

Section 5



Topics Covered

- Spell and grammar check..... 5-2
- Thesaurus 5-10
- Using **Go To** 5-12
- Using the **Select browse object** button 5-13
- Find and replace 5-14
- Word count..... 5-23



Time Required: 30 Mins



Spell and Grammar Check


Sometimes even the best typist makes a typing mistake. Therefore, Word's *Spell and Grammar Check* utility can be useful for proofing your document for spelling mistakes and grammatical errors. Word has a built-in dictionary against which each word in your document is checked, and a *custom* dictionary to which you can add words that are valid in your documents but not usually found in an ordinary dictionary. Use of the custom dictionary is described on the next page. The words that the additional *Smart Spelling* feature will recognise include the name of the person and company to whom your copy of Word is registered, personal names and all country names.

Using the Custom Dictionary

An example of the use of the custom dictionary is personal names: although the built-in dictionary contains some names, it doesn't hold them all. Therefore, you may find that when you enter a name that you often use, it's highlighted as an error. In this instance, you could choose to ignore the 'error', but instead you would probably add the name to the custom dictionary so that it's no longer seen as an error.

Another use for the custom dictionary is for specialist terms that wouldn't normally appear in an ordinary English dictionary. For example, in the computer industry, the word **bugcheck** is common, but Word will highlight it as an error if you include it in a document. However, errors that will *not* be picked up include words used in the wrong context, for example, *their* and *there*.

The Status Bar Book Symbol

The status bar displays an indicator showing whether or not there are errors in your document. The book symbol will be displayed with a tick next to it: , whenever your document is error-free. Otherwise, a cross is displayed over the book symbol.

Spell and Grammar Checking as You Type

If **Check spelling as you type** is enabled, when a word is found in your document but not in either dictionary, it is marked on screen with a red wavy underline.

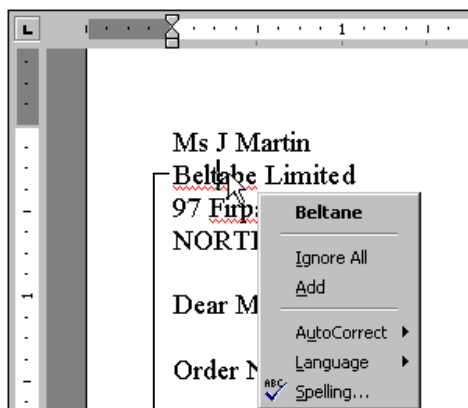
The grammar checker analyses your text then offers explanations and suggestions for improvement. When **Check grammar as you type** is enabled, grammatical errors are marked on screen with a green wavy underline.



Spell and Grammar Check

../ Spell and Grammar Checking as You Type

If checking as you type is enabled, you can right click on the underlined error to display a shortcut menu. If Word has alternative suggestions for the error, they will be listed on this menu, otherwise (**no suggestions**) will be displayed. You can either select one of the suggestions (if there are any); choose to **Ignore** this error; **Add** the word to the custom dictionary (spelling errors only), or open either the **Spelling** or the **Grammar** dialogue box. The **Spelling** dialogue box is explained on the next page. Correcting the error or ignoring it will cause the wavy underline to disappear.



Spell check



Grammar check

Manual Spell And Grammar Checking

If you prefer not to spell and grammar check as you type, you can disable these features and check your document whenever you want or need to.

Note: If you do not wish to perform a grammar check, deactivate the **Check grammar** check box in the **Spelling** dialogue box.

To Spell and Grammar Check a Document

1. To check only part of your document, highlight the text to be checked. To check the entire document, ensure that no text is selected.
2. **Menu:** Select the **Tools, Spelling and Grammar** menu option.



Click on the  **Spelling and Grammar** button shown on the Standard toolbar.



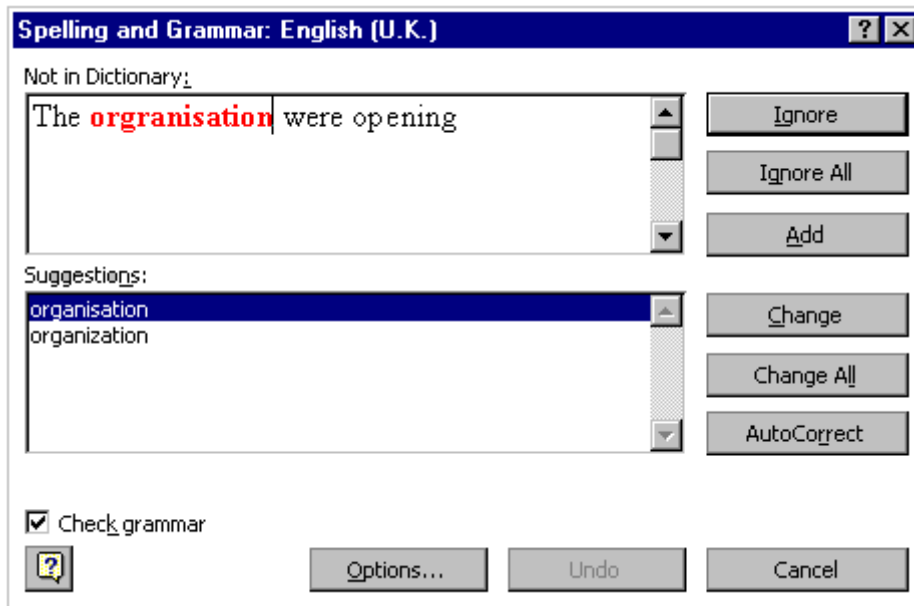
[F7] /..



Spell and Grammar Check

../ To Spell and Grammar Check a Document

If a spelling error is the first error detected, Word displays the dialogue box illustrated below.



The first word that doesn't appear in either the built-in or the custom dictionary will be displayed in the **Not in Dictionary** text box, and if Word has any suggestions for the correct word, these will be displayed in the **Suggestions** box.

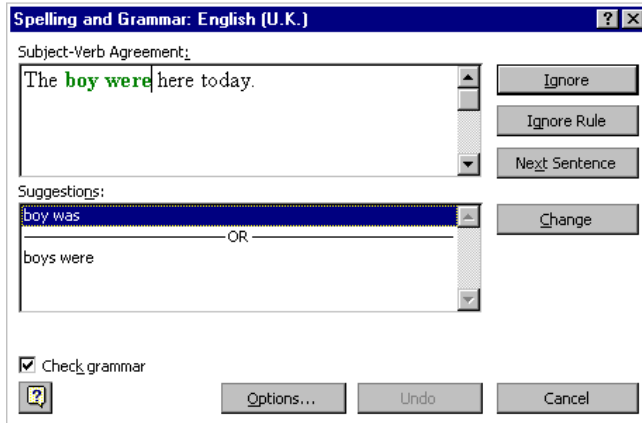
3. Make the required selection(s) in this dialogue box for each highlighted word.
 - **Ignore/Ignore All:** If the word is spelled correctly, you can choose to **Ignore** it, this time, or **Ignore All** occurrences of the word throughout the document.
 - **Change/Change All:** If the word is not spelled correctly, you can either click on one of the suggestions, or edit the word in the **Not in Dictionary** text box, and then **Change** it either this once, or **Change All** occurrences of the mistake throughout the document.
 - **Add:** If the word is one that you often use, click on **Add** to add it to the custom dictionary.
 - **AutoCorrect:** Click on this button to add the word and its replacement to the AutoCorrect list.
 - **Undo Last:** Click on this button to reverse the most recent spell checking action. ../




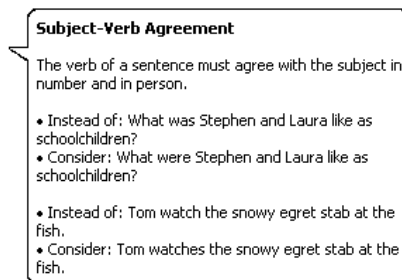
Spell and Grammar Check

../ To Spell and Grammar Check a Document

If a grammatical error is detected, Word the following dialogue box will be displayed.



Click the  **Office Assistant** button in the dialogue box to see an explanation of the error.



Note: If the Office Assistant is enabled, this balloon will be displayed by default.

Make the required selection(s) in this dialogue box for each highlighted error.

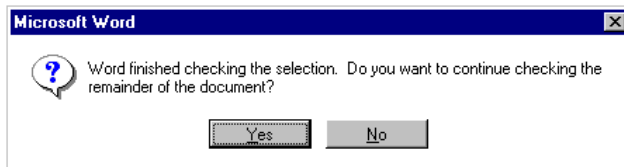
- **Ignore/ Ignore All:** If the you don't wish to alter the text Word queries, you can choose to **Ignore** it, this time, or **Ignore All** occurrences of the text throughout the document.
- **Next Sentence:** If you want to manually change the text Word queries, click on the document and edit the text as usual. Click the **Next Sentence** button to resume the Spell and Grammar check.
- **Change:** Click this button to accept the changes in the **Suggestions** box. Alternatively, edit the text in the **Suggestions** box then click **Change**.
Note: When the error detected is a repeated word, the **Change** button becomes **Delete**.
- **Undo:** Click on this button to reverse the most recent grammar checking action. /..



Spell and Grammar Check

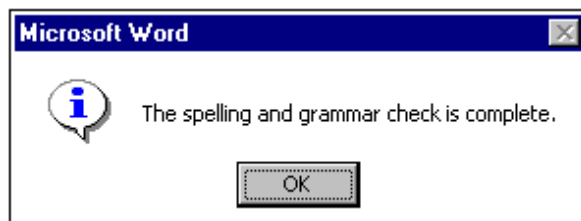
../ To Spell and Grammar Check a Document

4. If only a selection of text was checked, the following prompt will be displayed when the check is complete.



Confirm whether or not you wish to check the remainder of the document by clicking on either the **Yes** or the **No** button.

Alternatively, if the entire document was checked, the following message will be displayed.

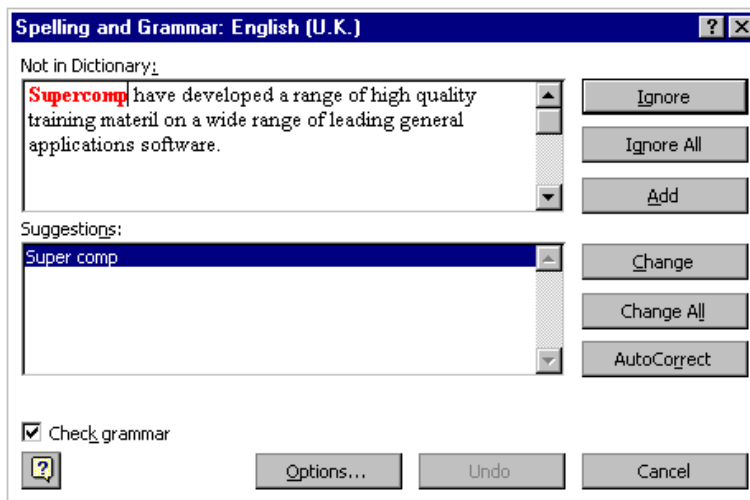


Click on **OK** to acknowledge the message.

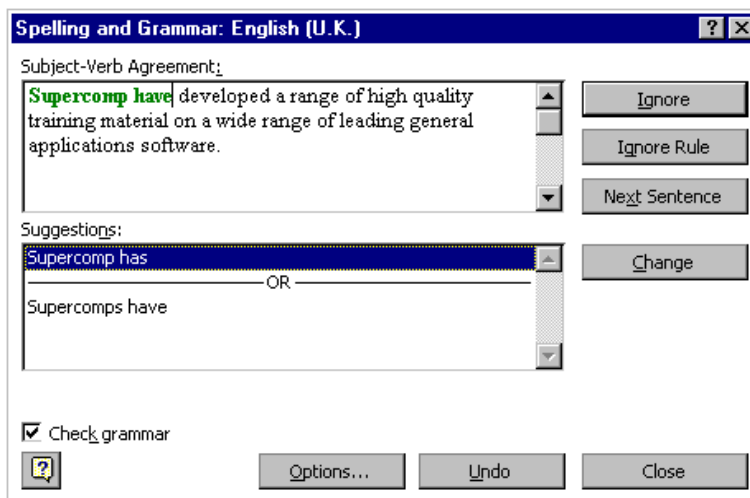


Exercise 5-1

1. Open the document **Trainer** held in the **Word 2000 Intro Exercises** folder.
2. Following the instructions below, spell and grammar check the *first page* of the current document using the **Tools, Spelling and Grammar** command.
 - Select all the text on page **1** of the document, up to **important modifications**
 - Select the **Tools, Spelling and Grammar** menu option.
 - Word starts to check the selected text and highlights **Supercomp** as it's not in the dictionary.



- In the context of this document, this word is correct and so, since it appears several times, click on the **Ignore All** button.
- The next word highlighted is **materil** and as the suggestion in the **Change To** text box is correct, click on the **Change** button to accept it.
- The next error highlighted is grammatical: **Supercomp have**





Exercise 5-1


- Click the  **Office Assistant** button to display an explanation of the error.

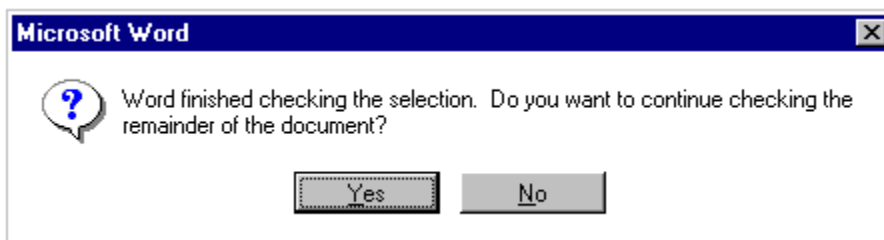
Subject-Verb Agreement

The verb of a sentence must agree with the subject in number and in person.

- Instead of: What was Stephen and Laura like as schoolchildren?
- Consider: What were Stephen and Laura like as schoolchildren?

- Instead of: Tom watch the snowy egret stab at the fish.
- Consider: Tom watches the snowy egret stab at the fish.

- When you've read the explanation, click the  **Office Assistant** button to hide it again.
- Click **Change** to accept the text in the **Suggestions** box.
- Continue with the check, changing and ignoring the highlighted words as appropriate until the check is complete.
- As only the first page of text was selected, a message is displayed asking if the rest of the document is to be checked.

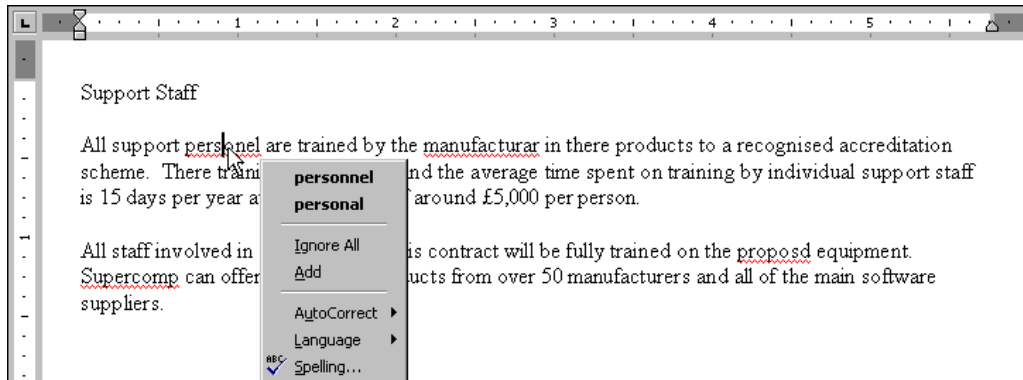


- Click **No**.




Exercise 5-1

3. Following the instructions below, use the shortcut menu to correct highlighted words in the rest of the document.
 - On page 2, point to the first word highlighted with a red wavy underline, **personel**, and then click the right mouse button.



- Click on **personnel** as the word to replace the misspelling.
- Continue to correct the other spelling and grammar mistakes in this document.

Notice that the book symbol shown on the status bar is now displayed with a tick next to it , indicating that your document is error-free.

4. Save the document.



Thesaurus

When you're producing a document, you may find that you use the same word repetitively. If you do, you might find the *Thesaurus* of some use. In the thesaurus you can find *synonyms* (words with the same meaning) and, for some words, *antonyms* (words with the opposite meaning).

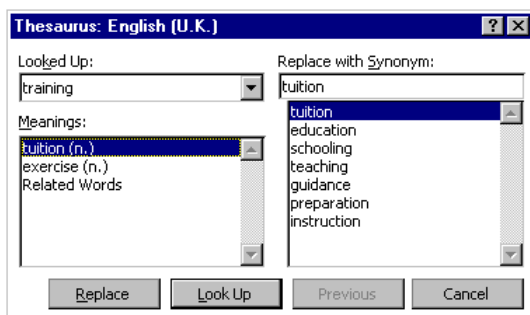
To Use the Thesaurus

1. Place the insertion point in the word you want to look up in the thesaurus.
2. **Menu:** Select the **Tools, Language, Thesaurus** menu option.



[SHIFT] [F7]

The **Thesaurus** dialogue box will be displayed.



3. Select the correct meaning for the word in its current syntax from the **Meanings** list box.

If there are antonyms or related words for the word you looked up, they will be listed in the **Meanings** list box.

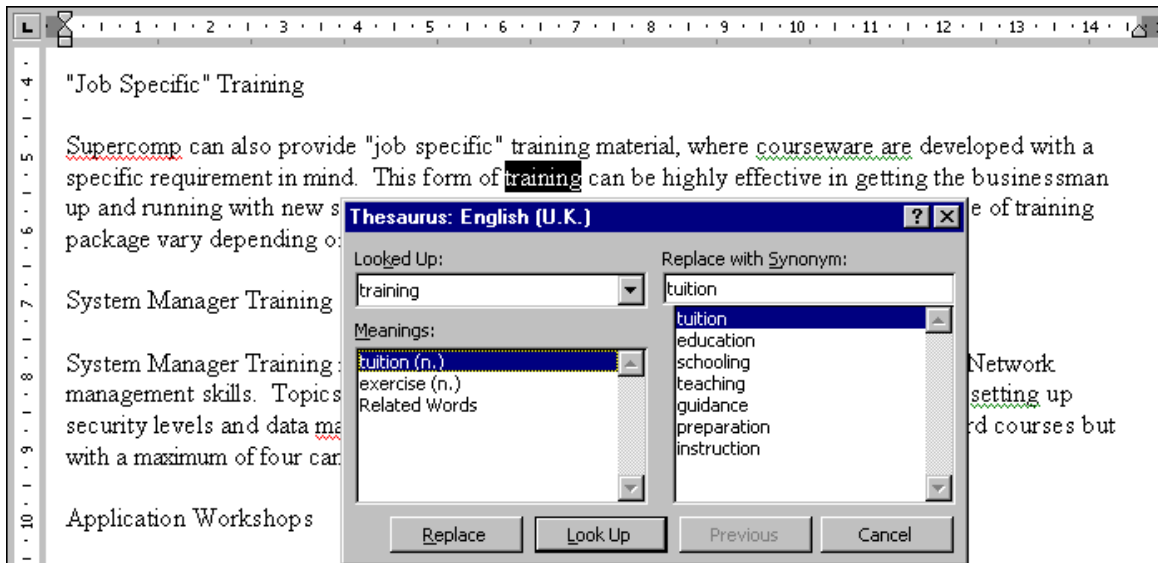
If there are no synonyms, antonyms or related words for the **Looked Up** word, the **Meanings** box will contain an alphabetical list of entries similar in spelling.

4. Choose one of the following options to proceed:
 - **Replace:** Select a word from the **Replace with Synonyms** list box and then click on **Replace**.
 - **Look Up:** Select a word from the **Replace with Synonyms** list box and then click on the **Look Up** button to look up its synonyms.
 - **Previous:** Click on the **Previous** button to look up the previous word again.
 - **Cancel:** Click on **Cancel** to return to your document without making any changes.



Exercise 5-1

5. Following the instructions below, find the word **training** in your document, then use the thesaurus to find a suitable synonym to replace it with.
 - Click in the word **training** in the second sentence of the paragraph entitled "**Job Specific**" Training on page 1.
 - Choose the **Tools, Language, Thesaurus** menu option.



- To replace **training** with **instruction**, click on **instruction** then the **Replace** button.
6. Use the **Tools, Language, Thesaurus** command to find a suitable synonym to replace **Procurement** in the heading **Technical Procurement Assistance**, also on page 1.
 7. Save the changes you've made to the document.






Using Go To

When you want to move around your document, you can use the cursor movement keys described earlier in the workbook. This method is useful if you're simply browsing your document. However, if there is, for example, a specific page or word that you're looking for, you could use either **Edit, Go To** or **Edit, Find** to locate it quickly. Alternatively, you could use the **Select browse object** button to find what you're looking for. Each of these methods is explained in this part of the workbook, beginning with **Edit, Go To**.

The **Go To** command can be used to help you move the insertion point quickly from one part of a document to another.

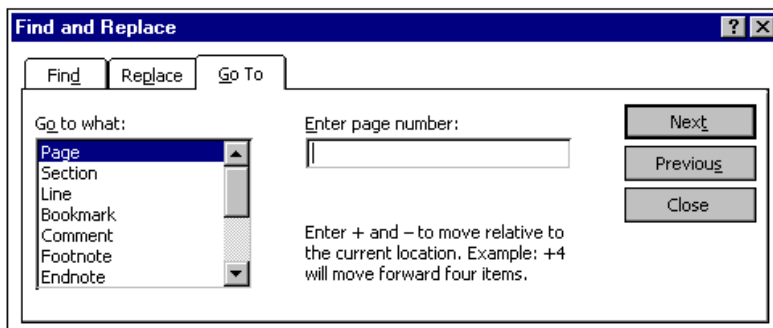
To Use Go To

1. **Menu:** Select the **Edit, Go To** menu option.

 Click on the  **Select browse object** button then select the  **Go To** button from the displayed options.

 **[CTRL] G**

The **Find And Replace** dialogue box will be displayed, showing the **Go To** property sheet.



2. Select the document part you want to move the insertion point to from the list box, then type the additional information into the text box.


For example, if you want to move the insertion point to a specific page, select **Page** from the **Go to what** list box and enter the page number into the **Enter page number** text box.


You can also move backwards or forwards through your document in relation to your current position by entering + or - followed by a number into the **Enter page number** box. For example, if you want to move forward three pages, ensure **Page** is selected in the **Go to what** list box then enter **+3** into the **Enter page number** text box.

Clicking on the **Next** or **Previous** button will move the insertion point to the top of the next or previous page (when **Page** is selected in the **Go to what** list box).



Using the Select Browse Object Button

Another method of navigating through your documents is to use the  **Select browse object** button at the bottom of the vertical scroll bar.

To specify how you want to move through the document, click on the  **Select browse object** button near the bottom of the vertical scroll bar. The **Go to what?** box is displayed.

For All

t to be healthy but sggdon't like the idea of aerobic classes or so-called "health-
't despair! The fact is, most of us have neither the time nor the desire to keep up
'onda or give up all the food we've loved for years which some people now say are

nple check list to start you on your way.

alanced diet
e right weight for your height
ce
gular exercise

At 3.3cm Ln 2 Col 57

REC

TRK

EXT

OVR

WPH





Go to what? box

Select the type of item you want to move to, e.g. the next table in the document, from the **Go to what?** box. As you point to each option in this box, a description of its function is displayed.



Description

Once you have chosen how you want to navigate the document, use the  **Next** or  **Previous** button at either side of the **Select browse object** button to move to the next or previous item of the same type.

Note: By default the option chosen from this box is **Browse by Page**.







Find and Replace

The previous two methods of navigating through your documents are useful if you know the *position* you're looking for in the text. However, sometimes you'll be looking for something specific: a word or phrase, for example. It may be that you want to find that text so that you can alter it in some way, or perhaps you want to replace it with another word or phrase. The **Edit, Find** and **Edit, Replace** commands can be used to accomplish these tasks.

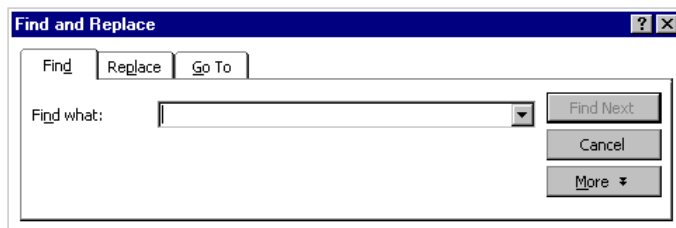
To Find Text

1. Position the insertion point at the part of the document where the search is to begin.
2. **Menu:** Select the **Edit, Find** menu option.

 Click on the  **Select browse object** button then select the  **Find** button.

 **[CTRL] F**

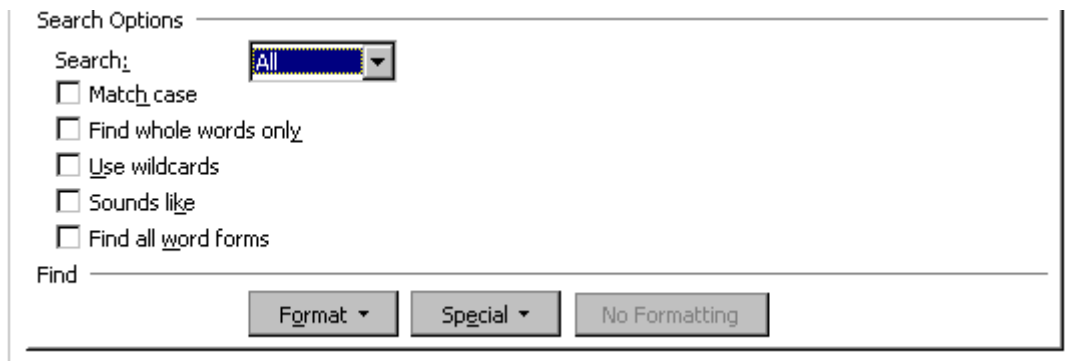
The **Find** dialogue box will be displayed.



3. To search for a particular word, part word or phrase, type the required text into the **Find what** text box.

Alternatively, to repeat one of the previous four searches that you've carried out this session, choose the required search from the **Find what** drop-down list.

4. To specify options for the search, click the **More** button to expand the dialogue box. /..





Find and Replace

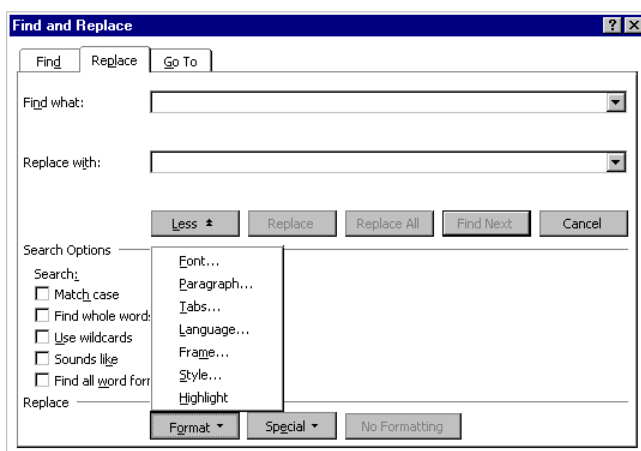
../ To Find Text

5. Choose the options you require:

- **Search:** Select **All** from the drop-down list to search the entire document, or select **Up** or **Down** to control the direction of the search from insertion point position backwards or forwards through the document.
- **Match case:** Select this option if you want the search to be case-sensitive. If this option is selected, then text will be found only if its case matches that entered into the **Find what** box.
- **Find whole words only:** Select this option if what you've entered should be a word by itself, rather than part of another word. For example, if you want to find **and** on its own, rather than part of words like **land**, **candle**, and so on, then you must select this option.
- **Use pattern matching:** Select this option if you would like to perform more advanced searches based on *wildcard* patterns. For example, entering the wildcard pattern **t*k** into the **Find what** text box, would find all words starting with **t** and ending in **k**, e.g. **tank**, **think**, **tack**.
- **Sounds like:** Finds words that sound the same as the search text but are spelled differently, for example, **there** and **their**.
- **Find all word forms:** Finds all tenses of the word. For example, if you type the word **sit**, words like **sitting** and **sat** will also be found.

6. If you selected formatting attributes to search for in your previous search and don't want to apply them to this search click **No Formatting**.

7. If you want to specify formatting that you want to search for during this search, click the **Format** button.



Choose the type of formatting that you want to apply and complete the resulting dialogue box as usual. /..

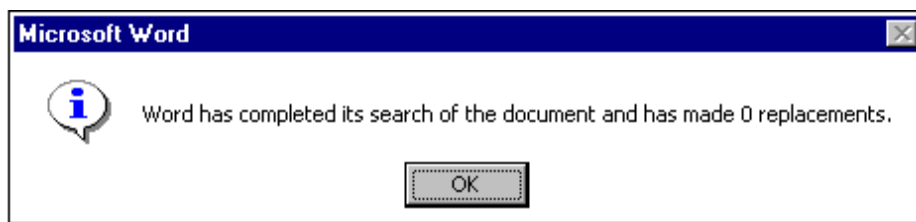


Find and Replace

../ To Find Text

8. If you want to search for special characters such as hyphens and dashes, click the Special button and choose the character from the displayed list.
9. Click the **Find Next** button to begin the search.

If the text entered into the **Find what** box or the formatting selected cannot be found within the document, the following prompt will be displayed.



Click on **OK** to acknowledge the message and close the dialogue box.

10. The first occurrence of the text or formatting will be highlighted within the document. If this is the occurrence you're looking for, click **Cancel** to close the dialogue box. Otherwise, click **Find Next** until the occurrence you want is highlighted.



Find and Replace

If you want to replace the text you're looking for, you should use the **Replace** property sheet in the **Find And Replace** dialogue box instead of the **Find** property sheet. However, many of the processes are the same.

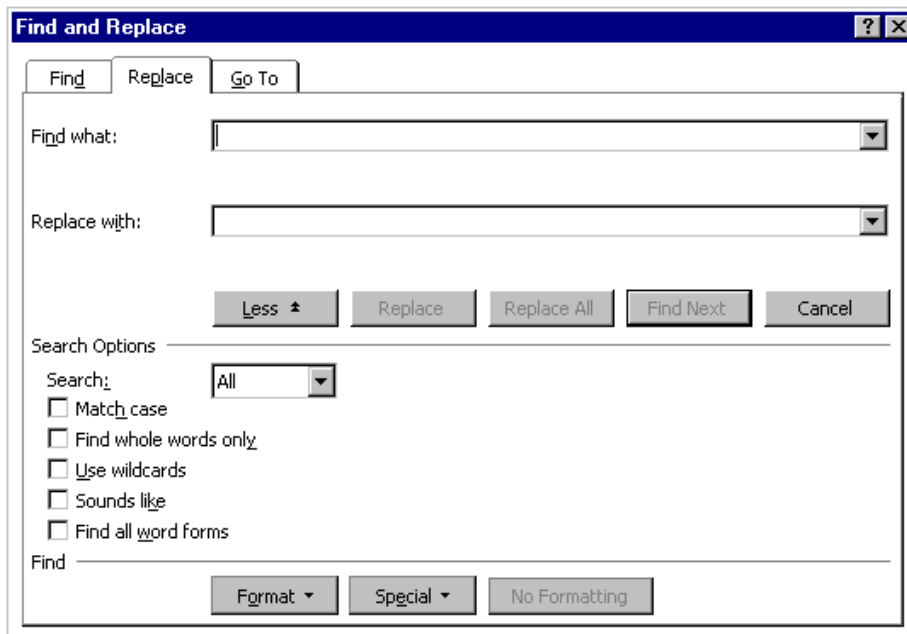
To Replace Text or Formatting

1. **Menu:** Select the **Edit, Replace** menu option.



[CTRL] H

The appropriate dialogue box will be displayed. In the illustration below this dialogue is shown displaying the options available by clicking the **More** button.



2. Complete the **Find what** text box as described on page 14.
3. Enter the text that's to replace the found text into the **Replace with** text box.

Alternatively, choose replacement text from any of your previous four searches from the drop-down list.

4. Complete the dialogue box as described on pages 5-15 and 5-16.

Note: When setting the formatting options for the *search* text, ensure that the cursor appears in the **Find what** text box. When setting the formatting options for the *replacement* text, ensure that it's in the **Replace with** text box.

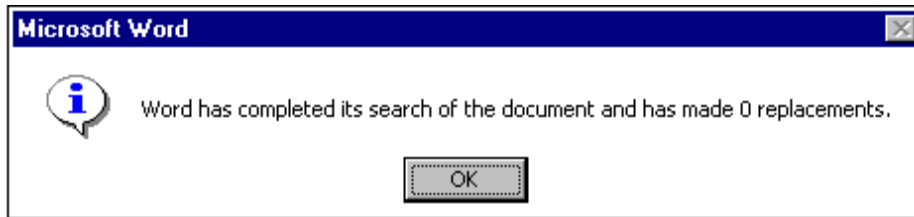
5. Click the **Find Next** button to begin the search. /..



Find and Replace

../ To Replace Text or Formatting

If the text entered into the **Find what** box or the formatting selected cannot be found within the document, the following prompt will be displayed.



Click **OK** to acknowledge the message and close the dialogue box.

Otherwise, the first occurrence of the text or formatting will be highlighted within the document.

6. If you want to replace every occurrence with the text/formatting specified, click on the **Replace All** button. A message showing the number of replacements made will be displayed. Click **OK** to acknowledge this message.

Or

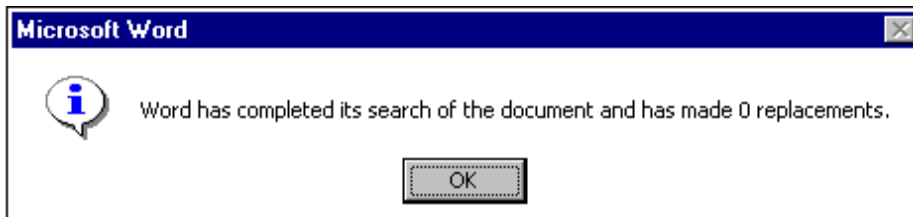
If you want to replace only this occurrence, click **Replace**. The next occurrence will then be highlighted. Repeat this procedure until all replacements have been made. When you have finished, click on **Close**.



Exercise 5-2

1. Following the instructions below, change the hours **0900-1700** to **0900-1730**.
 - Press **[CTRL] [HOME]** to move the insertion point to the beginning of the document.
 - Select the **Edit, Find** command.
 - Type **0900-1700** in the **Find what** text box.
 - If necessary, click the **More** button to display all the options.
 - If the **No Formatting** button is available for selection, click it to clear any formatting which has previously been set.
 - Ensure that **All** is selected from the **Search** drop-down list and that no check boxes are activated.
 - Click on the **Find Next** button.

Word will search for and highlight **0900-1700**.
 - To edit the document text, click twice to the right of **1700** (do not double click) and edit it to read **1730**.
 - Click on the **Find Next** button to check if there are any other occurrences of the text you're searching for. As there are none, Word displays a message to that effect.

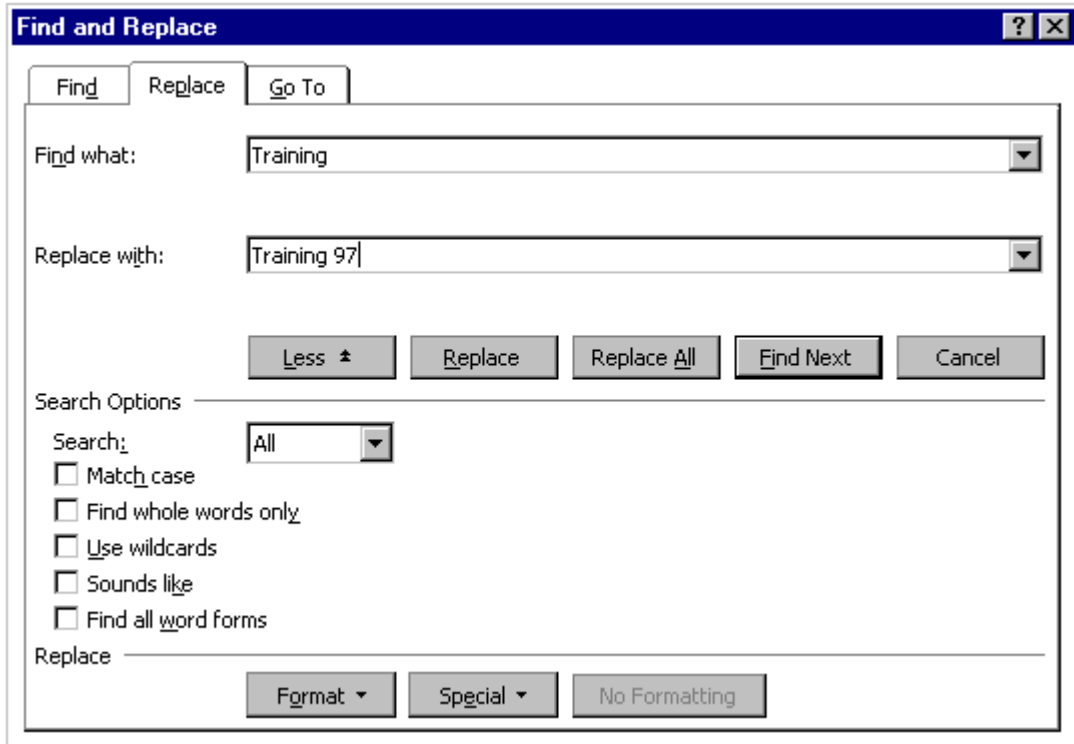


- Click **OK** to return to the **Find** dialogue box.
2. Follow the instructions below to change **Training** to **Training 97**.
 - Click in the document.
 - Press **[CTRL] [HOME]** to move the insertion point to the beginning of the document again.
 - Click on the **Replace** tab in the **Find and Replace** dialogue box.
 - Enter **Training** into the **Find what** text box.
 - Enter **Training 97** in the **Replace with** text box.



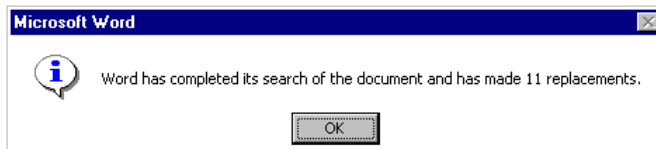
Exercise 5-2

- Ensure that **All** is selected from the **Search** drop-down list.



- Click **Replace All**.

A prompt will be displayed informing you that 11 replacements have been made.



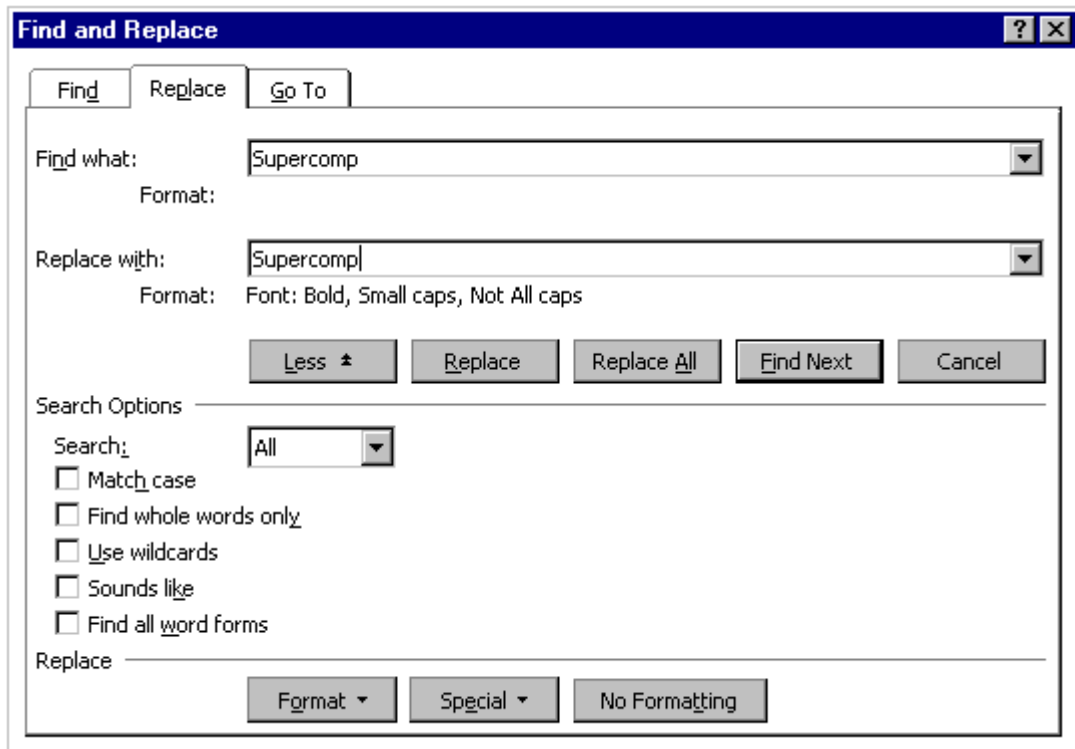
3. Following the instructions below, search for all occurrences of the company name **Supercomp** and replace it with the same text, but with different formatting effects.
 - Enter **Supercomp** into the **Find what** text box.
 - Enter **Supercomp** into the **Replace with** text box.
 - Click on the **Format** button then select **Font**.



Exercise 5-2

The **Replace Font** dialogue box is displayed.

- Select **Bold** from the **Font style** list box.
- Ensure that only the **Small caps** check box is activated in the **Effects** group.
- Click on **OK** to return to the **Replace** dialogue box and then click on **Find Next** to begin the search.



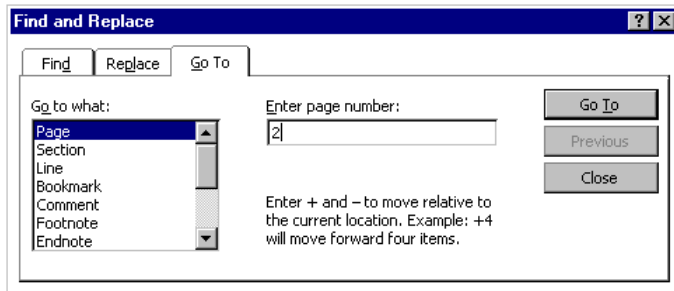
- The first occurrence of **Supercomp** is highlighted.
- Click on the **Replace** button to apply the selected formatting effects and then find the next occurrence of **Supercomp**.
- Click on the **Replace All** button to replace every occurrence.
- When the prompt is displayed telling you how many replacements have been made, click on **OK**.
- Click on **Close** to close the **Replace** dialogue box.

4. Save the document.



Exercise 5-2

- Following the instructions below, use the **Edit, Go To** command to move the insertion point to the top of page **2** in the current document.
 - Select the **Edit, Go To** command.
 - Ensure **Page** is selected from the **Go to what** text box.
 - Enter **2** into the **Enter page number** text box.



- Click on the **Go To** button.

The insertion point jumps to the beginning of page **2**.

- Click on the **Close** button to close the **Go To** dialogue box.
- Move the insertion point to the top of page **1**.
- Click the **Select browse object** button then select the **Browse by Edits** button.

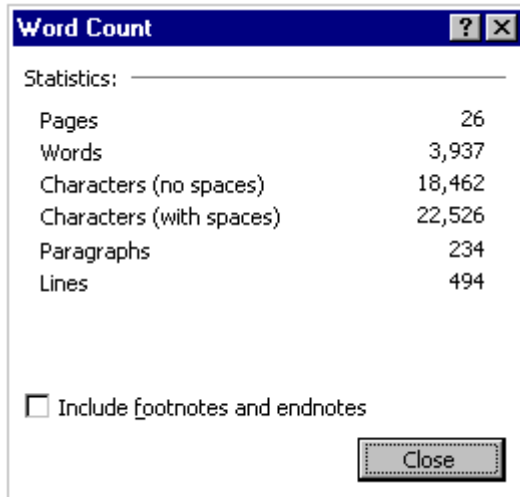


- If necessary, use the **Next** or **Previous** buttons to move through the edits you've made until it moves to **0900-1730**, then change it to read **0900-1800**



Word Count

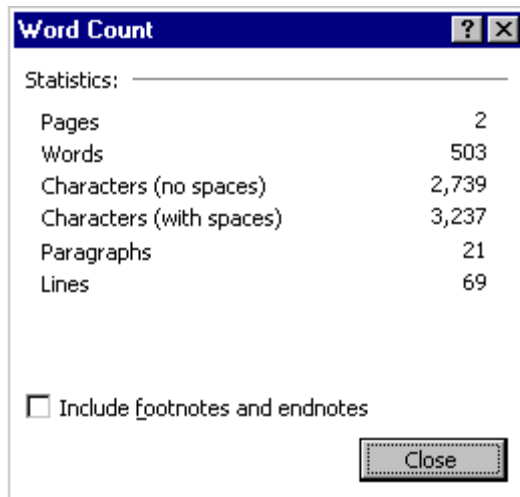
You may, on occasion, be interested in the number of words in your document. Using the **Tools, Word Count** command, Word will count the number of pages, words, characters, paragraphs and lines in the current document, displaying the following dialogue box.





Exercise 5-2

10. Select the **Tools, Word Count** command to display the statistics for the current document.



11. Click on **Close** to remove the statistics from the screen.
12. Close the document, saving the changes you have made.



Questions and Answers

1. How does Word indicate that your document contains spelling errors?

2. Which keyboard command will display the **Find** dialogue box?

3. How do you access the thesaurus?

4. How do you quickly move forward 4 pages from your current position in your document?

5. Which 5 statistics will Word Count report?

Index

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