

Exercise | 3

Skills Covered

- Correct Spelling as You Type
- Check Spelling and Grammar
- Correct Grammar as You Type
- Use the Thesaurus

Software Skills A professional document should be free of spelling and grammatical errors. Word can check the spelling and grammar in a document and recommend corrections.

Application Skills The Marketing Director at Michigan Avenue Athletic Club has asked you to create a mission statement explaining the corporate goals. In this exercise, you will type the statement and then improve it by correcting the spelling and grammar

TERMS

Mini toolbar A toolbar that displays in the document area when you select text, providing quick, convenient access to common text editing and formatting commands.

Smart tag A feature of most Microsoft Office 2007 programs that lets you perform actions within Word that you would normally have to open another application to accomplish. For example, you can add a person's name and address to an Outlook contact list using a smart tag in Word.

Thesaurus A listing of words with synonyms and antonyms.

Synonyms Words with the same meaning.

Antonyms Words with opposite meanings.

NOTES

Correct Spelling as You Type

- By default, Word checks spelling as you type and marks misspelled words with a red, wavy underline.
 - Any word not in the Word dictionary is marked as misspelled, including proper names, words with unique spellings, and many technical terms. Word will also mark double occurrences of words.
 - You can ignore the wavy lines and keep typing, correct the spelling, or add the marked word to the dictionary.
 - There are two ways to correct the error:
 - Delete and replace the misspelled word.
 - Right-click the word to display a shortcut menu from which you can select the correctly spelled word, choose to ignore the error, or add the word to the dictionary. If you choose to ignore the word, the wavy underline is removed.
- ✓ *When you right-click a word, Word displays a **Mini toolbar**, which you can ignore. Refer to *Getting Started with Microsoft Office, Exercise 2* for more information on using a **Mini toolbar**.*
- You can also turn on the **Contextual Spelling** feature, which applies a wavy blue underline to words that are spelled correctly, but are used in the wrong context.

- For example, if you type *I red the book*, Word underlines the word *red*.
- Right-click a contextual spelling error to select the correct word from the shortcut menu.
- Word uses a few other underlines to mark text on-screen, although most are turned off by default. For example, blue wavy underlines also indicate inconsistent formatting and purple dotted lines indicate **smart tags**. You learn about checking for inconsistent formatting in Exercise 22.
- If the wavy underlines distract you from your work, you can turn off the Check spelling as you type feature.

A misspelled word

This is an example of a misspelled word.

Red, wavy underline

Correct Grammar as You Type

- Word can also check grammar as you type, identifying errors such as punctuation, matching case or tense, sentence fragments, and run-on sentences.
- Word marks grammatical errors with a green, wavy underline.
- Word picks out grammatical errors based on either the Grammar Only style guide or the Grammar and Style style guide.
- As with the spelling checker, you can ignore the green wavy lines and keep typing, or correct the error.
- If the wavy underlines distract you from your work, you can turn off the Check grammar as you type feature.

A grammatical error

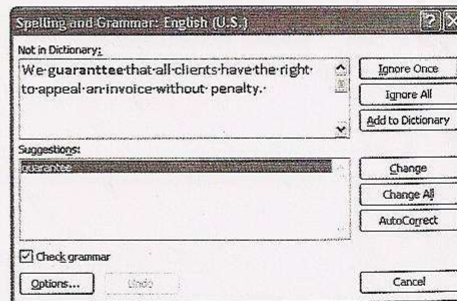
This is an example of a grammatical errors.

Green wavy underline

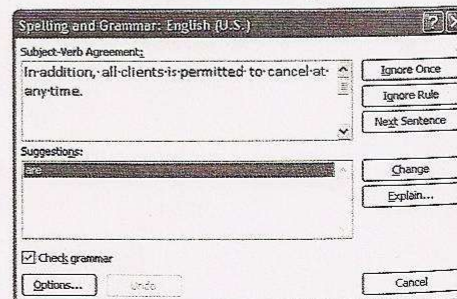
Check Spelling and Grammar

- You can check the spelling and grammar in an entire document or in part of a document.
- To check part of a document, you must first select the section you want checked.
- Word first checks for spelling errors, and then checks for grammatical errors.
- The spelling checker identifies any word not in the Word dictionary as misspelled, including proper names, words with unique spellings, and technical terms.
- When Word identifies a misspelled word, you can correct the spelling, ignore the spelling, or add the word to the dictionary.
- When Word identifies a grammatical mistake, you can accept the suggestion or ignore it.
- To check only the spelling, you can deselect the Check grammar check box in the Spelling and Grammar dialog box or in the Word Options dialog box.



Correct spelling in the Spelling and Grammar dialog box



Correct grammar in the Spelling and Grammar dialog box

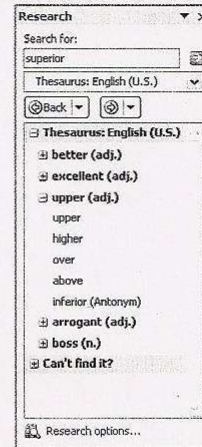


Use the Thesaurus

- Use the **thesaurus** to search for **synonyms**, definitions, and **antonyms** for any word.
- The results of the search display in the Research task pane.
- Click a plus sign to expand the list to show additional words.
- Click a minus sign to collapse the list to hide some words.
- Use the available drop-down list to insert a word from the results list at the current insertion point location, copy it at a different location, or look it up in the thesaurus.
- Use the Back  and Forward  buttons to browse through the content you previously viewed in the research pane.
- By default, Word searches an English thesaurus, but you can select to search different reference sources, including all available reference books, a thesaurus in a different language, or online Web sites such as the Microsoft Encarta encyclopedia.

- A thesaurus can improve your writing by helping you eliminate repetitive use of common words and to choose more descriptive words.

Look up synonyms in the Research task pane






PROCEDURES







Correct Spelling as You Type

1. Right-click word marked with red, wavy underline.
2. Click correctly spelled word on shortcut menu.

OR




- Click **Ignore** 
- Click **Ignore All** 
- Click **Add** to add word to dictionary 

To turn on Contextual Spelling feature:

1. Click **Office Button**  
2. Click **Word Options** 
3. Click **Proofing** 
4. Click to select **Use contextual spelling** check box 
5. Click **OK** 

To turn off Automatic Spelling Checker:


1. Click **Office Button**  
2. Click **Word Options** 

3. Click **Proofing** 
4. Click to clear **Check spelling as you type** check box 
5. Click **OK** 







Correct Grammar as You Type

1. Right-click text marked with green, wavy underline.
2. Click correct grammar option on the shortcut menu.








OR

- Click **Ignore Once** 

To turn Off Automatic Grammar Checker:

1. Click **Office Button**  
2. Click **Word Options** 
3. Click **Proofing** 
4. Click to clear **Mark grammar errors as you type** check box 
5. Click **OK** 




Select Grammar Style

1. Click **Office Button**  
2. Click **Word Options** 
3. Click **Proofing** 
4. Click **Writing Style** drop-down arrow 
5. Click desired style 
6. Click **OK** 

Check Spelling and Grammar (F7)

1. Position insertion point where you want to start checking.
✓ *Word checks document from the insertion point forward.*

OR

- Select text you want to check.
2. Click **Review** tab 
- Proofing Group**
3. Click **Spelling & Grammar** button  

EXERCISE DIRECTIONS

1. Start Word, if necessary.
2. Create a new document.
3. Save the file as **03MISSION_xx**.
4. Display paragraph marks.
5. Begin at the top of the screen and type the paragraphs shown in Illustration A, including all the circled errors.
6. As you type, correct the spelling of the word **committed**.
✓ The AutoCorrect feature may automatically correct this word. If it does, continue typing. AutoCorrect is covered in Exercise 4.
7. As you type, correct the grammar in the first sentence of the second paragraph.
8. Check the spelling and grammar starting at the beginning of the document.
 - a. Correct the spelling of the words **personal** and **professional**.
 - b. Capitalize the word **Under** at the beginning of the second sentence in the second paragraph.
 - c. Ignore all occurrences of the proper name **Charudutta Saroj**.
 - d. Correct the spelling of the word **enviroment**.
 - e. Change the double comma in the middle of the last sentence in the second paragraph to a single comma.
9. Use the Thesaurus to replace the word **hope** in the last sentence.
10. Display the document in Print Preview.
11. Print the document.
12. Close the document, saving all changes.

Illustration A

The Michigan Avenue Athletic Club is **comitted** to excellence. We encourage our employees and our members to strive for the highest goals, meet all challenges with spirit and enthusiasm, and work hard to achieve **personel** and **professionel** harmony.

At MAAC, we **respects** individuality and value diversity, **under** the guidance of General Manager Ray Peterson and Exercise Director **Charudutta Saroj** we hope to provide an **enviroment** where people feel comfortable, safe,, and free to pursue their physical fitness goals.