

Chapter 3

Word Watch

- Reading Highlight
- AutoCorrect
- Proofing

PROOFREADING DOCUMENTS



Learning Objectives

After completing this chapter, you should be able to:

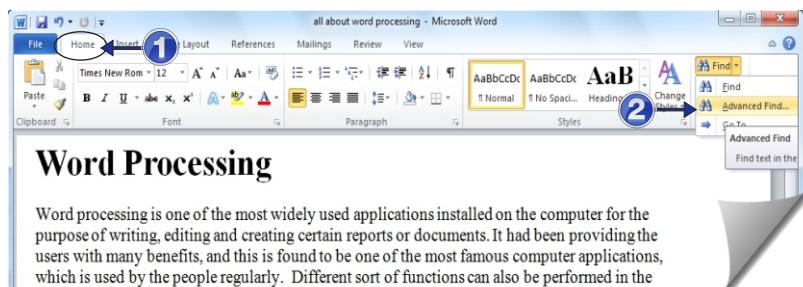
- find a text in a document;
- replace a text in a document;
- correct the spelling and grammar of text; and
- use Word's AutoCorrect feature.

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.

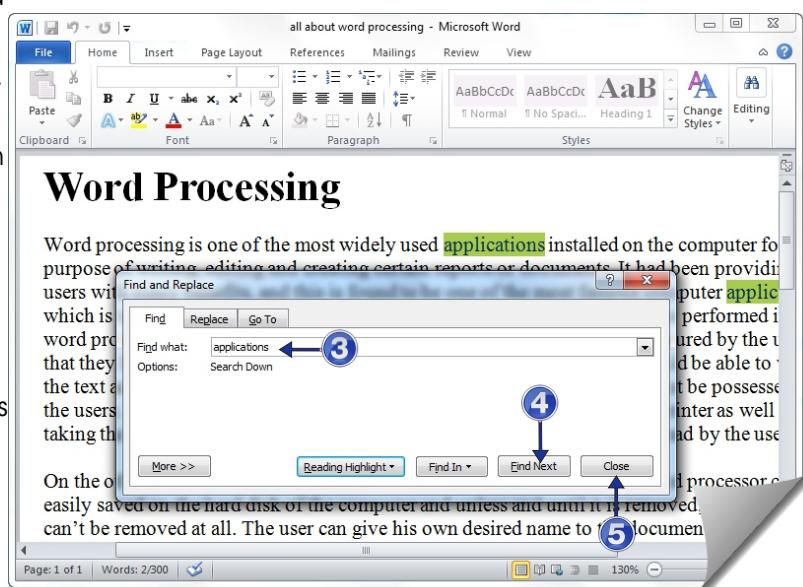
Find a Text

- 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.



Word Processing

Word processing is one of the most widely used applications installed on the computer for the purpose of writing, editing and creating certain reports or documents. It had been providing the users with many benefits, and this is found to be one of the most famous computer applications, which is used by the people regularly. Different sort of functions can also be performed in the



Word Processing

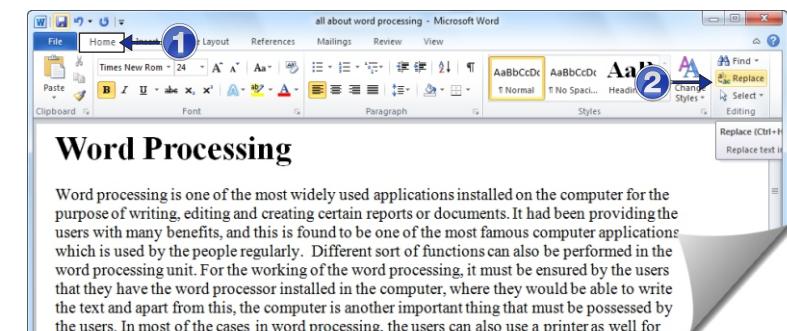
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Replacing a Text

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.



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- 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.

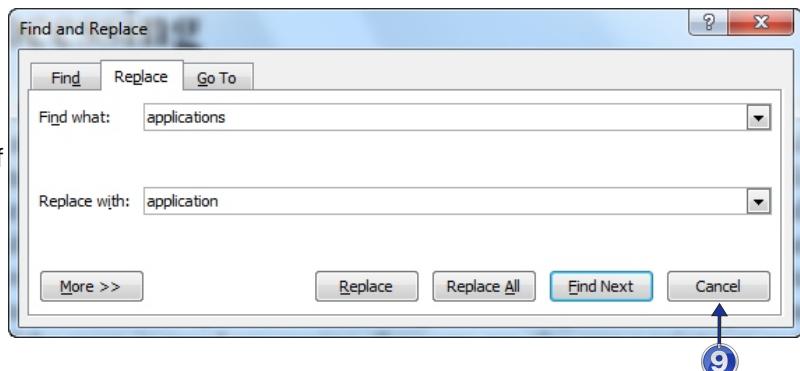
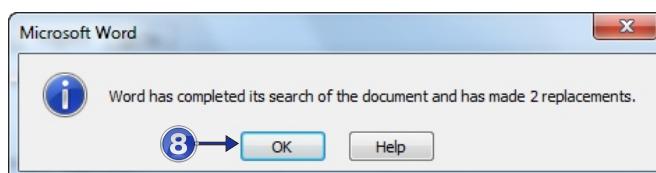
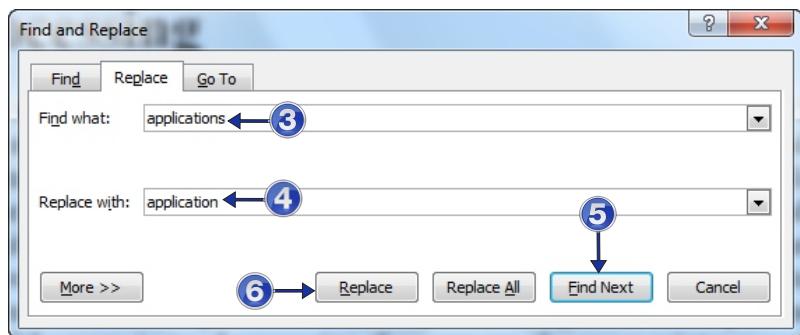
- 7 Repeat Steps 5 to 6, replacing or ignoring words or phrases as appropriate.

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

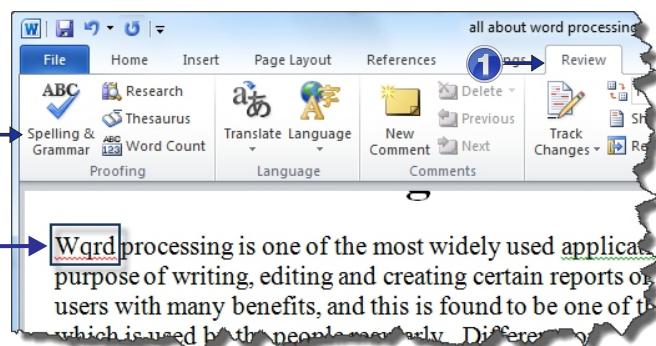
Using the Spelling and Grammar Checker, you can search for the misspelled words and correct all the spelling and grammar mistakes in your document. Word automatically checks the spelling of the words you have typed. The **wavy red underlines** indicate the possible spelling problems. The **wavy green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

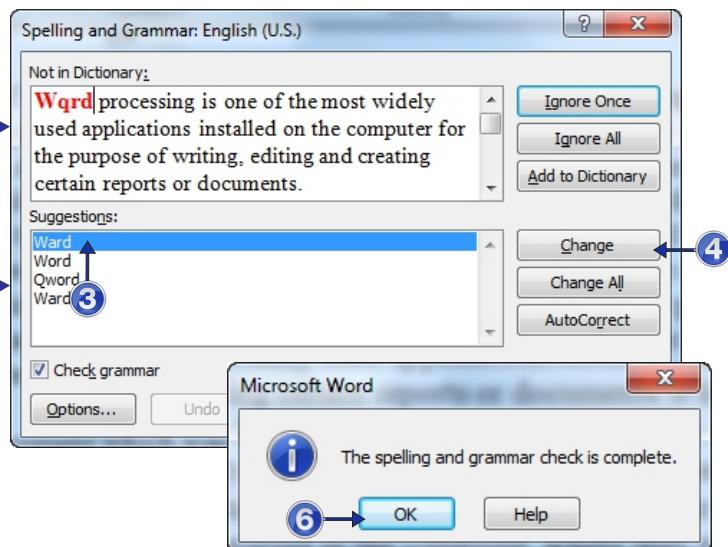
Correct the Spelling and Grammar

- 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.

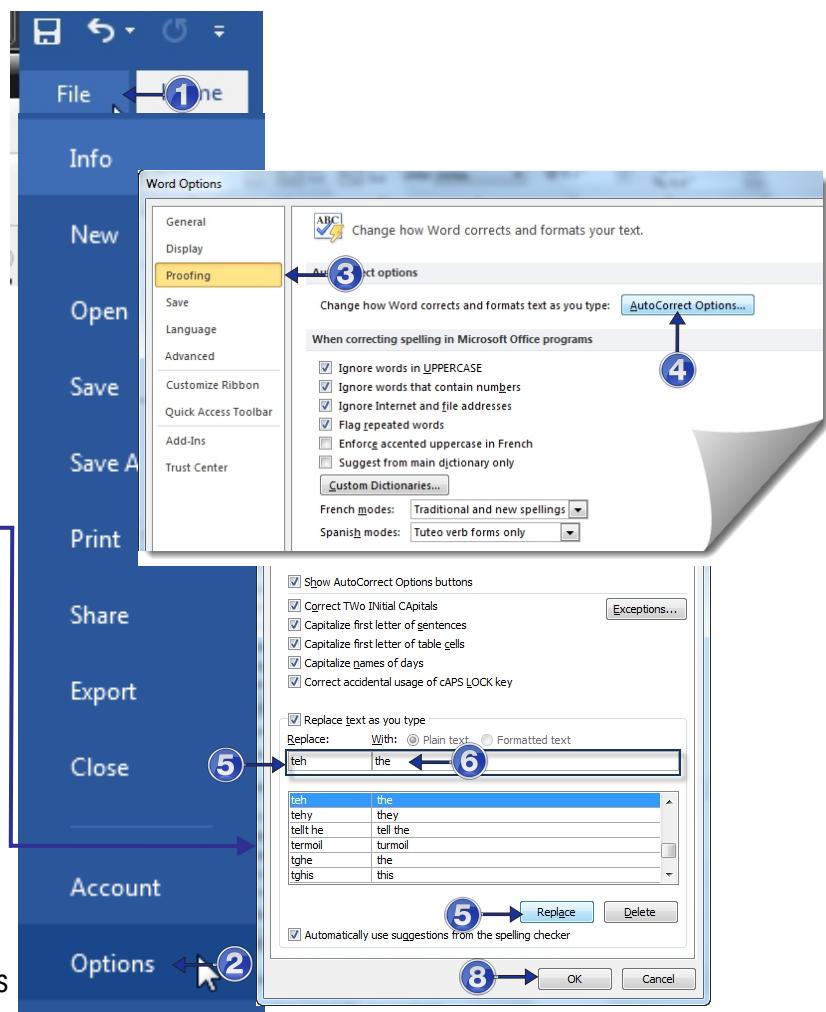


Correcting Mistakes Automatically

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.



Chapter 2 Formatting Text

Directions:

1. Launch Microsoft Word.
2. Open the **Sky** document.
3. Follow the steps on how to change the text case and text colors, add superscript or subscript to text, and apply strikethrough to text.
4. Specifically, perform the following:
 - a. Change the case of the bold text to uppercase.
 - b. Apply all the color that you have encountered in reading the informative selection to your text. Apply a different color in each sentence.
 - c. Search the chemical formula of the compound below using Microsoft Student. Use subscript for your answer.
 - d. Apply a strikethrough to the compound.
5. Save the document as its document name and place it to your own folder.

Chapter 3 Proofreading Documents

Directions:

1. Launch Microsoft Word.
2. Type the informative selection about praying mantis below in the document area.
3. Perform how to find text in a document and search for the following words:

a. dragonflies	e. enemies
b. spines	f. eat
c. insects	g. legs
d. escape	h. praying mantis
4. Save the exercise as **Praying Mantis** and place it to your own folder.

TIPS

Is there a way that I can use Word 2003 and earlier spacing?

Yes. On the Home tab, click the Change Styles button, point to Style Sets, and click Traditional to set line spacing within a paragraph to single spacing and line spacing between paragraphs to 0.



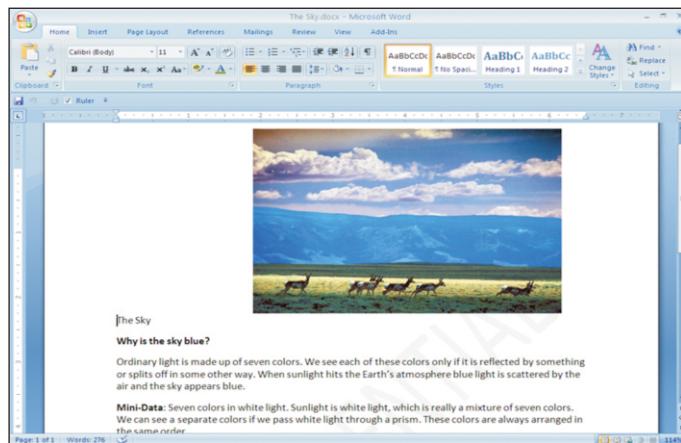
How many points should I use before and after paragraphs to leave one blank line between paragraphs?

Assign 6 points before and after each paragraph. The 6 points of space at the bottom of Paragraph 1 plus the 6 points of space at the top of Paragraph 2 equals 12 points, or one line space. A point is 1/72nd of an inch. A 72-point line of text is approximately 1 inch high. Measure 1 inch of text vertically; in most cases, six lines of text fill 1 vertical inch of space. One line equals about 1/6 of an inch, and 1/6 of an inch equals 12 points of vertical line space.



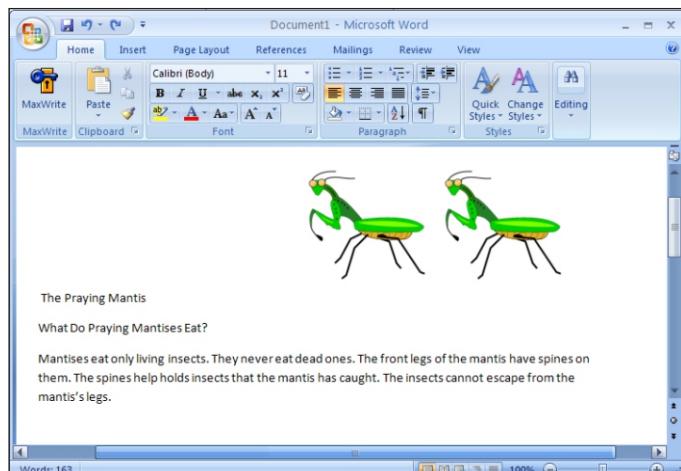
Exercise 16 Text Level Up

Preview:



Exercise 17 The Search Is Over

Preview:



Chapter 3 Proofreading Documents Exercise 18 Replacement Movement

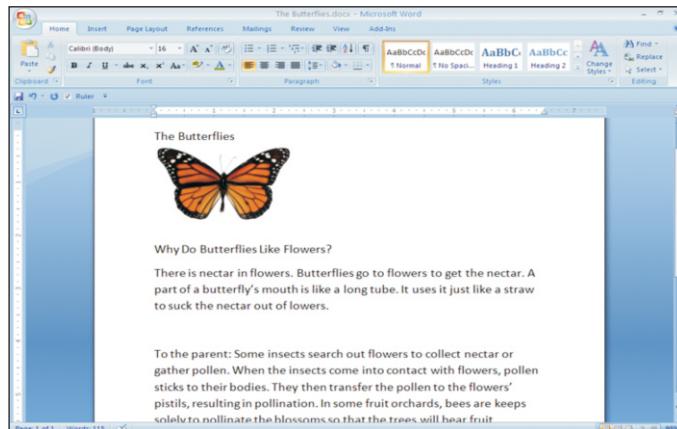
Directions:

1. Launch Microsoft Word.
2. Open the **Butterflies** document.
3. Read the informative selection to gain more knowledge about butterflies.
4. Observe the steps on how to replace text.

Replace the original words with the replacement words as follows:

Original Words	Replacement Words
Pollinate	Pollination
Orchard	Orchards
Stick	Sticks
Pistil	Pistils
Butterfly	Butterflies
Nectar	Nectars
Tubes	Tube

Preview:



Straws
Flower

5. Save the document as its document name and place it to your own folder.

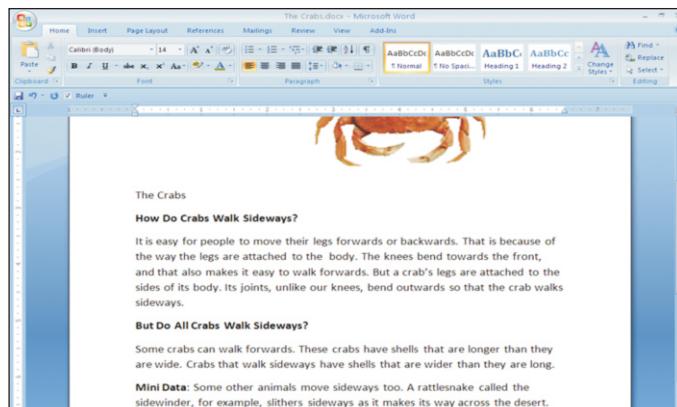
Chapter 3 Proofreading Documents

Exercise 19 Imperfections Check

Directions:

1. Launch Microsoft Word.
2. Open the **Crabs** document.
3. Follow the steps in correcting the spelling and grammar, and correcting mistakes automatically.
4. Specifically, do the following:
 - a. Read the informative selection about crabs to gain more knowledge about them.
 - b. Check the spelling of the words with wavy red underlines.
 - c. Check the grammar of the words with wavy green underlines.
 - d. Correct the mistakes automatically.
5. Save the document as its document name and place it to your own folder.

Preview:



TIPS

How can I delete a tab?

Do the following:

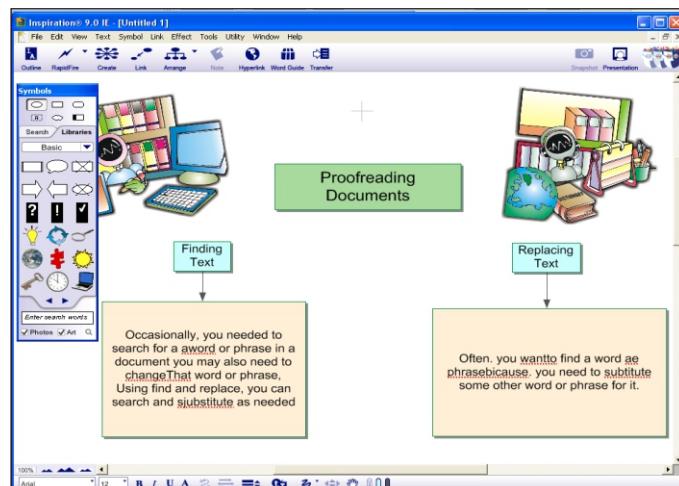
1. Click or select the paragraphs containing the tab.
 2. Drag the tab off the ruler.
- When you delete a tab, text aligned at the tab moves to the left on the line.



Directions:

1. Launch **Inspiration**.
2. Open and answer the **Proofreading Documents**.
3. Correct the misspellings and grammar mistakes of the paragraph.
Check what needs to be checked to arrive at an error free paragraph.
4. Save the exercise as its document name and place it to your own folder.

Preview:



Directions:

1. Launch **Microsoft Word**.
2. Open the **Dragonfly** document.
3. Follow the steps on how to change the text alignment and set line space within the paragraph.
4. Perform the following:
 - a. Align the title, the question about dragonfly and its paragraph itself to the center.
 - b. Align the data to the right side.
 - c. Retain the source of the paragraph to the left side.
 - d. Set the line space to 1.5.
5. Save the document as its document name and place it to your own folder.

Preview:

