# Checking Spelling and Grammar

Part of editing your documents is making sure that everything is spelled and put together correctly. Word is a great help in this regard, because it can identify spelling and grammar errors in your documents.

## Check spelling and grammar in the document

To check the spelling and grammar of a document all at once, use the Spelling and Grammar dialog box.

☐ Click the **Review** tab on the Ribbon and click the **Spelling & Grammar** button in the Proofing group.

Word begins checking spelling and grammar from the location of the insertion point.

🗂 **Other Ways to Check Spelling and Grammar:** Press **<F7>**.

If Word finds an error, the Spelling and Grammar dialog box appears with the error in the text box at the top of the dialog box. See the table to the right, *Spelling and Grammar Options*, for more information about the different options in the dialog box.

☐ If the word or grammar is incorrect, select the correction from the Suggestions list, or type your own correction in the top text box. Then click **Change** or **Change All**. If the word or grammar is correct, click **Ignore Once**, **Ignore All**, **Next Sentence**, or **Add to Dictionary**.

Word applies the command and continues to the next error.

Once Word has finished checking your document for spelling and grammar errors, a dialog box appears.

☐ Click **OK** to complete the check.

✅ **Tips**

▪ You can turn off spell and grammar checker. Click the **File** tab and click the Options button. Click the Proofing tab. Click the **Check spelling as you type** check box and/or the **Mark grammar errors** as you type check box. Click **OK**.

▪ Word cannot catch spelling errors that occur because of misuse. For example, if you entered the word "through" when you meant to type "threw," Word wouldn't catch it because "through" is a correctly spelled word.

▪ **Exercise Notes**

☐ **Exercise File:** CompanyMeeting3-1.docx

☐ **Exercise:** Correct the spelling and grammar errors in the document.



**Figure 3-1:** The Spelling and Grammar dialog box, as it appears when checking a spelling error.

### Table 3-1: Spelling and Grammar Options

| | |
|---|---|
| **Ignore Once** | Accepts the spelling or grammar you used. |
| **Ignore All or Ignore Rule** | Accepts the spelling or grammar you used and ignores all future occurrences in the document. |
| **Next Sentence** | Skips the grammar error and goes on to the next one. |
| **Add to the Dictionary** | If a word is not recognized in the Microsoft Office Dictionary, it is marked as misspelled. This command adds the word to the dictionary so it is recognized in the future. |
| **Change** | Changes the spelling of the word to the spelling that is selected in the Suggestions list. |
| **Change All** | Changes all occurrences of the word in the document to the selected spelling. Exercise caution when using this command: you might end up changing something you didn't want to change. |

## Correct a single error

By default, Word checks for spelling and grammar errors as you type, underlining misspelled words in red and grammar errors in green. This makes it easy to find and correct errors individually.

□   Right-click the error.

   A contextual menu appears, suggesting possible corrections.

□   Select a correction from the contextual menu.

   Word corrects the error, and the red or green underline disappears.

   ✅ **Tip:** If something is underlined in red or green but you know it is correct, you can get rid of the underline by selecting **Ignore**, **Ignore All**, or **Add to Dictionary** from the contextual menu.

## Use contextual spell check

Is it "there," "their," or "they're"? "It's" or "its"? Sometimes a word's spelling depends on its meaning: this is called contextual spelling. You can enable contextual spell check so that Word takes meaning into account when checking your work.

□   Click the **File** tab and click the **Options** button.

   The Word Options dialog box appears.

□   Click the **Proofing** tab.

   The Proofing tab lists options related to editing and proofreading your document.

□   Click the **Use contextual spelling** check box.

   This option is listed under the "When correcting spelling and grammar in Word" heading.

□   Click **OK**.

   Work will check a word's context during spell check. Contextual spelling errors will be underlined in blue.

### ✅ Tips

▪   There are many possible contextual spelling errors, and Word cannot catch all of them. You should always proofread a document to make sure your work is accurate.



**Figure 3-2:** Correcting a single error by right-clicking it.
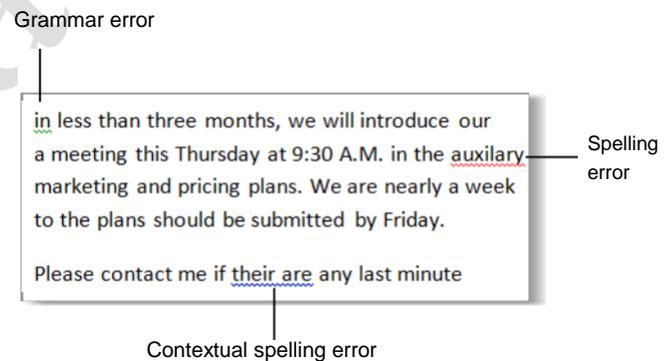


**Figure 3-3:** Each type of error is underlined in a different color.

# Finding Text

The Navigation Pane is a new feature in Word 2010 that can help you quickly find specific text in a document. You can also access the Find and Replace dialog box from the Navigation Pane if you prefer to use that.

## Find text

Use the Navigation Pane to browse, view, and search a document.

☐ Click the **Home** tab on the Ribbon and click the **Find** button in the Editing group.

The Navigation Pane appears.

🔹 **Other Ways to Find Text:**
Press **<Ctrl> + <F>**. Or, click the **View** tab and click the **Navigation Pane** check box in the Show group.

☐ Click the **Search document** text box and enter the text you want to find.

The "Browse the results of your current search" tab appears, displaying your search results.

The table to the right, *Navigation Pane Tabs*, explains each tab of the Navigation Pane.

☐ Click a result to navigate to it.

The result appears in the main document window.

🔹 **Other Ways to Navigate to a Result:**
Click the **Previous Search Result** or **Next Search Result** button to navigate through the document.

☐ When you're done, click the **Close** button.

The Navigation Pane closes.

## Open the Find and Replace dialog box

Prior to Word 2010, you would have used the Find and Replace dialog box to search the text of a document. You can still access the Find and Replace dialog box from the Navigation Pane.

☐ Click the **Home** tab on the Ribbon and click the **Find** button in the Editing group.

The Navigation Pane appears.

🔹 **Other Ways to Open the Navigation Pane:**
Press **<Ctrl> + <F>**. Press **<Ctrl> + <F>**. Or, click the **View** tab and click the **Navigation Pane** check box in the Show group.

Find options and additional search commands button

Click a tab to browse a document, view its layout, or view search results.

Previous Search Result and Next Search Result buttons
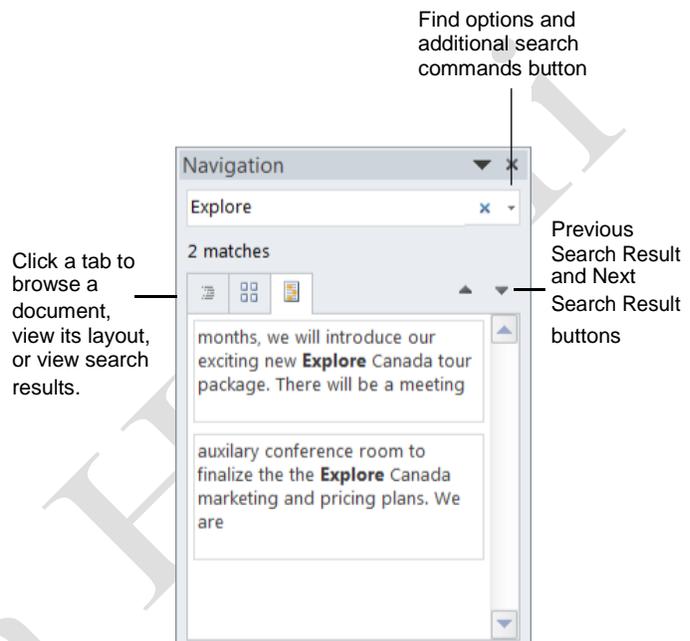


**Figure 3-4:** Your search results are highlighted in the document and are displayed in the Navigation Pane.

| Table 3-2: Navigation Pane Tabs | |
|---|---|
| ☰ | Browse the headings in your document |
| ⊞ | Browse the pages in your document |
| 🖺 | Browse the results of your current search |

☐   Click the **Search document** text box and enter the text you want to find.

The "Browse the results of your current search" tab appears, displaying your search results.

☐   Click the **Find options and additional search commands** button and select **Find** from the list.

The Find and Replace dialog box opens.

   ✔ **Tip:** Click the **Find options and additional search commands** button and select **Options** from the list to view more search options.

☐   (Optional) Choose what you want to do with text that matches your find request:

**Reading Highlight**
   Click the button to select "Highlight All", which highlights each instance of the word or phrase in the document.

**Find in options**
   *Current Selection:* Search for the text within the currently selected text.

   *Main Document:* Search for the text throughout the main document.

   *Comments:* Search for the text within comment balloons inserted in the document.

**Find Next**
   Search through the document one item at a time.

☐   When you're finished, click **Close**.
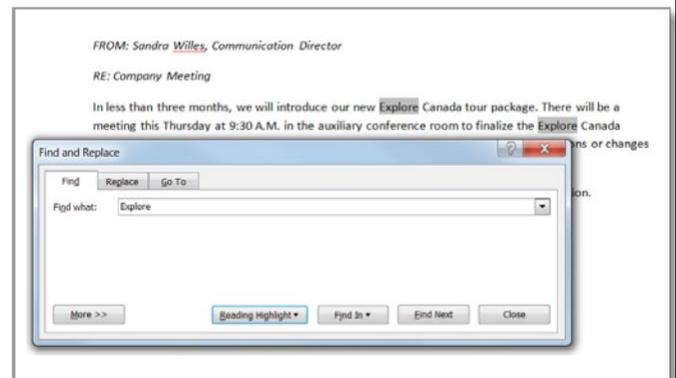
**Figure 3-5:** Using the Reading Highlight feature.

# Replacing Text

Don't waste time scanning through your document to find text and replace it with something new: Word's Replace command can do this for you with just a few clicks of your mouse.

## Replace text

Replace finds specific words and phrases, and then replaces them with something else.

☐ Click the **Home** tab on the Ribbon and click the **Replace** button in the Editing group.

The Replace tab of the Find and Replace dialog box appears.

🔸 **Other Ways to Replace Text:**
Press **<Ctrl>** + **<H>**. Or, type the term you wish to replace in the **Search document** text box of the Navigation Pane, click the list arrow, and select **Replace** from the list.

☐ Click the **Find what** text box and enter the text you want to be replaced.

☐ Click the **Replace with** text box and enter the replacement text.

☐ Click **Find Next**.

The first occurrence of the "Find what" text is highlighted.

☐ Choose how you want to replace the text:

**Replace:** Click to replace the current item.

**Replace All:** Click to replace each item found in the document. Use this command with caution: you might replace something you didn't want to replace.

## Search options

Use Word's search options to change how Word searches in the document.

Click the **More** button in the Find and Replace dialog box to specify how to search for text.

The table below describes the Search Options available under the Find and Replace tabs.

💧 **Trap:** If you specify Search Options, make sure to turn them off when you are finished. Otherwise, subsequent find or replace commands will use the same search options.

▪ **Exercise**

☐ **Exercise File:** CompanyMeeting3-3.docx

☐ **Exercise:** Replace all instances of the word "Explore" with "Travel".
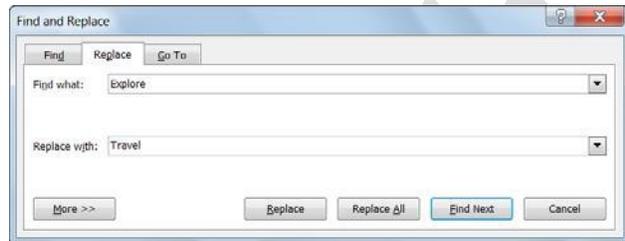


**Figure 3-6:** The Replace tab of the Find and Replace dialog box.
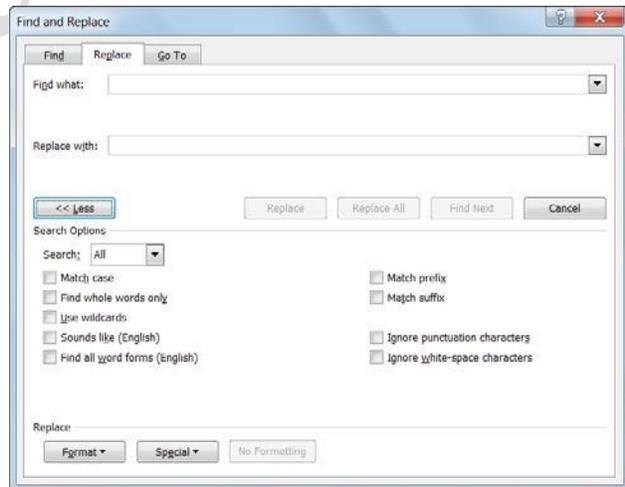


**Figure 3-7:** The Find and Replace dialog box with the Replace tab displayed.

**Table 3-3: Find and Replace Search Options**

| | |
|---|---|
| **Search** | Choose whether to search up, down, or the entire document from the current location. |
| **Match case** | Search only for text that matches the capitalization entered. |
| **Find whole words only** | For example, if you're looking for "son", selecting this option will skip over words that contain "son", such as Hanson, lesson, or sonic. |
| **Use wildcards** | Search for wildcards, special characters, or special search operators as added in the "Find what" box. To add wildcards, click Special and select the item, or type the item. If this check box is cleared, Word considers the wildcards and operators to be plain text. |
| **Sounds like (English)** | Words that sound the same as the "Find what" text, but are spelled differently. |
| **Find all word forms (English)** | Searches for all forms of the word. |
| **Match prefix** | Searches for the text in the "Find what" box at the beginning of the word. |
| **Match suffix** | Searches for the text in the "Find what" box at the end of the word. |
| **Ignore punctuation characters** | Does not account for punctuation when searching for entered text. |
| **Ignore white-space characters** | Does not account for characters that add white space, such as spaces or empty paragraph marks. |
| **Format button** | Specify formatting characteristics you want to find attached to the text in the Find what text box. |
| **Special button** | Allows you to search by special characters such as Paragraph marks or Em-dashes. Inserts special characters in the "Find what" or "Replace with" boxes. |

# Using Word Count and the Thesaurus

Two other tools that are useful in working with text are Word Count and Thesaurus.

## Word Count

The Word Count feature counts all the words in your document. This is useful if you have a writing assignment that is limited to a number of words, such as a 600-word report.

Click the **Review** tab on the Ribbon and click the **Word Count** button in the Proofing group.

The Word Count dialog box appears, displaying document information. This includes the number of words, pages, characters, paragraphs and lines.

✅ **Tips**

- By default, the number of words in a document appears in the status bar.

- To specify word count to certain areas of the document, select the text you want to include in the count. The number of selected words appears in the status bar. Press the **<Ctrl>** key to select non-adjacent text.

## Thesaurus

Use Word's built-in Thesaurus to help you find synonyms for a word. For example, you can use the Thesaurus to replace the ho-hum word "good" with one of its synonyms, such as "commendable," "capital," or "exemplary."

☐ Select the word for which you want to find a synonym.

☐ Click the **Review** tab on the Ribbon and click the **Thesaurus** button in the Proofing group.

The Research task pane appears.

🔄 **Other Ways to Open the Thesaurus:** Right-click a word, point to **Synonyms**, and select **Thesaurus**. Or, press **<Shift>** + **<F7>**.

☐ Point to the synonym you want to use. Click its list arrow and select **Insert**.

🔄 **Other Ways to Replace a Word with a Synonym:**
Right-click the word for which you want to find a synonym. Point to **Synonyms** in the contextual menu and select a synonym from the list.
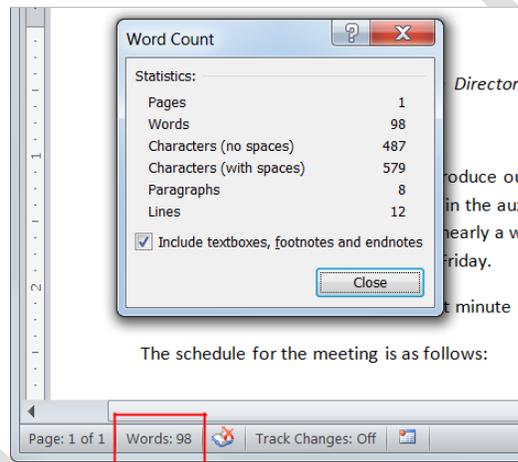
**Figure 3-8:** The Word Count dialog box.
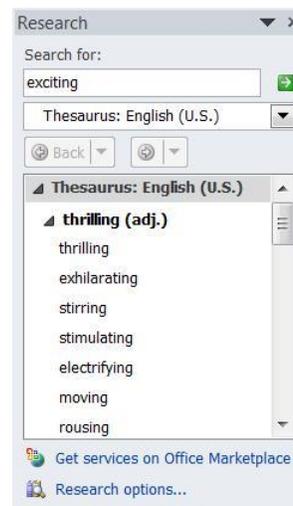


**Figure 3-9:** Using the thesaurus in the Research task pane.

# Inserting Symbols and Special Characters

Your keyboard doesn't contain all the characters you might want to include in your documents. Word lets you insert these special symbols and characters, and even equations, separately.

## Insert symbols

You can enter many more characters and symbols in a document than can be found on the keyboard. For example, you can insert the copyright symbol (©), accented and foreign characters (ç), silly characters (☺), and many more.

☐ Place the insertion point where you want to insert the symbol or character.

☐ Click the **Insert** tab on the Ribbon and click the **Symbol** button in the Symbols group.

If you see the symbol you want to use under the Symbol button, select it. Otherwise, open the Symbol dialog box.

☐ Select **More Symbols**.

The Symbol dialog box appears. You can browse the different symbols by changing the Font and Subset of symbols. Special characters such as ellipses are available under the Special Characters tab.

☐ Select the symbol you want to use and click

**Insert**. The symbol is inserted into the document.

## Insert an equation

You may insert a common equation already put together in Word, such as the Area of a Circle, or $A = \pi r^2$, or build a new equation using the Equation Design Tools.

☐ Click the **Insert** tab on the Ribbon and click the **Equation** button in the Symbols group.

A placeholder for the equation appears in the document, and the Equation Tools appear on the Ribbon. The Design tab is displayed.

✅ **Tip:** To insert a built-in equation, click the **Equation** button list arrow and select an equation from the gallery.

☐ Type the equation in the placeholder.

You may use the keyboard and the Equation Design Tools on the Ribbon to write the equation.

▪ **Exercise**

☐ **Exercise File:** CompanyMeeting3-5.docx

☐ **Exercise:** Insert the copyright symbol after the two instances of "Travel Canada" in the document.

Insert a built-in equation, then delete it from the document.
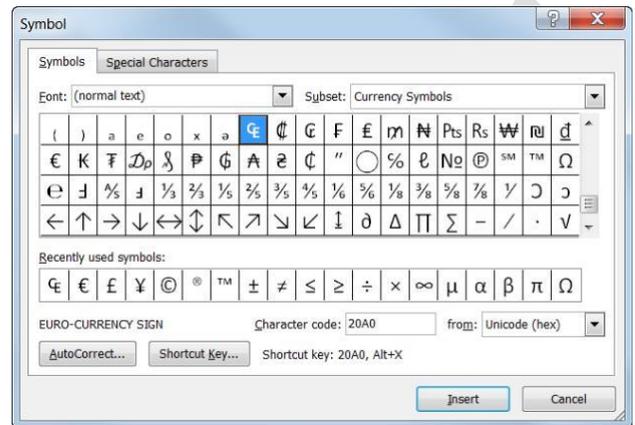


**Figure 3-10:** The Symbol dialog box.
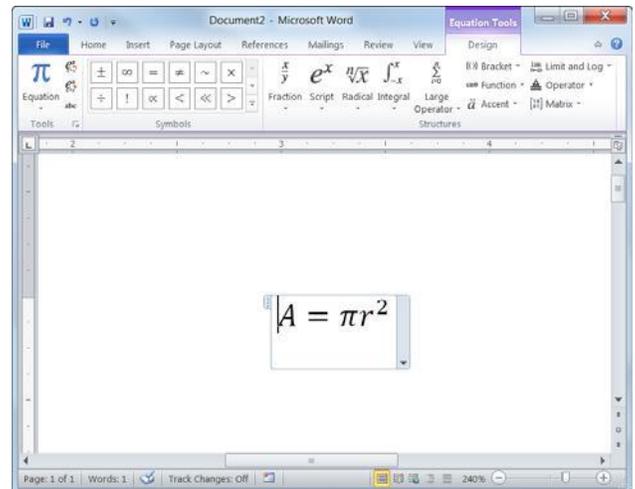


**Figure 3-11:** Inserting an equation.

# Copying and Moving Text

You can move or copy text in a Word document by copying or cutting, and then pasting the text in a new place. .

## ✅ Tips

- You may cut, copy, and paste any item in a document, such as clip art, a table, or an AutoShape—not just text.

- You may copy, cut, and paste text within a document or between documents.

## Copy text

When you *copy* text, the selected text remains in its original location and is added to the Clipboard.

☐ Select the text you want to copy.

☐ Click the **Home** tab on the Ribbon and click the **Copy** button in the Clipboard group.

The text is added to the Clipboard, and it remains in the document.

🔶 **Other Ways to Copy Cells:**
Press **\<Ctrl\>** + **\<C\>**. Or, right-click the selection and select **Copy** from the contextual menu.

☐ Place the insertion point where you want to paste the copied content.

The text will be inserted to the right of the insertion point.

☐ Click the **Home** tab on the Ribbon and click the **Paste** button in the Clipboard group.

The copied text is pasted in the new location.

🔶 **Other Ways to Paste Cells:**
Press **\<Ctrl\>** + **\<V\>**. Or, right-click where you want to paste and select **Paste** from the contextual menu.

---

- **Exercise Notes**

☐ **Exercise File:** CompanyMeeting3-6.docx and Meeting Schedule1.docx

☐ **Exercise:** In the Meeting Schedule1.docx document, cut the four lines of the schedule, beginning with "President's introduction, 9:30". Paste the text below "The schedule for the meeting is as follows" in the CompanyMeeting3-6 document.

In the Meeting Schedule1.docx document, copy the "An overhead display will be available" sentence. Paste the text after the schedule in the CompanyMeeting3-6 document.



**Figure 3-12:** The Clipboard group.

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## Move text

Moving text typically involves a process of cutting and pasting. When you *cut* text, it is removed from its original location and placed in a temporary storage area called the Clipboard.

☐   Select the text you want to move.

☐   Click the **Home** tab on the Ribbon and click the **Cut** button in the Clipboard group.

   The text is removed from the document and added to the Clipboard.

   ⚙ **Other Ways to Cut Cells:**
     Press **<Ctrl>** + **<X>**. Or, right-click the selection and select **Cut** from the contextual menu.

☐   Place the insertion point where you want to paste the copied content.

   The text will be inserted to the right of the insertion point.

☐   Click the **Home** tab on the Ribbon and click the **Paste** button in the Clipboard group.

   The copied text is pasted in the new location.

   ⚙ **Other Ways to Paste Cells:**
     Press **<Ctrl>** + **<V>**. Or, right-click where you want to paste and select **Paste** from the contextual menu.

## Copy and move text using the mouse

Using the mouse to move and copy cells is even faster and more convenient than using the cut, copy, and paste commands.

☐   Select the text you want to move.

☐   Point to the selected text.

☐   Click and hold the mouse button.

☐   Drag the pointer to where you want to move the selected text and then release the mouse button.

✅ **Tips**

▪   Press and hold the **<Ctrl>** key while clicking and dragging to copy the selection.



**Figure 3-13:** Moving text using the mouse.

# Controlling How Text is Copied or Moved

You can control how text looks or behaves when it is pasted. For example, you can keep the text's formatting, or have it take on the formatting properties of the destination.

## Use paste options

You can control how content is pasted in your spreadsheets using the paste options in Word.

☐ Copy or cut an item as you normally would.

☐ Click where you want to paste the item.

☐ Right-click the mouse and select **Paste** from the contextual menu.

The content is pasted into the document. The Paste Options button appears in the lower-right corner of the pasted content.

☐ Click the **Paste Options** button.

A list of different ways you can paste the content appears.

🔷 **Other Ways to Use Paste Options:**
Before pasting, click the **Paste** button list arrow in the Clipboard group on the Home tab and select a paste option from the list.

✅ **Tip:** The options available depend on the type of content being pasted.

☐ Point to a paste option.

A live preview of how the content will look using that paste option appears.

☐ Click a paste option.

The text is pasted using the selected option.

## Use Paste Special

You can further control how content is pasted using the Paste Special command.

☐ Copy or cut an item as you normally would.

☐ Click where you want to paste the item.

The schedule for the meeting is as follows:

- President's introduction, 9:30
- Marketing plan final review, 9:45
- Pricing plan final review, 10:45
- Guest speaker, James McKinsey of Canadian Airways, 11:45
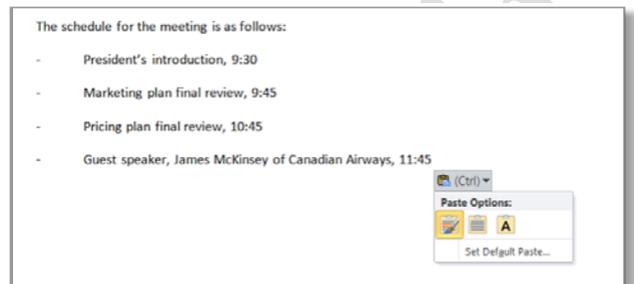
**Figure 3-14:** The Paste Options button appears after pasting. Click this button to specify how data is pasted into your worksheet.

**Table 3-4: Word Paste Options**

| | |
|---|---|
| 📋 **Paste** | Paste using default settings. |
| 📋 **Keep Source Formatting** | Paste using the formatting of the original text. |
| 📋 **Use Destination Theme** | Paste using the formatting of the destination text. |
| 📋 **Merge Formatting** | Paste using the formatting of the majority of the text. |
| 📋 **Paste** | Paste using default settings. |
| 📋 **Keep Source Formatting** | Paste using the formatting of the original text. |

 Click the **Home** tab and click the **Paste** button list arrow in the Clipboard group.

Now open the Paste Special dialog box.

 Select **Paste Special**.

The Paste Special dialog box appears. The options in the Paste Special dialog box depends on the type of content being pasted.

 **Other Ways to Open Paste Special:**
Press **<Ctrl>** + **<Alt>** + **<V>**.

 Select a paste option and click **OK**.

The content is pasted into the document using the selected option.
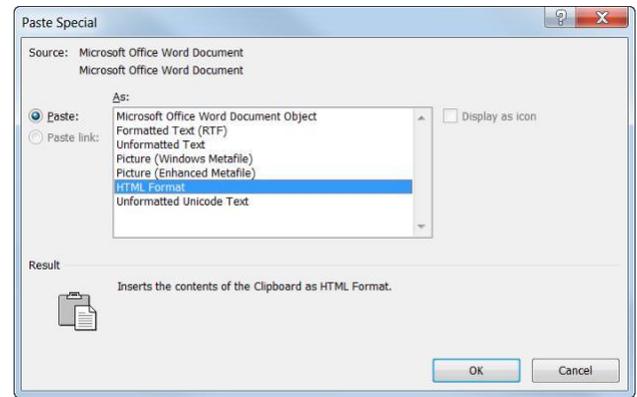
**Figure 3-15:** The Paste Special dialog box.

# Collecting Multiple Items to Move or Copy

If you do a lot of cutting, copying, and pasting you will appreciate the Office Clipboard. The Clipboard lets you collect multiple cut or copied items at a time, which you can then paste as needed. You can even use it to collect and paste items from other Office programs.

☐ Click the **Home** tab on the Ribbon and click the **Dialog Box Launcher** in the Clipboard group.

The Clipboard task pane appears along the left side of the window.

☐ Cut and copy items as you normally would.

The Clipboard can hold 24 items at a time. The icon next to each item indicates the program the item is from. See the table to the right, *Icons in the Clipboard Task Pane*, for examples of some common icons.

☐ Click where you want to paste an item from the Clipboard.

☐ Click the item in the Clipboard.

✅ **Tips**

▪ While the Clipboard is displayed, each cut or copied item is saved to the Clipboard. If the Clipboard is not displayed, only the last cut or copied item is replaced.

▪ As long as the Clipboard is open, it collects items that are cut or copied from all Office programs.

▪ To remove an item from the Clipboard, click the item's list arrow and select **Delete**. Click the **Clear All** button in the task pane to remove all items from the Clipboard.

▪ Click the **Options** button near the bottom of the task pane to control how the Clipboard operates.

▪ **Exercise Notes**

☐ **Exercise File:** CompanyMeeting3-8.docx and Meeting Schedule2.docx

☐ **Exercise:** In the Meeting Schedule2 document, open the Clipboard. Copy the "Breakfast, 8:00" line and the "Luncheon, 12:00" line to the Clipboard. In the CompanyMeeting3-8 document, open the Clipboard and paste the "Breakfast" item to the beginning of the schedule, and the "Luncheon" item to the end of the schedule.

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**Table 3-5: Icons in the Clipboard Task Pane**

| | |
|---|---|
| 📊 | Content cut or copied from a Microsoft Excel workbook. |
| 📕 | Content cut or copied from a Microsoft PowerPoint presentation. |
| 📘 | Content cut or copied from a Microsoft Word document. |
| 🌐 | Web page contents cut or copied from a Web browser. |
| 🖼 | Cut or copied graphic object. |
| 📄 | Content cut or copied from a program other than Microsoft Office. |



Copied and cut items appear in the Clipboard task pane.
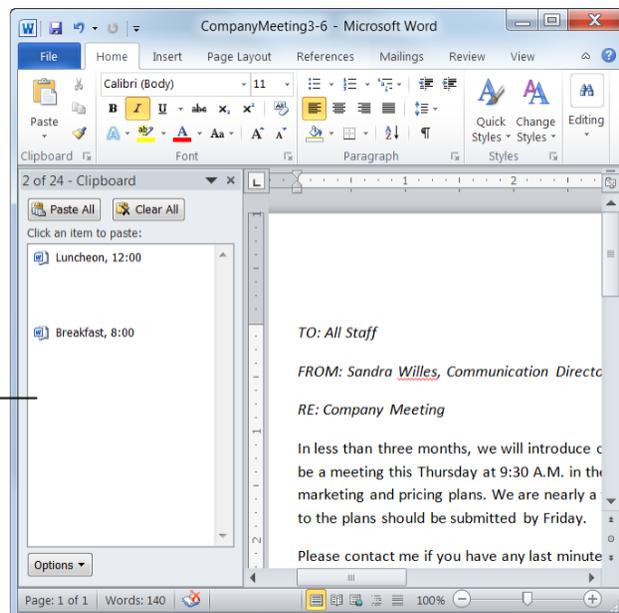
**Figure 3-16:** A document with the Clipboard task pane displayed.

# Using Undo, Redo, and Repeat

You don't need to be afraid of making a mistake in Word because you can use the Undo feature to erase your actions. The undo, redo, and repeat commands are very useful for working with text in a document.

## Undo a single action

*Undo* does just that—it undoes any actions as though they never happened.

Click the **Undo** button on the Quick Access Toolbar.

Your last action is undone. For example, if you had deleted an item and then decided you wanted to keep it after all, undo would make it reappear.

🔄 **Other Ways to Undo:**
Press **<Ctrl>** + **<Z>**.

## Undo multiple actions

▢ Click the **Undo** button list arrow on the Quick Access Toolbar.

A list of the last actions performed in Word appears. To undo multiple actions, point to the command you want to undo. For example, to undo the last three actions, point at the third action in the list. Each action done before the one you select is also undone.

✅ **Tip:** You can undo up to 100 actions in Word, even after saving the document.

▢ Click the last action you want to undo in the list.

The command you select and all subsequent actions are undone.

## Redo an action

*Redo* is the opposite of undo: it redoes an action you have undone. For example, if you decide that you do, after all, want to delete an item that you have just brought back with undo, you can redo the action.

Click the **Redo** button on the Quick Access Toolbar.

🔄 **Other Ways to Redo an Action:**
Press **<Ctrl>** + **<Y>**.

✅ **Tip:** Click the **Redo** button multiple times to redo multiple actions.

⚠️ **Trap:** The Redo and Repeat buttons toggle between the two commands. Redo only appears when you've just used the Undo command. Once you've redone all the actions that were undone, the button changes back to the Repeat button.

▪ **Exercise**

▢ **Exercise File:** CompanyMeeting3-9.docx

▢ **Exercise:** Delete the text "TO: All Staff".

Repeat the action to delete the first paragraph.

Undo both actions.

Undo
button

Undo button
list arrow

Paste

Cut

Undo 1 Action
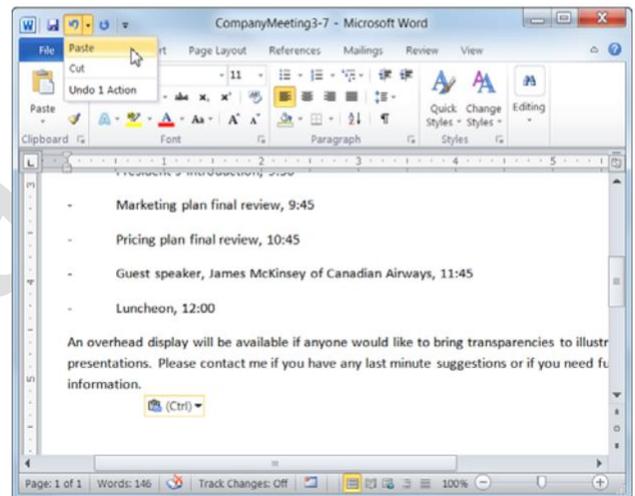


**Figure 3-17:** You can undo multiple actions by clicking the Undo button list arrow on the Quick Access Toolbar.

## Repeat an action

Repeat is different from redo, because repeat applies the last command to any selected text. For example, rather than applying bold formatting by clicking the Bold button repeatedly, you can repeat the bold command with the Repeat button or keystroke.

Click the **Repeat** button on the Quick Access Toolbar.

🔸 **Other Ways to Repeat a Command:**
Press **<F4>**.
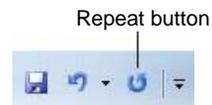
Repeat button

**Figure 3-18:** The Repeat button on the Quick Access Toolbar.

Reference: **Custom Guide** Online Learning