estimated Completion time: 5 - 10 Minutes**

Directions:

1. Launch Microsoft Word
2. Open the **Macbeth Quote** document
3. Follow the steps in correcting grammar and spelling mistakes automatically.
4. Specifically, do the following:
 - a. Read the letter
 - b. Identify and Check the spelling and grammar of the words with wavy red and green lines
 - c. Correct the mistakes automatically
5. Save the document as its document name and place it to your own folder.

Score**Preview:**Lab 3.5 **Reference Letter****Estimated Completion time: 5 - 10 Minutes**

Directions:

1. Launch Microsoft Word
2. Open the **Reference Letter** document.
3. Use the spell check feature of Word.
4. Save the document as its document name and place it to your own folder.

Score**Preview:**