Using Microsoft Word

Text Tools

In addition to the editing tools covered in the previous section, Word has a number of other tools to assist in working with text documents. There are tools to help you find and correct mistakes in your spelling, tools to fix up common typing errors, tools to automatically insert frequently used words & phrases and of course tools to print your work

Spell Check

A spell checking utility has long been a standard component of Word Processors. The spell checker in Word has improved in many ways over the years with increased reliability and increased ease of use. It has also been expanded to include a grammar checker and can be configured to check in different languages when required. You can even customise the dictionary Word uses to check your spelling so that it recognises words and abbreviations that may be unique to your organisation.

There are several ways to use the spell checker in Word. You can run the spell check utility to check your whole document or sections of your document for errors. There is also an automatic spell check which identifies errors as you type so you can quickly correct them.

Caution | The spell checker is a useful tool but it's not perfect, so don't rely on it as the final authority on correct spelling. It's no substitute for careful proof-reading and good spelling skills. Also, it does miss mistakes from time to tame (it didn't pick up the mistake in that last word for example). It's only intended as a guide to help you identify likely errors.

Exercise 1.   Spell Checking a Document

1) Open the document called *The Man From Snowy River*. This document contains the famous Australian poem but there are some spelling errors in the text. You will be able to spot some of them easily because Microsoft Word will place a wavy red line under any words that it can't find a match for in the built-in dictionary. If any possible problems with grammar are detected, there will be a wavy green underline.

2) The first word spelt incorrectly is *movement*. You will see a red line under that word. Click your right mouse button on that word and a shortcut menu will appear similar to the example shown above. The menu will show some suggested corrections for the spelling of the word. Other options in the menu will allow you to ignore the word or add it to the internal dictionary.
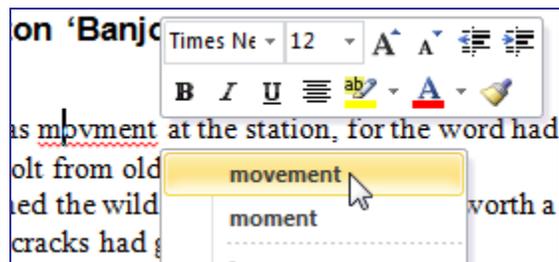
3) Click on the first suggestion to change the spelling of the word. The word will change and the red underline will be removed.

With a long document, it is sometimes quicker to use the spelling and grammar tool rather than checking each mistake one by one.

4) Click after that word to ensure no text is selected (otherwise the spell check will only check within the selected text).

5) Select the Review tab from the Ribbon at the top of the screen.
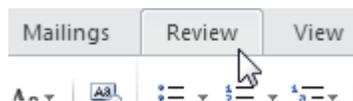
6) Click the **Spelling and Grammar** icon at the left edge of the **Review Ribbon**. You can also activate this tool by pressing the **[F7]** key.
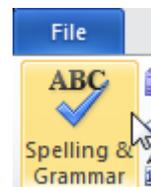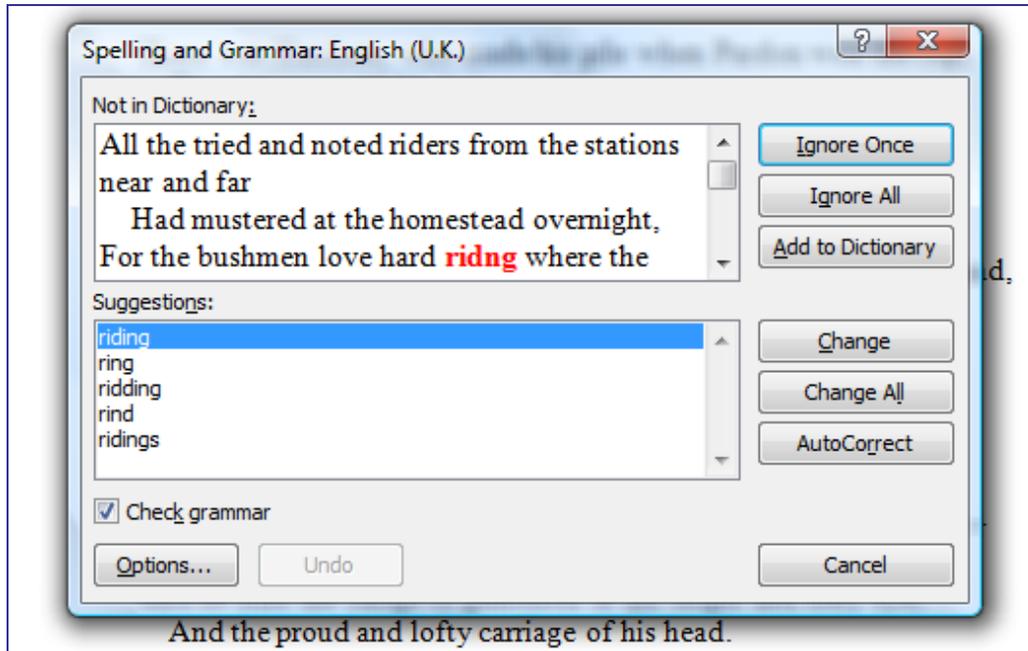
The top of the Spelling and Grammar dialog box will show the dictionary currently being used for the check (in the example above, *UK English* is the dictionary being used). The first error found after the insertion point will be shown in the top half of the dialog box, which should be a mistake in the word riding. Some suggested corrections for the word will be shown in the bottom half of the dialog box.

7) Since the first suggestion is the correct one, click the **Change** button to the right to make the correction. The next mistake will now be located.

Another mistake will be found with the word *horsemen* (if Word finds a mistake in grammar before it gets to that then click **Ignore once** to skip it). This same spelling mistake actually occurs several times in the document Rather than correct each one, you can tell word to correct it here and everywhere else where the mistake occurs.

8) Click the **Change All** button to fix the error. Four mistakes changed in one go!

9) Continue through the rest of the document, correcting or ignoring errors as appropriate. For words like *Stockwhip* that are identified as errors, you may like to click the **Add to Dictionary** button so that the word will be recognised in future.

10) When there are no more errors detected, the following message will appear.
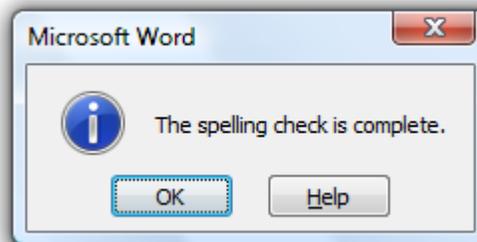
11) Click **OK** to complete the check.

Tip	When errors have been detected anywhere in your document, an icon ⊗ will display in your status bar. You can click that icon to locate and fix errors.

You can change what language is used to check the spelling of your document.

12) Select the **Review Ribbon**, click the **Language** icon and then click **Set Proofing Language**.
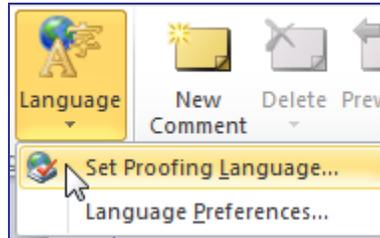

A list of available languages will appear.

Clicking the **Set as Default** button when a language is selected in the list will mean that the language you select will become the default language for Word documents you create in the future.

If you want to set the language for all documents in all Office programs (such as Word, Excel and PowerPoint) then you will need to go to the **Microsoft Office 2010 Language Preferences** tool on the start menu.
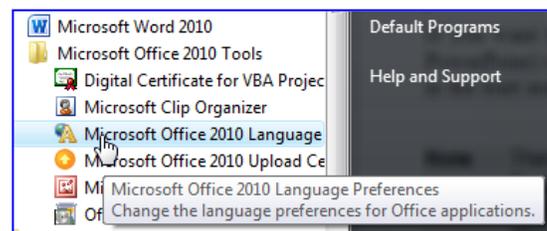
| **Note**	There are several different choices for English including English (U.K.), English (U.S.) and English (Australia) (aren't we supposed speak UK English in Australia?). The Australian English dictionary is provided as it includes Australian place names, expressions etc. It also seems to think we spell some words using US spelling (such as organi*z*e). For this reason some people prefer sticking with the UK English dictionary.

Exercise 2.   Using the Thesaurus

If you'd rather not call a spade a spade then Word's built in **Thesaurus** can help you find synonyms (different words with similar meanings) for that word. This can help if you don't want to keep on using the same word to describe the same thing.

1) If *The Man From Snowy River* is not still open re-open it.

To use the Thesaurus, you can enter a word to look up and then Word will find alternatives. You can also select a word before opening the Thesaurus and Word will use the selected word to find alternatives.

2) Look for and select the word *homestead*.

3) Select the **Review** tab on the **Ribbon**.
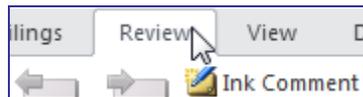
4) Select the **Thesaurus** icon from the left end of the **Review Ribbon** to open the Research pane with the Thesaurus. **Thesaurus** You can also press **[Shift] [F7]** to open the Thesaurus.

The Thesaurus will open and will automatically search for synonyms for the selected word. Sometimes some antonyms (words that mean the opposite) may also appear at the bottom of the list.
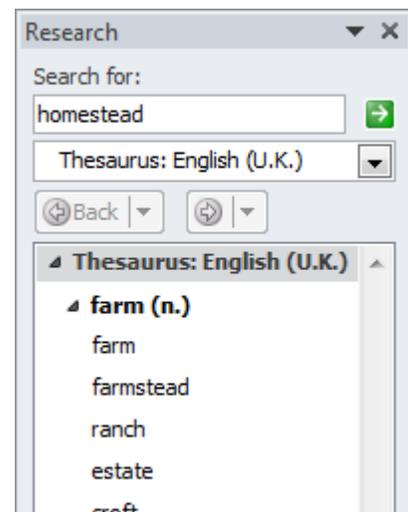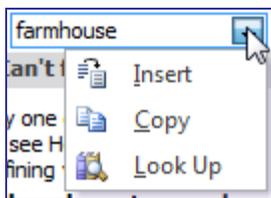
5) Click on the word *ranch* in the list.

6) Word will now look up the word *ranch* and list the results.

7) Click the **Back** button at the top of the list to return to the results for *homestead*.
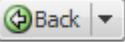
8) Move your mouse over the word *farmhouse* in the list. A small arrow will appear to the right of the word.

9) Click the arrow to display a list of options.

10) Select the **Insert** option. This will insert the word farmhouse. Since we already have a word selected it will replace the selected word.

11) Click the cross in the top corner of the **Research** pane to close the Thesaurus results.

Tip   You can also right-click on a word and then select the **Synonyms** option, to replace a word with one of the suggested alternatives.

AutoCorrect and AutoFormat

Microsoft Word includes an **AutoCorrect** feature which will automatically correct common mistakes as soon as you type them. In addition to common typing and spelling errors, it can also correct common mistakes such as the ones below.

- forgetting to write the first letter of a sentence as a capital letter.

- aCCIDENTALLY lEAVING tHE cAPS lOCK kEY tURNED oN

- Holding the shift key too long and ending up with TWo CApitals.

Another similar feature called **AutoFormat** can change the appearance of certain text you type.

Exercise 3.   Using the AutoCorrect Feature

1) Close any documents that are currently open (shortcut – **[Ctrl] [F4]**).

2) Create a new blank document by clicking **New** in the **File tab** or by using the **[Ctrl] [N]** keyboard shortcut.

3) Enter the following line of text exactly as it appears below – including the errors.


autocorrect is a feature of MIcrosoft WOrd.

As you type the text, Word will automatically change the first letter of the sentence to a capital and fixt up the incorrect capitalisation of the last two words. Note that the changes won't be made until you type a space or other punctuation character like a full stop, since that is when Word recognises that the word you've typed is complete.

4) Move your mouse over the first word in the sentence. You will see a thin blue line

   appear under the first letter where the correction was made.
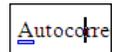
5) Move your mouse pointer over that small marker and it will turn in to an icon with an arrow. This is an example of a **Smart Tag**. Smart tags are a common feature in recent versions of Word and give you quick access to certain features.
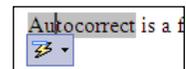
6) Click on the arrow to view the options. These options allow you to undo the correction in case you didn't want it, or stop Word from making that particular correction in future. The options may be different for other types of smart tags.
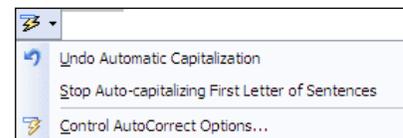
Note   If AutoCorrect makes a correction that you don't want, you can immediately Undo (explained later in this section) and the correction will be reversed.

7) Type all of the text on the following page exactly as it appears including errors and note the corrections that are made as you type.

microsoft Word can hlep yuo fix teh most common mistakes.

Try turning on your Caps Lock key before typing the following sentence.

If you have your Caps Lock key turned on while you type this, Word will fix the typing and turn your Caps Lock key back off for you.

AutoCorrect and AutoFormat can also help you insert common symbols. Try typing the following and see what happens.

:)   -->   <--   ==>   <==   (c)   (r)   (tm)   1/2   1/4   1st   2nd

8) You can change the **AutoCorrect** options to modify how it works or even add new words to the list that can be automatically corrected. To view these options, go to the **File tab** on the **Ribbon** and select Options.

9) Select **Proofing** from the categories on the left and then click **AutoCorrect Options**.
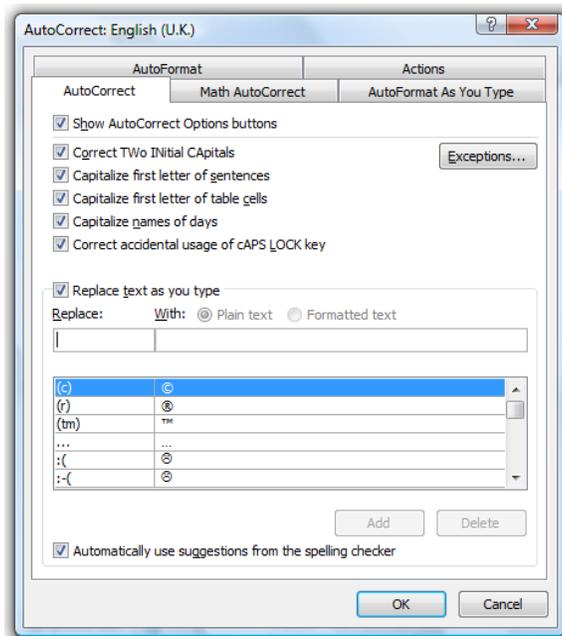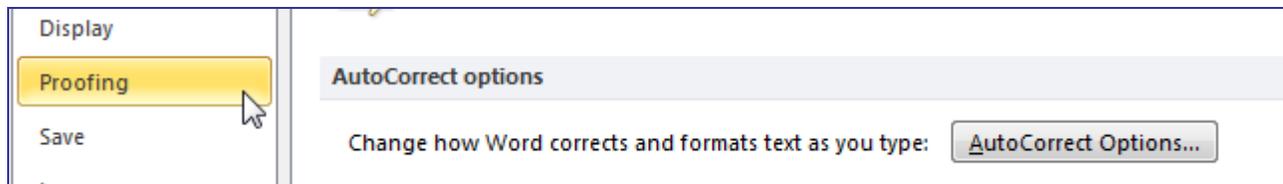
10) When you have viewed the options, click **Cancel** or press the **[Esc]** key.

11) Save the current document with the file name *Text Tools*.

AutoText

AutoText is a feature of Word which allows you to automatically insert frequently used text. The amount of text could be anything from a single word to a whole page's worth of text and can even include non-text elements such as pictures. Some common words and phrases such as names of months & days are already built in to Word's AutoText feature and you can also add your own. Any new entries you add will be available for use in all documents you create.

Exercise 4.   Using Built-in AutoText

1) Make sure the Text Tools document is still open and create a new line under the existing text.

2) Enter the following text.

The meeting will be on the first wedn

3) As you type the first few letter of a day of the week, a tip above the text will appear telling you that you can have the word completed for you. Press the **[Enter]** key to complete the word and add the additional text shown below.
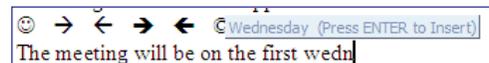
The meeting will be on the first Wednesday of dece

4) Press **[Enter]** to complete the word *December* and add a full stop to complete the sentence.

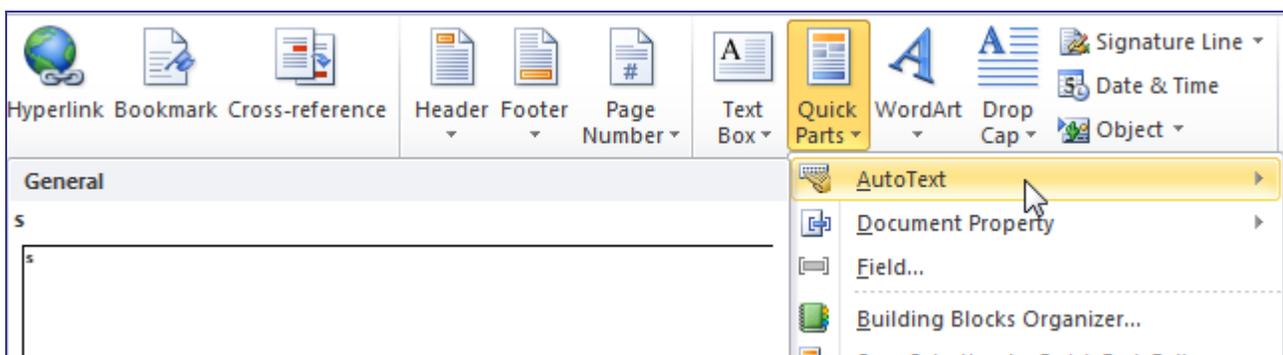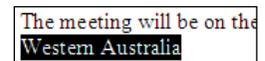5) Save the changes to the file (**[Ctrl] [S]**).

Exercise 5.   Creating an AutoText entry

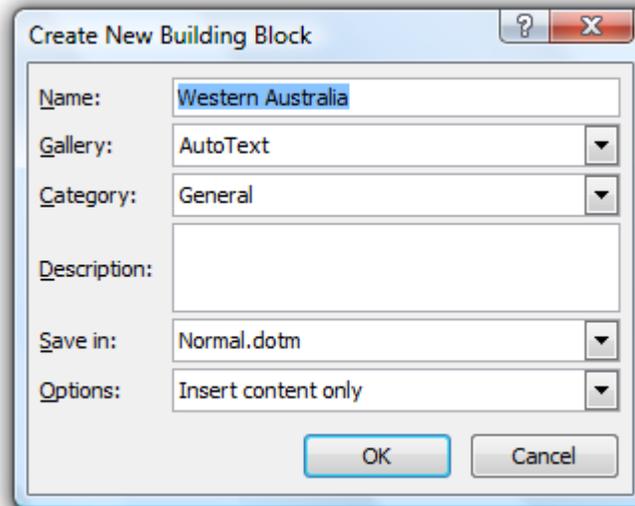1) Enter the following text in a blank line on your document.

Western Australia

2) Select the text you just typed.

3) Select the **Insert** tab on the **Ribbon**.

4) Click **Quick Parts** and then select **AutoText** from the menu that appears.

A list of existing Autotext entries will appear. Usually this will contain information that may have been entered when Word was installed or first opened such as your name, initials and organisation name.

5) At the bottom of the list select **Save selection to AutoText gallery**. You can also press **[Alt] [F3]** to add an Autotext entry from selected text.

Create New Building Block	
Name:	Western Australia
Gallery:	AutoText
Category:	General
Description:	
Save in:	Normal.dotm
Options:	Insert content only

6) Click **OK** to confirm the name for the AutoText entry.

7) Press **[Enter]** to create a new paragraph in your document.

8) Type the first couple of letters of Western Australia

Western Australia (Press ENTER to Insert)

    west

9) When you have typed enough for Word to recognise the entry, you can press **[Enter]** to complete the entry. You can also type as little as the first two letters and then press **[F3]** for Word to complete the entry. Try either method and then save the changes to the document.

Exercise 6.   Undo

When people begin using Microsoft Word for the first time, it usually doesn't take too long for people to discover the Undo feature. While you are working, Word keeps track of the changes you made. You can use the Undo function to undo the last change you made. Using the undo feature again will undo the previous change you made and so on through the history list. If you have used the Undo feature to backtrack through the history list you can use the Repeat feature to 'redo' what you have undone. This may all sound a little confusing but it should be easier once you have tried it out. The Undo feature is available from the **Quick Access Toolbar** or a keyboard shortcut.

1) Make sure the *Text Tools* document is still open.

2) Click on the Edit menu. The first option on the menu is the Undo command. It shows you the last thing you did.

3) Locate the Undo icon 🔁 ▾ on the **Quick Access Toolbar**. Clicking on the icon itself will undo the last change you made in the document.

4) Click the arrow next to the document to display the history list.
   You can click on an item in the list to undo everything back to that point.

5) Press **[Enter]** to create a new paragraph in the document.

6) Type your name on the new line.

7) Press **[Ctrl] [Z]** to undo the typing.

8) Press **[Ctrl] [Y]** to redo the typing.

9) Save the changes to the document.
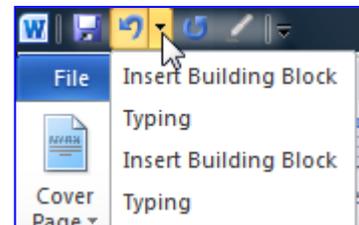
| Note | There is an icon for the **Repeat** command 🔄 next to the undo icon that can be used for restoring changes, but it is only available when you have used the Undo command to remove a change. |

Previewing and Printing a Document

Since the majority of documents created by a word processor are intended to be printed, it is important for the process to be as quick and easy as possible. Assuming your computer has at least one working printer available, it is simple to print copies of a document whenever you need to. You can also preview how a document will look when it's printed. That may seem unnecessary in a WYSIWYG (What you see is what you get) program, but the print preview makes it easier to see how the document will look on full pages without spell-check underlines, rulers and the other editing aids that normally display on the Word screen.

In Older version of Word many of these options were found under different areas such as Print, Print Preview and Page Setup. In Word 2010 the print options have been brought together in one central location.

Exercise 7.   Using Print Preview

1) Open the *Word 2010* document.

2) From the **File** tab select **Print**.
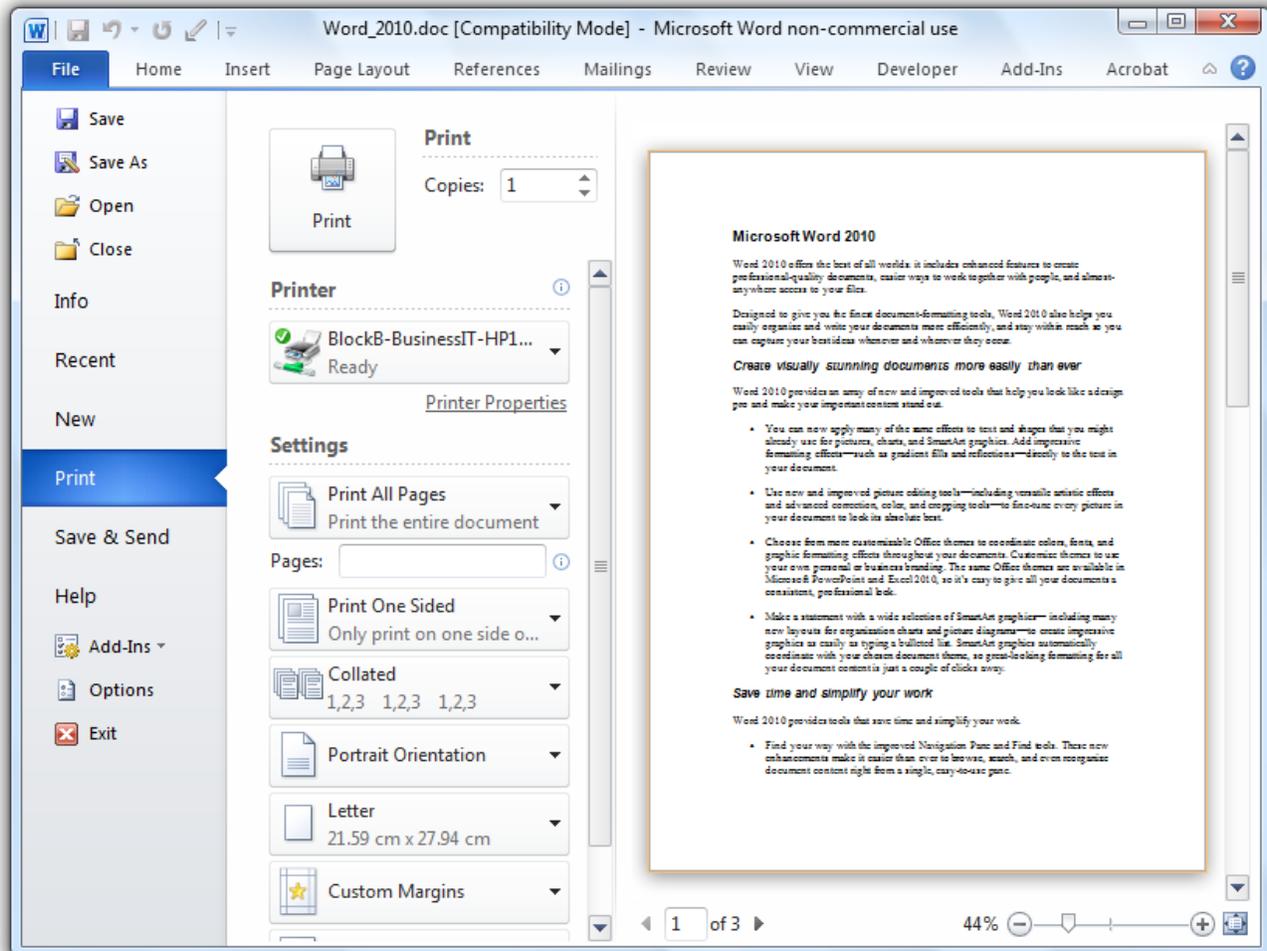
The middle section of the screen will show a list of options related to printing while the right section of the screen will show a preview of how the document will look when it is printed.

3) Click the buttons along the bottom ◀ | 1 | of 3 ▶ or use the scrollbar down the side to view different pages in the preview.
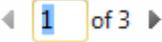
4) Try the zoom options on the bottom right to zoom in and out on the pages. The button on the far right will zoom to fit a whole page. 44% ⊖────────⊕

The print and page setup options are described below.

Print	Prints the document using the selected settings.
Copies: 1	Select the number of copies to be printed.
Printer ⓘ ✓ BlockB-BusinessIT-HP1... ▾ Ready Printer Properties	Select from a list of available printers. Clicking **Printer Properties** will display options that will vary depending on the printer selected. These could include options like printer quality and double sided printing.
Print All Pages ▾ Print the entire document Pages: ⓘ	Select from various page options such as print current page only or print odd numbered pages. You can also enter specific pages in the space provided. E.g. enter *1, 4, 6-9* to print page 1, page 4 and pages 6 to 9.
Print One Sided ▾ Only print on one side o... Collated ▾ 1,2,3 1,2,3 1,2,3	These options may depend on the capability of your printer. The first options allows you to choose double sided printing options. Collate allows you to specify how multiple copies of a document will be printed.
Portrait Orientation ▾	Lets you choose between **Portrait Orientation** (upright page where height is greater than width) or **Landscape Orientation** (sideways page where width is greater than height).
A4 ▾ 21 cm x 29.7 cm	Selects paper size. Make sure your printer is capable of printing the selected paper size. E.g. you can select an envelope size but not all printers are capable of printing on envelopes.
Custom Margins ▾	Allows you to adjust the page margins. Page margins refer to the blank spaces on the top and side edges of the page.
1 Page Per Sheet ▾	Allows you to print more than one page on each sheet of paper.

5) Once you have viewed each of the options, click the File tab on the ribbon to close the **Printer Options**.

|	
Tip	You can open the print options by pressing **[Ctrl] [P]** and you can press **[Esc]** to close the options.

Exercise 8.   Customising the Quick Access Toolbar

The quick access toolbar contains several icons that can be useful for quick an easy printing.

1) Click the arrow on the end of the **Quick Access Toolbar** to display a list of icons that can be turned on and off.

2) Select **Print Preview and Print** from the list. This will add an icon that you can click on to display the options explained on the previous page.

3) Display the toolbar customisation options again and select Quick Print. This will add an icon that you can click on to print the document without displaying the options first. This can be useful if you want to print a copy of the document quickly to the default printer without specifying number of copies etc.

Tip	You can double click on the blank space between pages in your document to hide the top and bottom margins for ease of editing on screen. Double clicking again on the line between pages will show the hidden margins again.
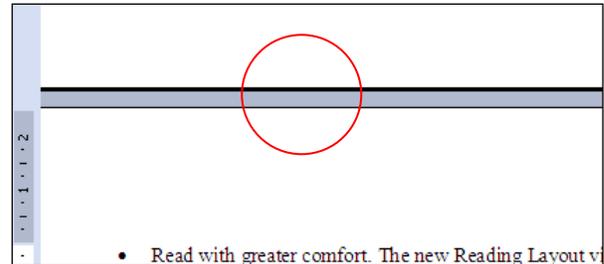
Shortcuts Covered in This Section

Alt F3	Create a new AutoText entry from the selected text.
Ctrl P	Display the printing options / Print a document.
Ctrl Y	Repeat the last change.
Ctrl Z	Undo the last change.
F3	Complete an AutoText entry.
F7	Spelling and Grammar Check.
Shift F7	Thesaurus