

Chapter 3

Proofreading Documents

Learning Objectives

After completing this chapter, you should be able to:

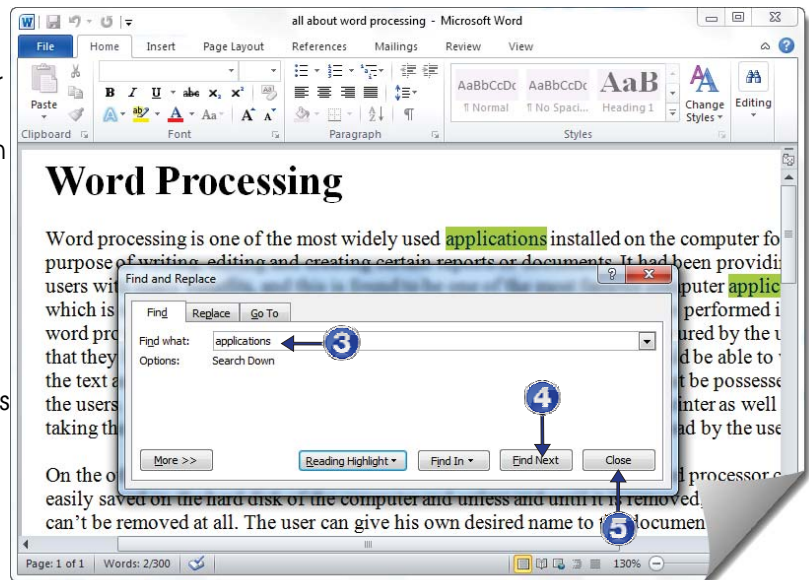
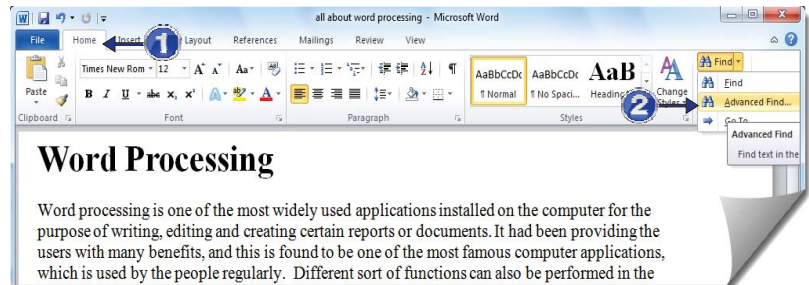
- find a text in a document;
- replace a text in a document;
- correct the spelling and grammar of text; and
- use Word's AutoCorrect feature.

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.

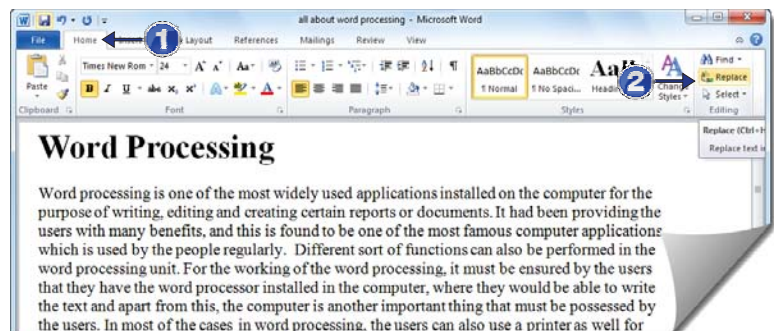


Replacing a Text

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.

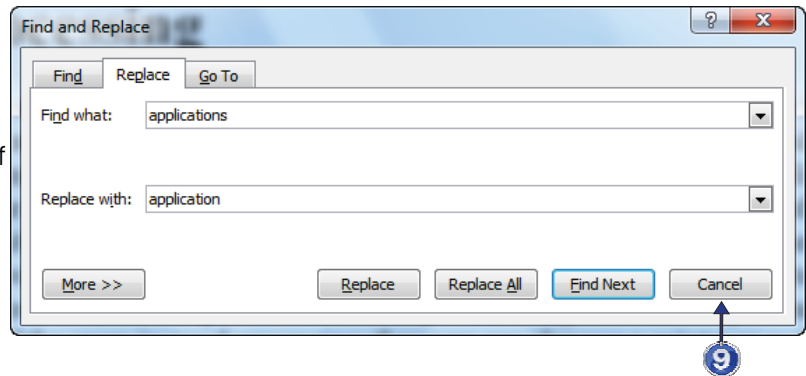
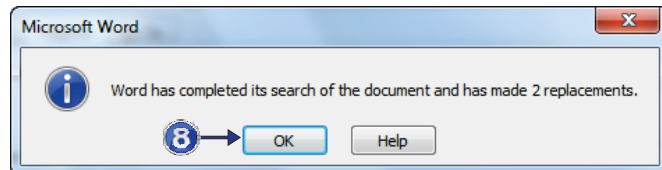
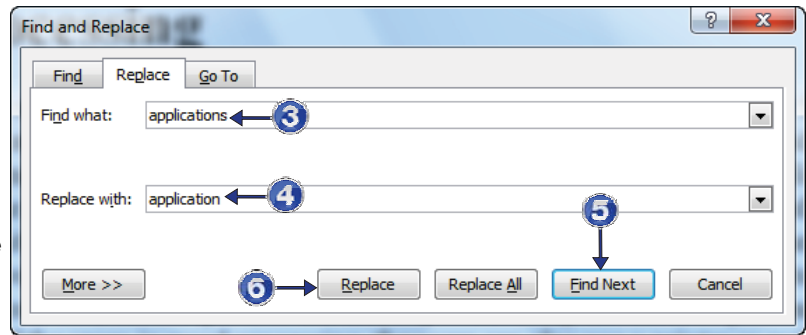
- 7 Repeat Steps 5 to 6, replacing or ignoring words or phrases as appropriate.

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

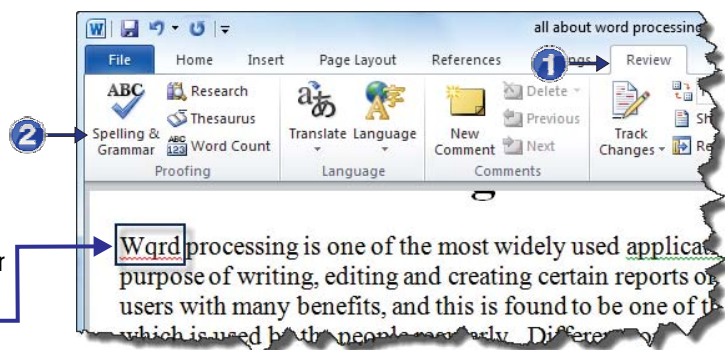
Using the Spelling and Grammar Checker, you can search for the misspelled words and correct all the spelling and grammar mistakes in your document. Word automatically checks the spelling of the words you have typed. The wavy red underlines indicate the possible spelling problems. The wavy green underlines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

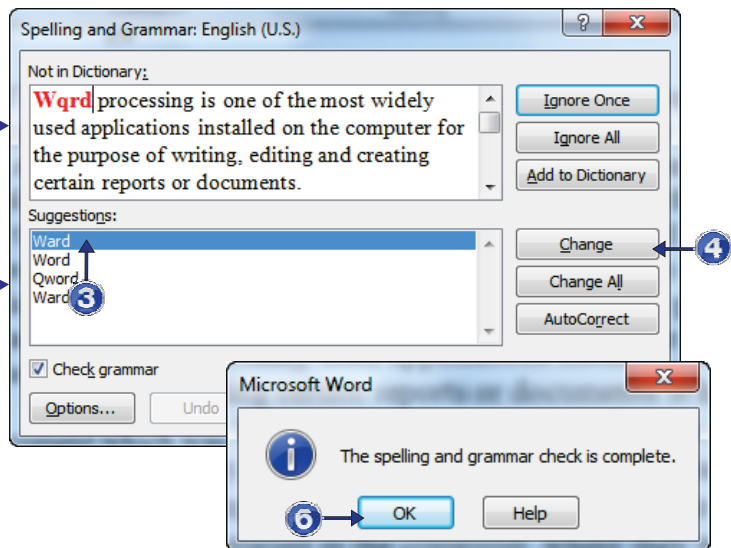
Word selects the first spelling or grammar mistake and displays the Spelling and Grammar window.



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.

