2 Edit and Proofread Text

In this chapter, you will learn how to

- ✔ Make text changes.
- ✔ Find and replace text.
- ✔ Fine-tune text.
- ✔ Correct spelling and grammatical errors.
- ✔ Insert saved text.

As you learned in Chapter 1, "Explore Word 2010," entering text is a simple matter of typing. However, even the most accurate typists occasionally make mistakes, also known as *typos* (for *typographical errors*). Unless the documents you create are intended for no one's eyes but your own, you need to ensure that they are not only correct but also persuasive. Whether you are a novice or experienced writer, Microsoft Word 2010 has several tools that make creating professional documents easy and efficient.

- **Editing tools** These tools provide quick-selection techniques and drag-and-drop editing to make it easy to move and copy text anywhere you want it.

- **Search tools** These tools can be used to locate and replace words, phrases, and special characters, either one at a time or throughout a document.

    See Also For information about using the search tools to find and replace formatting, see the sidebar "Finding and Replacing Formatting" in Chapter 3, "Change the Look of Text."

- **Research tools** These tools make it easy to find synonyms, look up information, and translate words and phrases.

- **AutoCorrect and Spelling And Grammar** These features make it easy to correct typographical and grammatical errors before you share a document with others.

- **Quick Parts** These building blocks can be used to save and recall specialized terms or standard paragraphs.

     Tip Word also includes formatted building blocks for document elements such as cover pages, headers, and footers. For information, see "Inserting Building Blocks" in Chapter 5, "Add Simple Graphic Elements."

In this chapter, you'll edit the text in a document by inserting and deleting text, copying and pasting a phrase, and moving a paragraph. Then you'll replace one phrase with another throughout the entire document. Next, you'll replace a word with a synonym and translate another word. You'll also add misspelled words to the AutoCorrect list and check the spelling and grammar of a document. Finally, you'll save a couple of building blocks for insertion later in a document.

> **Practice Files** Before you can complete the exercises in this chapter, you need to copy the book's practice files to your computer. The practice files you'll use to complete the exercises in this chapter are in the Chapter02 practice file folder. A complete list of practice files is provided in "Using the Practice Files" at the beginning of this book.

Making Text Changes

You'll rarely write a perfect document that doesn't require any editing. You'll almost always want to add or remove a word or two, change a phrase, or move text from one place to another. You can edit a document as you create it, or you can write it first and then revise it. Or you might want to edit a document that you created for one purpose so that you can use it for a different purpose. For example, a letter might make an ideal starting point for a flyer, or a report might contain all the information you need for a Web document.

Inserting text is easy; you click to position the cursor and simply begin typing. Any existing text to the right of the cursor moves to make room for the new text.

Deleting text is equally easy. If you want to delete only one or a few characters, you can simply position the cursor and then press the Backspace or Delete key until the characters are all gone. Pressing Backspace deletes the character to the left of the cursor; pressing Delete deletes the character to the right of the cursor.

To delete more than a few characters efficiently, you need to know how to select the text. Selected text appears highlighted on the screen. You can drag through a section of text to select it, or you can select specific items as follows:

- **Word** Double-click anywhere in the word. The word and the space immediately following it are selected, but not any punctuation following the word.

- **Sentence** Click anywhere in the sentence while holding down the Ctrl key. Word selects all the characters in the sentence, from the first character through the space following the ending punctuation mark.

- **Paragraph** Triple-click anywhere in the paragraph. Word selects the text of the paragraph and the paragraph mark.

- **Adjacent words, lines, or paragraphs** Position the cursor at the beginning of the text you want to select, hold down the Shift key, and then press the Arrow keys to select one character or line at a time; hold down the Shift and Ctrl keys and press the Arrow keys to select one word at a time; or click at the end of the text that you want to select.

- **Non-adjacent words, lines, or paragraphs** Make the first selection, and then hold down the Ctrl key while selecting the next text block.
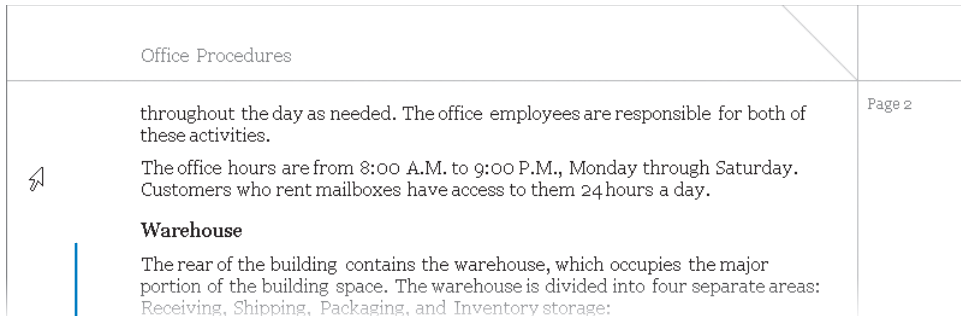
Tip When you select text, Word displays a box called the *Mini Toolbar* so that you can quickly format the selection. You can ignore this toolbar for now. For more information, see "Manually Changing the Look of Characters" in Chapter 3, "Change the Look of Text."

As an alternative way of selecting, you can use an invisible area in the document's left margin, called the *selection area*, to select items.

- **Line** Click in the selection area to the left of the line.

- **Paragraph** Double-click in the selection area to the left of the paragraph.

- **Entire document** Triple-click in the selection area.

  Keyboard Shortcut Press Ctrl+A to select all the content in the body of the document.

 **See Also** To see a complete list of keyboard shortcuts, see "Keyboard Shortcuts" at the end of this book.

Office Procedures

Page 2

throughout the day as needed. The office employees are responsible for both of these activities.

The office hours are from 8:00 A.M. to 9:00 P.M., Monday through Saturday. Customers who rent mailboxes have access to them 24 hours a day.

Warehouse

The rear of the building contains the warehouse, which occupies the major portion of the building space. The warehouse is divided into four separate areas: Receiving, Shipping, Packaging, and Inventory storage.

Selection area

In the selection area, the pointer becomes a right-pointing arrow.

After selecting the text you want to delete, press either Backspace or Delete.

Tip To release a selection, click anywhere in the window other than the selection area.

If you want to move or copy the selected text, you have three options:

- **Drag-and-drop editing** Use this feature, which is frequently referred to simply as *dragging*, when you need to move or copy text only a short distance—for example, within a paragraph. Start by using any of the methods described previously to select the text. Then point to the selection, hold down the mouse button, drag the text to its new location, and release the mouse button. To copy the selection, hold down the Ctrl key while you drag.

- **Cut, Copy, and Paste buttons** Use this method when you need to move or copy text between two locations that you cannot see at the same time—for example, between pages or between documents. Select the text, and click the Cut or Copy button in the Clipboard group on the Home tab. (The cut or copied item is stored in an area of your computer's memory called the *Microsoft Office Clipboard*, hence the name of the group.) Then reposition the cursor, and click the Paste button to insert the selection in its new location. If you click the Paste arrow instead of the button, Word displays a list of different ways to paste the selection.
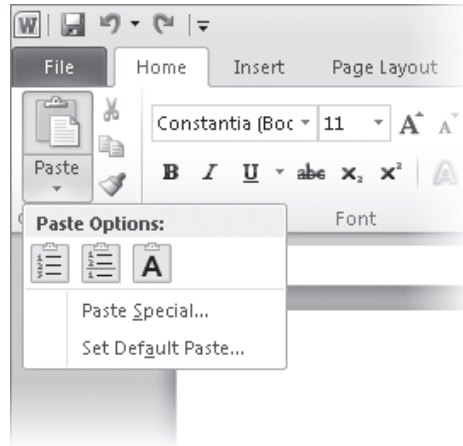
Under Paste Options, buttons represent the ways in which you can paste the item.

Pointing to a button under Paste Options displays a preview of how the cut or copied item will look when pasted into the text in that format, so you can experiment with different ways of pasting until you find the one you want.

See Also For more information about the Clipboard, see the sidebar "About the Clipboard" later in this chapter.

● **Keyboard shortcuts** It can be more efficient to press key combinations to cut, copy, and paste selections than to click buttons on the ribbon. The main keyboard shortcuts for editing tasks are shown in the following table.

Task	Keyboard shortcut
Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Undo	Ctrl+Z
Repeat/Redo	Ctrl+Y

Using a keyboard shortcut to cut or copy a selection stores the item on the Clipboard, just as if you had clicked the corresponding button.

Tip No matter which method you use, when you cut text, Word removes it from its original location. When you copy text, Word leaves the text in the original location and repeats it in the new location.

If you make a change to a document and then realize that you made a mistake, you can easily reverse the change. You can undo your last editing action by clicking the Undo button on the Quick Access Toolbar. To undo an earlier action, click the Undo arrow and then click that action in the list.

Tip Selecting an action from the Undo list undoes that action and all the editing actions you performed after that one. You cannot undo only one action other than the last one you performed.

If you make a change to a document and want to repeat that change elsewhere, you can click the Repeat button on the Quick Access Toolbar. If the last task you performed was to undo an action, the Repeat button is replaced by the Redo button. So if you change your mind about whatever you undid, you can click the Redo button to return the text to its previous state. You can't redo multiple actions by clicking them in a list as you can with the Undo button, but you can click the Redo button repeatedly until the text is restored to what you want.

In this exercise, you'll edit the text in a document. You'll insert and delete text, undo the deletion, copy and paste a phrase, and move a paragraph.

SET UP You need the Orientation_start document located in your Chapter02 practice file folder to complete this exercise. Open the Orientation_start document, and save it as *Orientation*. Then follow the steps.

1. If formatting marks such as spaces and paragraph marks are not visible in the document, on the **Home** tab, in the **Paragraph** group, click the **Show/Hide ¶** button.

   Keyboard Shortcut Press Ctrl+* to turn formatting marks on or off. (You need to hold down the Shift key to activate the * key. So in effect, you are pressing Ctrl+Shift+8.)

2. In the second bullet point under **Project Goals**, double-click the word **natural** to select it, and then press Backspace.

3. In the third bullet point, click to the left of the **a** in the word **and**, hold down the Shift key, and then click to the right of the **e** in the word **motivate**.

   Word selects the text between the two clicks.

   Troubleshooting If Word selects the word *Engage* as well, you clicked before the space instead of after it. Click anywhere in the document to release the selection, and then repeat step 3, being sure to click after the space but before the word *and*.

You can use the Shift+click method to select as much text as you want.

4. Press Delete to delete the selection.

Word also deletes the space after the selection.

5. In the fourth bullet point, double-click the word **Forge**, and then replace it by typing **Build**.

Notice that you don't have to type a space after *Build*. Word inserts the space for you.

Tip Word inserts and deletes spaces because the Use Smart Cut And Paste check box is selected on the Advanced page of the Word Options dialog box. If you want to be able to control the spacing yourself, click the Options button in the Backstage view, click Advanced, clear this check box (located in the Cut, Copy, And Paste area), and then click OK.

6. Scroll the page, and position the mouse pointer at the edge of the page to the left of the first bullet point under **Questions for Team Leaders**. Then with the pointer in the selection area, click to select the entire paragraph.

Tip Clicking once selects this paragraph because it is only one line long. If the paragraph contained more than one line, you would need to double-click.

7. On the **Home** tab, in the **Clipboard** group, click the **Copy** button.

   The selection is copied to the Clipboard.

8. If you can't see the bulleted list under **Questions for Department Reps**, click the **Next Page** button below the vertical scroll bar to move to the beginning of the next page. Then click to the left of **What** in the first bullet point under **Questions for Department Reps**, and in the **Clipboard** group, click the **Paste** arrow.
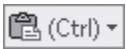
   The Paste Options menu opens.

   Paste Options:

   Paste Special...
   Set Default Paste...
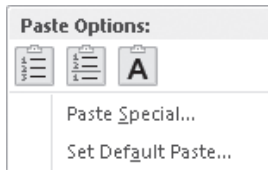
   The Paste Options menu includes buttons representing pasting options.

9. Point to the **Merge List** button, notice how the text will look with this paste option implemented, and then click the button.

   The Paste Options button appears below and to the right of the inserted bullet point. You can click this button to display a list of paste options if you want to change the way the text has been pasted or the default way Word pastes. In this case, you can just ignore it.

10. In the **Set Up Team** section, triple-click anywhere in the paragraph that begins **The Committee will pursue** to select the entire paragraph.

11. In the **Clipboard** group, click the **Cut** button.
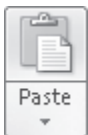
12. Press the Up Arrow key to move to the beginning of the preceding paragraph, and then in the **Clipboard** group, click the **Paste** button.

    The two paragraphs switch places.

13. On the Quick Access Toolbar, click the **Undo** arrow, and then in the **Undo** list, click the third action (**Paste Merge List**).

Word undoes the previous cut-and-paste operation and the pasting of the copied text.

14. Press Ctrl+Home to move to the top of the document. Then position the pointer in the selection area adjacent to the third bullet point under **Project Goals**, and click to select the paragraph.

15. Point to the selection, hold down the mouse button, and then drag the paragraph up to the left of the word **Make** at the beginning of the preceding bullet point.

When you release the mouse, the bullet point moves to its new location.

16. With the text still selected, press the End key.

Word releases the selection and moves the cursor to the end of the paragraph.

17. Press the Spacebar, and then press Delete.

Word deletes the paragraph mark and merges the two bullet points.
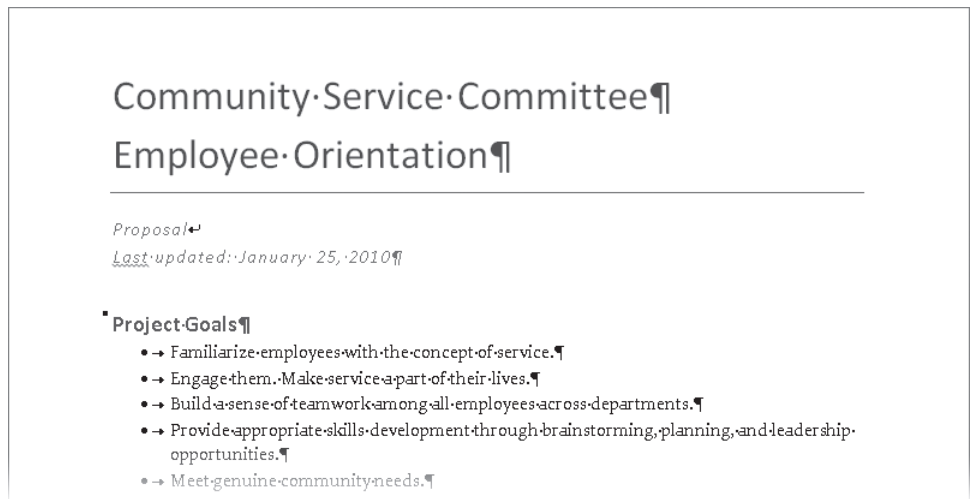
In the second bullet point, two bullets have now been combined into one.

✖ CLEAN UP If you prefer not to see formatting marks, turn them off. Then save and close the Orientation document.

About the Clipboard

You can view the items that have been cut or copied to the Clipboard in the Clipboard task pane, which you display by clicking the Clipboard dialog box launcher on the Home tab.

```
8 of 24 - Clipboard          ▼ ✕
[📋 Paste All]  [✗ Clear All]
Click an item to paste:
[W] political issues                    ▲
[W] economic and
    environmental conditions
[W] Florian Stiller
[W] a list of products and
    suppliers, a travel manual
    used by our purchasing …
[W] (925) 555-0167
[W] exciting and challenging
    venture                             ▼
[Options ▼]
```
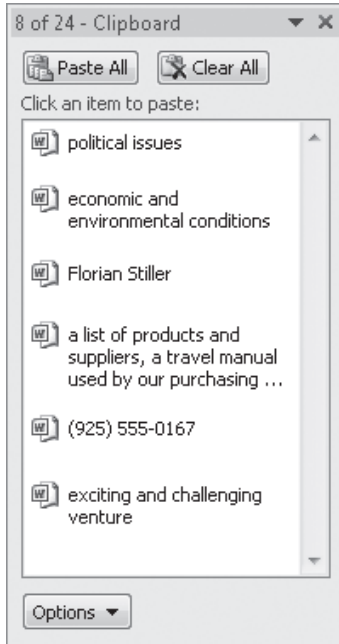
The Clipboard stores items that have been cut or copied from any Office program.

To paste an individual item at the cursor, you simply click the item in the Clipboard task pane. To paste all the items, click the Paste All button. You can point to an item, click the arrow that appears, and then click Delete to remove it from the Clipboard and the task pane, or you can remove all the items by clicking the Clear All button.

You can control the behavior of the Clipboard task pane by clicking Options at the bottom of the pane, and choosing the circumstances under which you want the task pane to appear.

To close the Clipboard task pane, click the Close button at the right end of its title bar.

Finding and Replacing Text

One way to ensure that the text in your documents is consistent and accurate is to use the Find feature to search for every occurrence of a particular word or phrase. For example, if you are responsible for advertising a trademarked product, you might want to search your marketing materials to check that every occurrence of the product's name is correctly identified as a trademark.

Clicking the Find button (not the arrow) in the Editing group on the Home tab displays the Navigation task pane with the Search tab active. As you type characters in the Search Document box at the top of the task pane, Word highlights all occurrences of those characters in the document and displays them in the search results list in the Navigation task pane.

Keyboard Shortcut Press Ctrl+F to display the Search tab of the Navigation task pane.
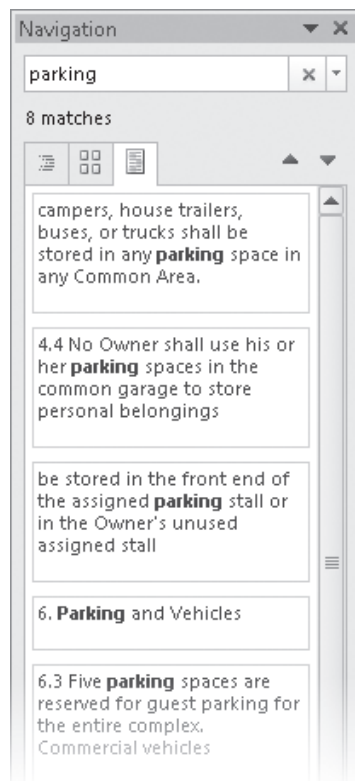
The Navigation task pane shows enough of the text surrounding the search term to identify its context.

When you point to a particular search result in the Navigation task pane, a ScreenTip displays the number of the page on which that result appears. You can click a search result to scroll the document to display the result's location.

Tip **The beauty of the Navigation task pane is that you can continue editing your document as you normally would, without closing the pane.**

If you want to be more specific about the text you are looking for—for example, if you want to look for occurrences that match the exact capitalization of your search term— click the arrow at the right end of the Search Document box in the Navigation task pane and then click Advanced Find to display the Find page of the Find And Replace dialog box. Clicking More in the lower-left corner expands the dialog box to make additional search options available.
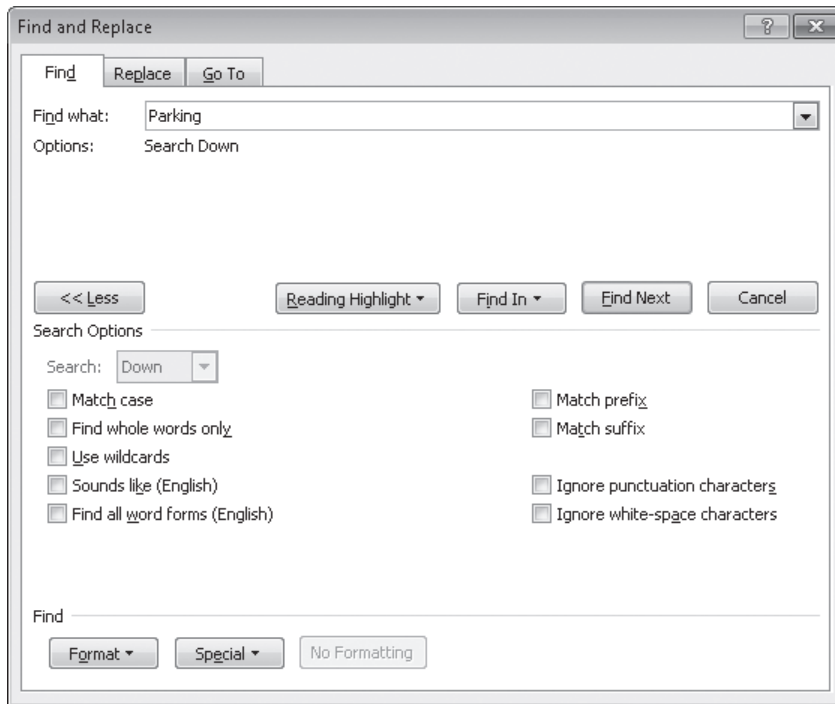
You can make a search more specific by using the criteria in the Search Options area of the Find And Replace dialog box.

In the expanded dialog box, you can do the following:

● Guide the direction of the search by selecting Down, Up, or All from the Search list.

● Locate only text that matches the capitalization of the Find What text by selecting the Match Case check box.

● Exclude occurrences of the Find What text that appear within other words by selecting the Find Whole Words Only check box.

● Find two similar words, such as *effect* and *affect* by selecting the Use Wildcards check box and then entering a wildcard character in the Find What box. The two most common wildcard characters are:

  ❍ ?, which represents any single character in this location in the Find What text.

  ❍ *, which represents any number of characters in this location in the Find What text.

  Tip To see a list of the available wildcards, use Help to search for the term *wildcards.*

● Find occurrences of the search text that sound the same but are spelled differently, such as *there* and *their*, by selecting the Sounds Like check box.

● Find occurrences of a particular word in any form, such as *try*, *tries*, and *tried*, by selecting the Find All Word Forms check box. You can match a prefix or a suffix, and you can ignore punctuation and white space.

● Locate formatting, such as bold, or special characters, such as tabs, by selecting them from the Format or Special list.

  See Also For information about finding and replacing formatting, see the sidebar "Finding and Replacing Formatting" in Chapter 3, "Change the Look of Text."

If you want to substitute a specific word or phrase for another, you can use the Replace feature. Clicking the Replace button in the Editing group of the Home tab displays the Replace page of the Find And Replace dialog box.
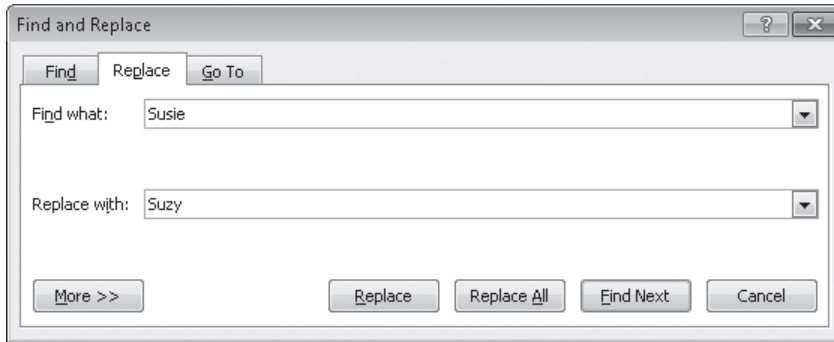
Correcting errors and inconsistencies is easy with the Replace feature.

Keyboard Shortcut Press Ctrl+H to display the Replace page of the Find And Replace dialog box.

Tip If the Navigation task pane is open, you can click the arrow at the right end of the Search Document box and then click Replace. The Find And Replace dialog box opens with the search term from the Navigation task pane already in the Find What box.

On the Replace page, you can click the following:

- **Find Next** Finds the first occurrence or leaves the selected occurrence as it is and locates the next one

- **Replace** Replaces the selected occurrence with the text in the Replace With box and moves to the next occurrence

- **Replace All** Replaces all occurrences with the text in the Replace With box

    Tip Before clicking Replace All, ensure that the replacement is clearly defined. For example, if you want to change *trip* to *journey*, be sure to tell Word to find only the whole word *trip*; otherwise, *triple* could become *journeyle*.

As on the Find page, clicking More displays the options you can use to carry out more complicated replacements.

In this exercise, you'll find a phrase and make a correction to the text. Then you'll replace one phrase with another throughout the entire document.

SET UP You need the RulesRegulations_start document located in your Chapter02 practice file folder to complete this exercise. Open the RulesRegulations_start document, and save it as *RulesRegulations*. Then follow the steps.

1. With the cursor at the beginning of the document, on the **Home** tab, in the **Editing** group, click the **Find** button (not its arrow).

   The Navigation task pane opens, displaying the Search tab.

2. With the cursor in the **Search Document** box, type **Board**. (Don't type the period.)

The Navigation task pane displays 62 matches with the word *Board* and highlights every occurrence in the document.
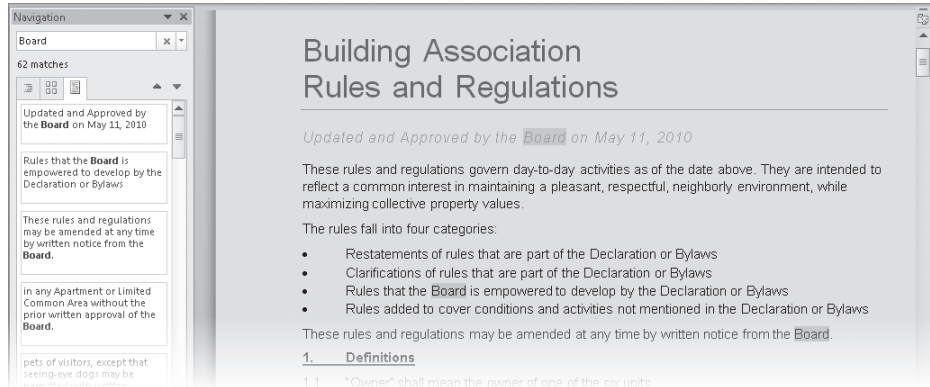

In the Navigation task pane, you can click each match to view its corresponding location in the document.

3. In the **Navigation** task pane, click the fifth match in the search results to jump to page **2**.

Notice that under the heading *4. Storage*, Word has highlighted the *board* portion of *skateboards*. You need to restrict the search to the whole word *Board*.

4. In the **Navigation** task pane, click the arrow at the right end of the **Search Document** box.

A menu of options for refining the search appears.
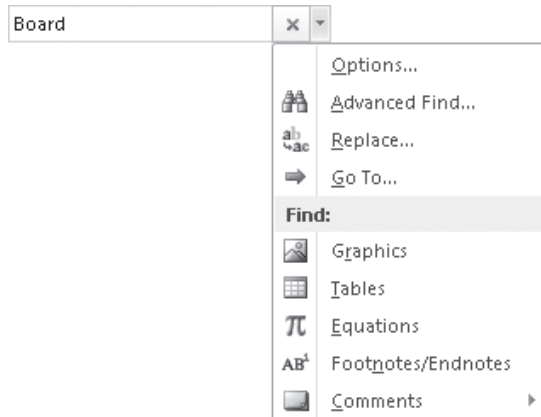
You can click options that allow you to find specific types of objects as well as text.

5. In the top part of the list, click **Advanced Find**.

The Find And Replace dialog box opens with the Find page displayed. The Find What box already contains the search term from the Navigation task pane.

6. In the lower-left corner of the dialog box, click **More**.

   The dialog box expands to display options for refining the search.

7. In the **Search Options** area of the dialog box, select the **Match case** and **Find whole words only** check boxes. Then click **Reading Highlight**, click **Highlight All**, and click **Close**.

   Under the *4. Storage* heading, the word *skateboards* is no longer highlighted.

8. Press Ctrl+Home to move the cursor to the beginning of the document.

9. In the **Navigation** task pane, display the search options list again, and then click **Replace**.

   The Find And Replace dialog box opens with the Replace page active. The Find What box retains the entry from the previous search, and the Match Case and Find Whole Words Only check boxes are still selected.

10. Click **Less** to reduce the size of the box, and then drag the box by its title bar toward the top of the document.

11. Click the **Replace with** box, type **Association Board**, and then click **Find Next**.

    Word highlights the first occurrence of *Board*.

12. In the dialog box, click **Replace**.

    Word replaces the first occurrence of *Board* with *Association Board* and then finds the next occurrence.

If you don't want to replace an occurrence, click Find Next to skip it.

13. Having tested the replacement, click **Replace All**.

14. When Word tells you how many replacements it made, click **OK** to close the message box. Then in the **Find and Replace** dialog box, click **Close**.

15. Press Ctrl+Home to move to the beginning of the document.

    In the *Updated and Approved* line of text, the word *Association* is now duplicated.

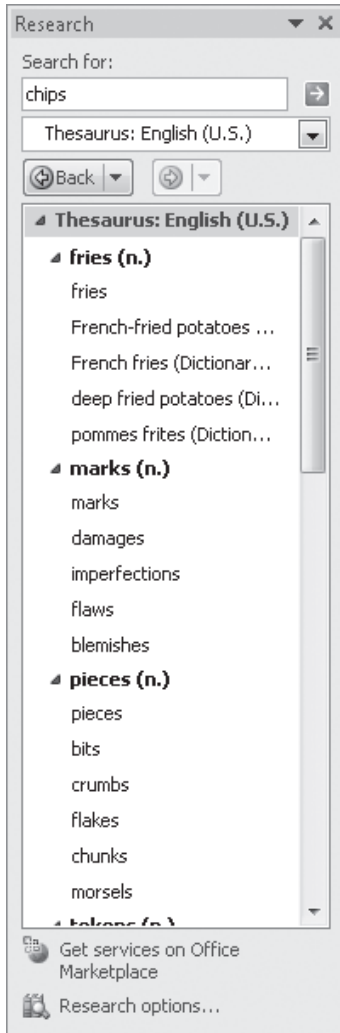16. Use your new find and replace skills to replace any instances of **Association Association** in the document with **Association**.

❌ **CLEAN UP** Close the Navigation task pane. Then save and close the RulesRegulations document.

Fine-Tuning Text

Language is often contextual—you use different words and phrases in a marketing brochure than you would in a letter requesting immediate payment of an invoice or in an informal memo about a social gathering after work. To help you ensure that you're using the words that best convey your meaning in any given context, Word provides a thesaurus where you can look up alternative words, called *synonyms*, for a selected word. The Thesaurus is one of a set of research services provided by Word.

To look up alternatives for a word, you can right-click the word, and then click Synonyms to display a list from which you can choose the one you want. Alternatively, you can select the word and then click the Thesaurus button in the Proofing group on the Review tab. The Research task pane opens, displaying the selected word in the Search For box and synonyms for that word in the Thesaurus list.

Keyboard Shortcuts Press Shift+F7 to open the Research task pane and display Thesaurus entries for the active word, which is also displayed in the Search For box.
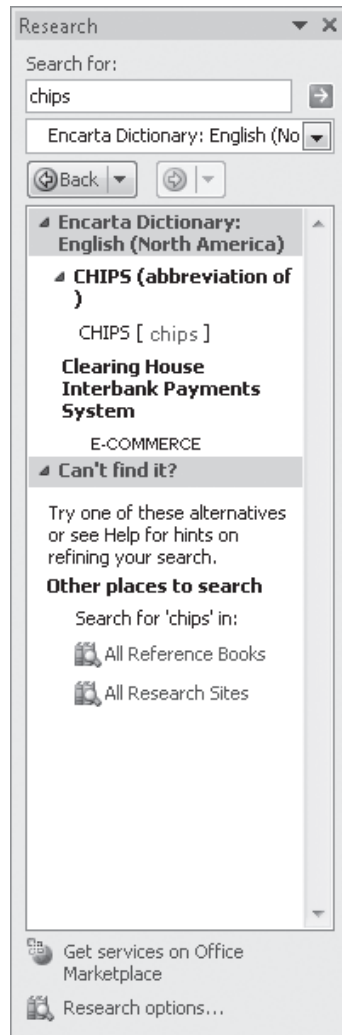
Research ▾ ✕

Search for:

chips [→]

Thesaurus: English (U.S.) ▾

[⊙Back ▾] [⊙ ▾]

◢ **Thesaurus: English (U.S.)** ▴

◢ **fries (n.)**

fries

French-fried potatoes ...

French fries (Dictionar...

deep fried potatoes (Di...

pommes frites (Diction...

◢ **marks (n.)**

marks

damages

imperfections

flaws

blemishes

◢ **pieces (n.)**

pieces

bits

crumbs

flakes

chunks

morsels

◢ **tokens (n.)** ▾

🔲 Get services on Office Marketplace

🔍 Research options...

You can click a synonym to display its synonyms and click again to repeat that process until you find exactly the word you want.

To replace the selected word with a synonym, point to your chosen synonym, click the arrow that appears, and then click Insert.

In addition to the Thesaurus, the Research task pane provides access to a variety of informational resources. You first open the Research task pane by clicking the Research button in the Proofing group and then enter a topic in the Search For box, specifying in the box below which resource Word should use to look for information about that topic.

Keyboard Shortcut Press the Alt key and click anywhere in the document to display the Research task pane.

You can choose a specific resource from the list or click All Reference Books or All Research Sites to widen the search.

Clicking Research Options at the bottom of the Research task pane displays the Research Options dialog box. In this dialog box, you can specify which of a predefined set of reference materials and other Internet resources will be available from the list.
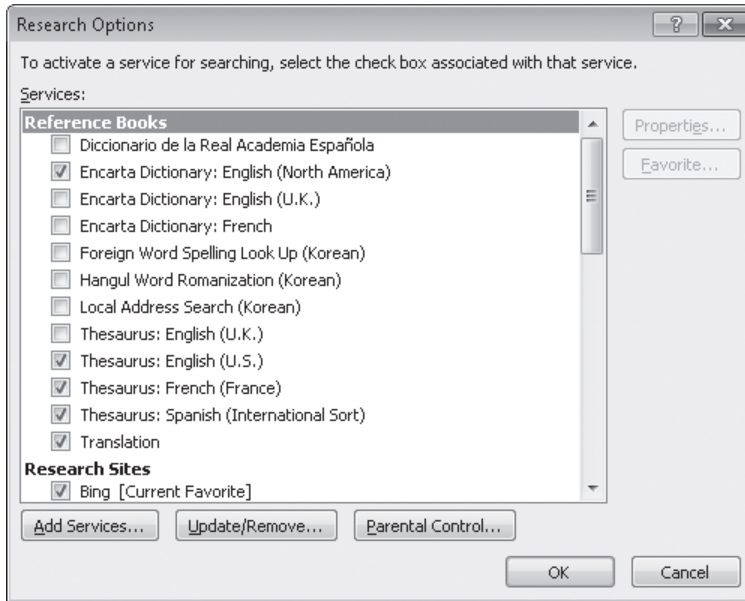
You can click Add Services to include your favorite reference resources in the list.

Word also comes with three translation tools with which you can quickly translate words and phrases, or even entire documents.

● **Mini Translator** You turn the Mini Translator on or off by clicking the Translate button in the Language group of the Review tab and then clicking Mini Translator. When the Mini Translator is turned on, you can point to a word or selected phrase to display a translation in the specified language. When the box containing the translation is displayed, you can click the Expand button to display the Research task pane, where you can change the translation language. You can also copy the translated word or phrase, or hear the word or phrase spoken for you.
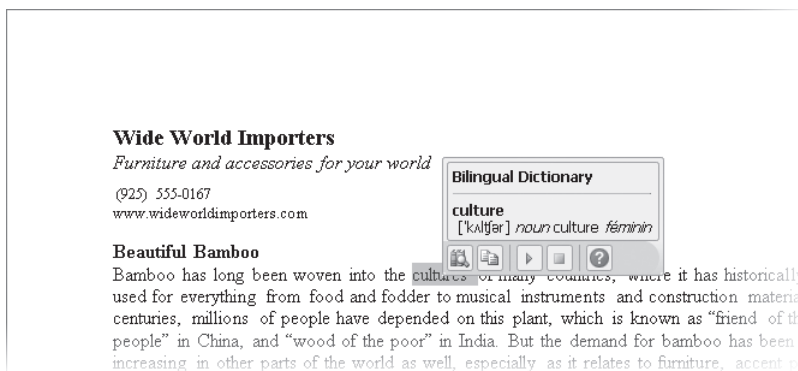
Using the Mini Translator is the quickest way to obtain the translation of a selection.

● **Online bilingual dictionary** To obtain the translation of a word that does not appear in the text of a document, you can click Translate Selected Text in the Translate menu to display the Research task pane, type the word in the Search For box, specify the language you want, and then click Start Searching. Word consults the online bilingual dictionary for the language you chose and displays the result. You can then click Insert to enter a translated word in the document at the cursor.
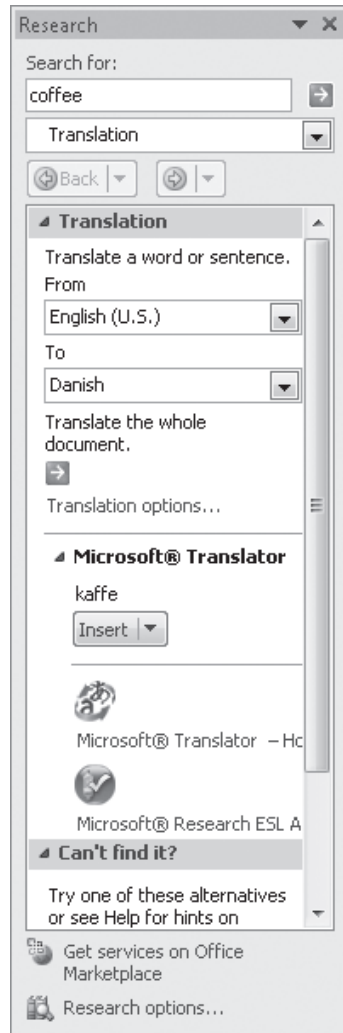
You can use the bilingual dictionary to translate a selected word or the word you type in the Search For box.

● **Online machine translator** To translate an entire document, you can click Translate Document on the Translate menu. When Word displays a message that the document will be sent for translation by the Microsoft Translator service (which is free), click Send. The document and its translation then appear side by side in your Web browser. You can set the translation from and translation to languages in the boxes at the top of the Web page and click buttons to change the view.
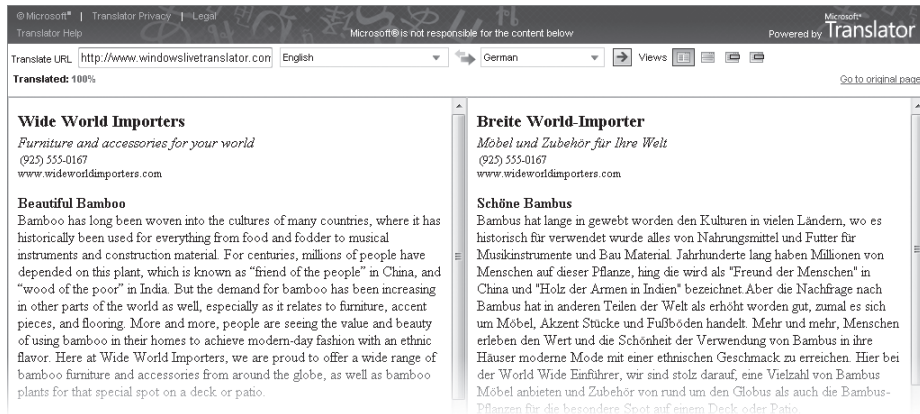
The Microsoft Translator service translates complete documents into the language you select.

To change the default language used by the Mini Translator or the machine translator, you click Choose Translation Language on the Translate menu. Then in the Translation Language Options dialog box, you can select different language pairs for each type of translator.
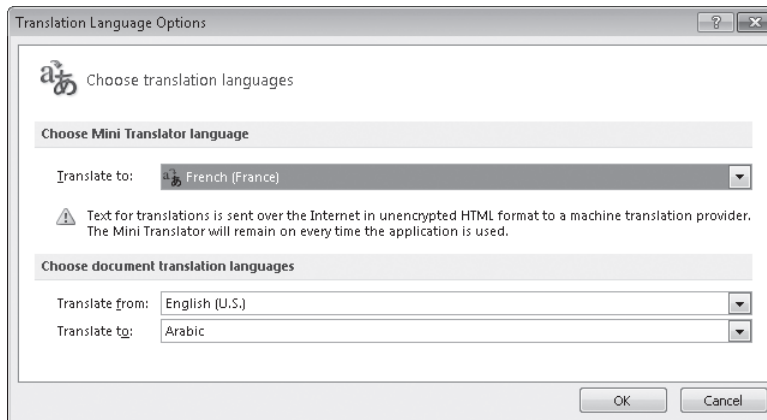

You can translate from and to many languages, including Arabic, Chinese, Greek, Hebrew, Italian, Japanese, Korean, Polish, Portuguese, Russian, Spanish, and Swedish.

In this exercise, you'll use the Thesaurus to replace one word with another. Then you'll experiment with the Mini Translator.

SET UP **You need the Brochure_start document located in your Chapter02 practice file folder to complete this exercise. Open the Brochure_start document, and save it as *Brochure*. Then follow the steps.**

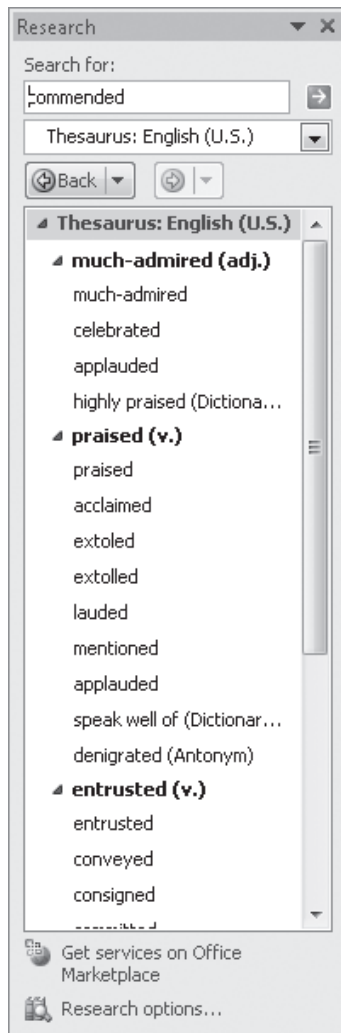1. Double-click the word **acclaimed** in the second line of the first paragraph.
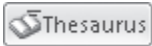
2. On the **Review** tab, in the **Proofing** group, click the **Thesaurus** button.

   The Research task pane opens, listing synonyms for the word *acclaimed*.

3. In the task pane, under **much-admired**, click **commended**.

   The word *commended* replaces *acclaimed* in the Search For box at the top of the task pane.

Synonyms for commended *are now listed in the task pane.*

4. Point to the word **celebrated**, click the arrow that appears to its right, and then click **Insert**.

The word *celebrated* replaces *acclaimed* in the document.

5. Close the **Research** task pane.

> **Tip** You can open the Research task pane at any time by clicking the Research button in the Proofing group on the Review tab.

6. In the **Language** group, click the **Translate** button, and then click **Choose Translation Language**.

The Translation Language Options dialog box opens.

7. Under **Choose Mini Translator language**, click the **Translate to** arrow, click **French (France)** in the list, and then click **OK**.

8. In the **Language** group, click the **Translate** button, and then click **Mini Translator [French (France)]**.

The Mini Translator is now turned on.

9. In the last paragraph of the document, point to the word **wardrobe**, and then move the pointer over the shadow box that appears above the word.

The Mini Translator appears, showing two French translations for the word *wardrobe*: *armoire* and *garde-robe*.
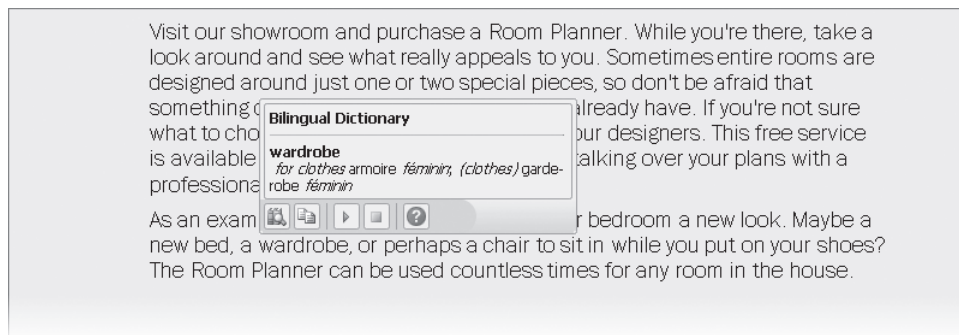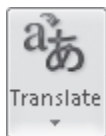
You can click the Play button to hear the translated word.

10. In the **Mini Translator** box, click the **Expand** button.

    The Research task pane opens, displaying the settings for translating from English into French.

11. Under **Bilingual Dictionary** in the **Research** task pane, double-click **armoire** to select it.

12. Right-click the selection, and click **Copy**.

13. In the document, double-click the word **wardrobe**.

14. Right-click the selection, and under **Paste Options** in the list, point to (don't click) the **Keep Text Only** button.

    Word displays a live preview of what the text will look like if you replace *wardrobe* with *armoire*.

15. Press the Esc key to close the shortcut menu and leave the word *wardrobe* in the text.

CLEAN UP Close the Research task pane, and turn off the Mini Translator by clicking the Translate button in the Language group and clicking Mini Translator. Then save and close the Brochure document.

Correcting Spelling and Grammatical Errors

In the days of handwritten and typewritten documents, people might have tolerated a typographical or grammatical error or two because correcting such errors without creating a mess was difficult. Word-processing programs such as Word have built-in spelling and grammar checkers, so now documents that contain these types of errors are likely to reflect badly on their creators.

Tip Although Word can help you eliminate misspellings and grammatical errors, its tools are not infallible. You should always read through your document to catch any problems that the Word tools can't detect—for example, homonyms such as *their*, *there*, and *they're*.

Word provides these three tools to help you with the chore of eliminating spelling and grammar errors:

- **AutoCorrect** This feature corrects commonly misspelled words, such as *adn* to *and*, so that you don't have to correct them yourself. AutoCorrect comes with a long list of frequently misspelled words and their correct spellings. If you frequently misspell a word that AutoCorrect doesn't change, you can add it to the list in the AutoCorrect dialog box. If you deliberately mistype a word and don't want to accept the AutoCorrect change, you can reverse the correction by clicking the Undo button before you type anything else.

- **Error indicators** Word underlines potential spelling errors with red wavy underlines and grammatical errors with green wavy underlines. You can right-click an underlined word or phrase to display suggested corrections in a shortcut menu.

- **Spelling and Grammar dialog box** If you want to check the spelling or grammar of the entire document, you can click the Spelling & Grammar button in the Proofing group on the Review tab. Word then works its way through the document and displays the Spelling And Grammar dialog box if it encounters a potential error.
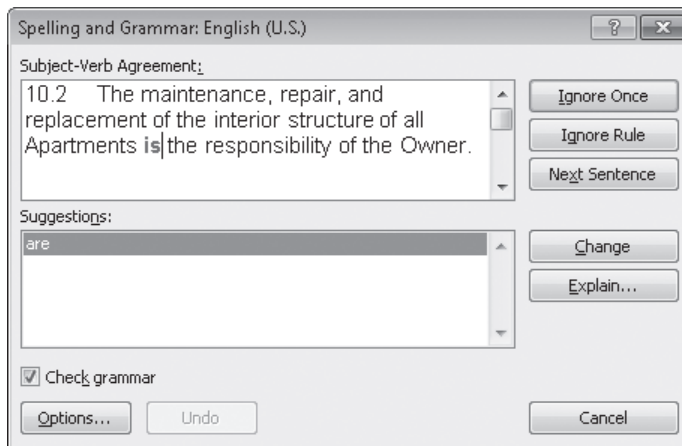
The buttons in the Spelling And Grammar dialog box are dynamic and reflect the type of error found.

Keyboard Shortcut Press F7 to start checking the spelling and grammar from your current location in the document.

If the error is a misspelling, the Spelling And Grammar dialog box suggests corrections; if the error is a breach of grammar rules, the Spelling And Grammar dialog box tells you which rule you have broken and suggests corrections. You can implement a suggestion by double-clicking it in the Suggestions box.

In this exercise, you'll change an AutoCorrect setting and add a word to the AutoCorrect list. You'll check the spelling in the document and add terms to the custom dictionary, and then you'll find, review, and correct a grammatical error.

SET UP You need the Letter_start document located in your Chapter02 practice file folder to complete this exercise. Open the Letter_start document, and save it as *Letter*. Then follow the steps.

1. Click immediately to the left of **negative** in the last line of the first paragraph, and then type **coresponding**, followed by a space.

   As soon as you press the Spacebar, AutoCorrect changes *coresponding* to *corresponding*.

2. Click the **File** tab to display the Backstage view, and then click **Options**.

3. In the left pane of the **Word Options** dialog box, click **Proofing**, and then on the **Proofing** page, click **AutoCorrect Options**.
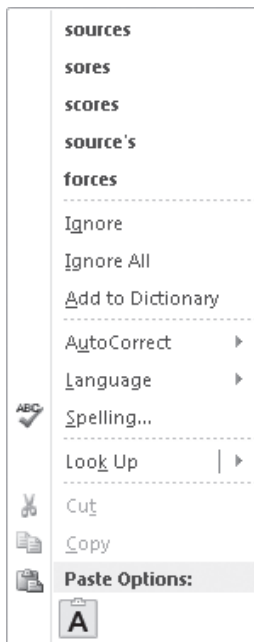
   The AutoCorrect dialog box opens, displaying the AutoCorrect page.
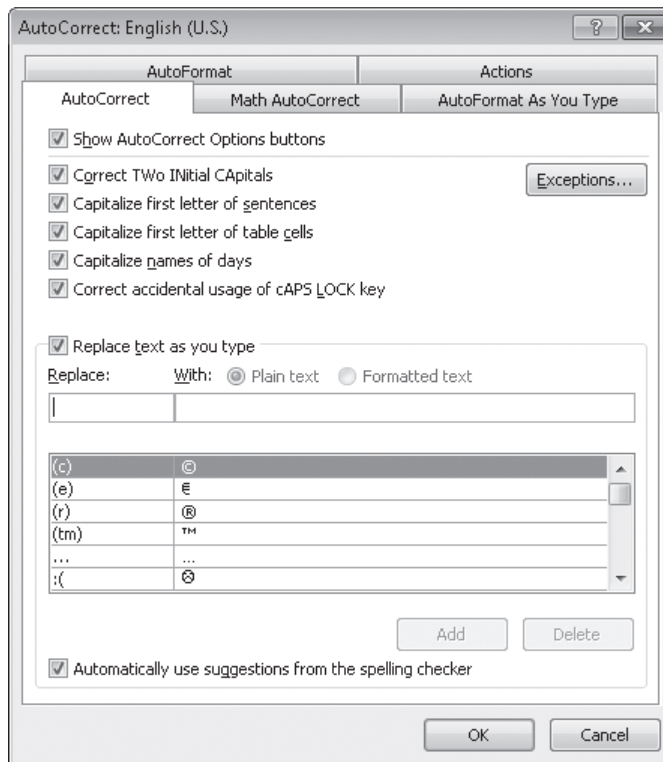
A selected check box indicates an error that AutoCorrect will automatically correct.

Tip You can clear the check box of any item you don't want corrected. For example, if you don't want AutoCorrect to capitalize the first letter that follows a period, clear the Capitalize First Letter Of Sentences check box.

4. In the **Replace** box, type **avalable**.

   Word scrolls the list below to show the entry that is closest to what you typed.

5. Press the Tab key to move the cursor to the **With** box, and then type **available**.

6. Click **Add** to add the entry to the correction list, and then click **OK**.

7. Click **OK** to close the **Word Options** dialog box.

8. Position the cursor at the end of the second paragraph, press the Spacebar, and then type **Sidney will not be avalable May 10-14** followed by a period.

   The word *avalable* changes to *available*.

9. In the first paragraph, right-click **sorces**, the first word with a red wavy underline.

   Word lists possible correct spellings for this word.

| |
|---|
| sources |
| sores |
| scores |
| source's |
| forces |
| I̲gnore |
| Ignore All |
| A̲dd to Dictionary |
| A̲utoCorrect ▸ |
| L̲anguage ▸ |
| S̲pelling... |
| Loo̲k Up | ▸ |
| Cut̲ |
| C̲opy |
| **Paste Options:** |
| A |

The shortcut menu also lists actions you might want to carry out, such as adding the word to the AutoCorrect list.

10. In the list, click **sources**.

    Word removes the red wavy underline and inserts the correction.

> **Tip** Word's grammar checker helps identify phrases and clauses that don't follow traditional grammatical rules, but it's not always accurate. It's easy to get in the habit of ignoring green wavy underlines. However, it's wise to scrutinize them all to be sure that your documents don't contain any embarrassing mistakes.

11. Press Ctrl+Home to move to the beginning of the document, and then on the **Review** tab, in the **Proofing** group, click the **Spelling & Grammar** button.

The Spelling And Grammar dialog box opens, with the duplicate word *to* in red in the Repeated Word box.
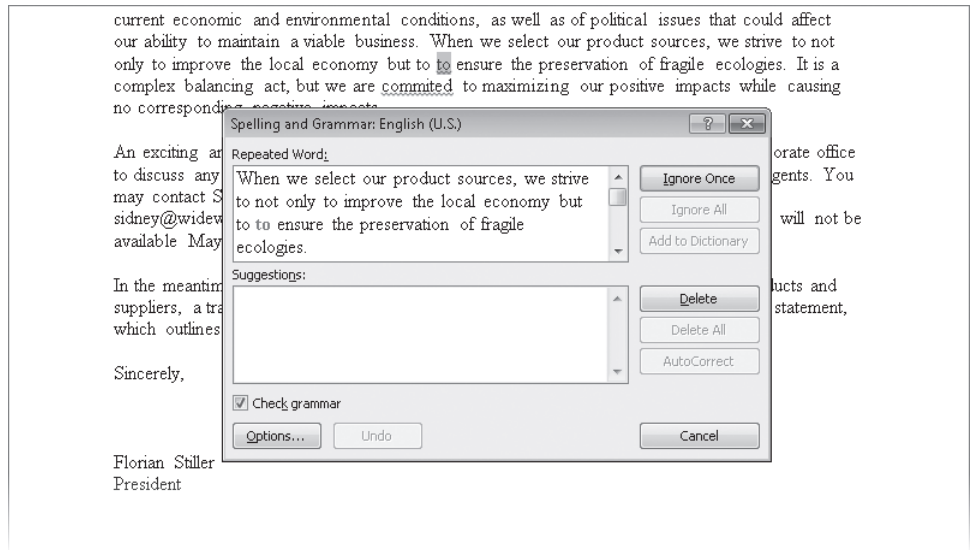
Behind the dialog box, Word has highlighted the duplicate to *in the document.*

> **Troubleshooting** If the errors we mention don't appear to be in the practice file, click Options at the bottom of the Spelling And Grammar dialog box. Then in the Word Options dialog box, under When Correcting Spelling And Grammar In Word, click Recheck Document. Click Yes to reset the spelling and grammar checkers, and then click OK.

12. Click **Delete**.

Word deletes the second *to* and then displays the first word it does not recognize, *commited*, in red in the Not In Dictionary box.

13. With **committed** selected in the **Suggestions** box, click **AutoCorrect**.

Word adds the misspelling and the selected correction to the AutoCorrect list, so that the next time you type *commited* by mistake, the spelling will be corrected for you as you type. The program then identifies a possible grammatical error.
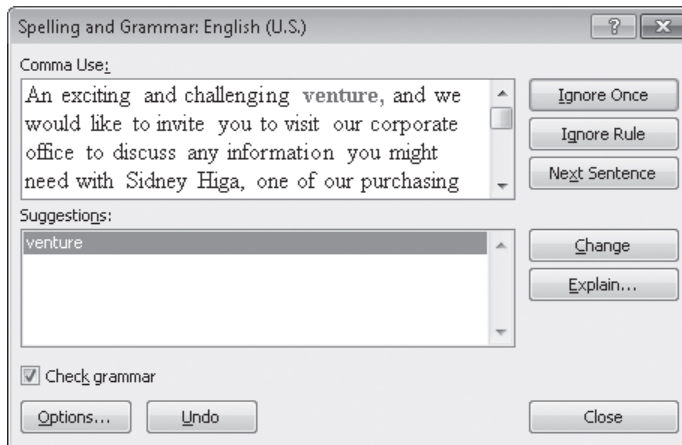
This grammatical error is identified as an incorrect use of a comma.

You need to read the sentence and then decide whether and how to correct the error. In this case, the error is not related to the comma after *venture* but to the fact that there is no verb in the first half of the sentence.

14. In the **Comma Use** box, double-click the word **An** at the beginning of the sentence with the error, and type **The import business is an**. Then click **Change**.

Word flags *Contoso* as a word it doesn't recognize.

Troubleshooting **If Word does not proceed to the next potential error after you click Change, click Resume to tell Word to continue with the spelling and grammar check.**

Contoso is a proper noun and is spelled correctly. You could click Ignore All to cause Word to skip over any other instances of this word in this document. However, if this name appears frequently in your documents, you can prevent Word from continuing to flag it by adding the word to the custom dictionary.

15. Click **Add to Dictionary**.

Word displays a message indicating that it has finished checking the spelling and grammar of the document.
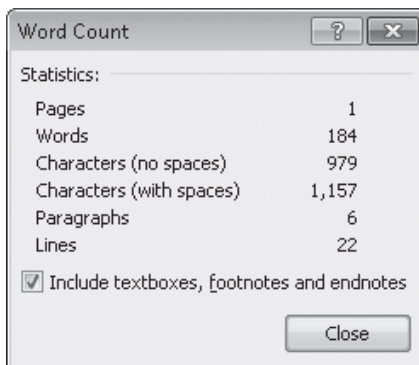
16. Click **OK** to close the message box.

Tip **The grammar checker doesn't always catch awkward phrasing. For example, note the error in the second sentence of the first paragraph of the Letter document. It's a good example of why you should always proofread your documents, to catch the things that Word doesn't.**

✖ **CLEAN UP** **Save the Letter document, and then close it.**

Viewing Document Statistics

As you type, Word keeps track of the number of pages and words in your document and displays this information at the left end of the status bar. To see the number of words in only part of the document, such as a few paragraphs, simply select that part. The status bar then displays the number of words in the selection, expressed as a fraction of the total, such as 250/800.

You can see more statistics in the Word Count dialog box, which you open by clicking the Word Count button in the Proofing group on the Review tab.

Word Count	?	X

Statistics:	
Pages	1
Words	184
Characters (no spaces)	979
Characters (with spaces)	1,157
Paragraphs	6
Lines	22

☑ Include textboxes, footnotes and endnotes

Close

In addition to counting pages and words, Word counts characters, paragraphs, and lines.

Word also gives you the option of including or excluding words in text boxes, footnotes, and endnotes.

Inserting Saved Text

Another way to ensure consistency in your documents while also saving time is to use building blocks. These are saved items that are available for use in any document. Word 2010 comes with many built-in building blocks for formatted items such as cover pages, headers and footers, tables, and text boxes. You can also save your own building blocks by using the Quick Parts feature.

See Also For information about the building blocks that come with Word, see "Inserting Building Blocks" in Chapter 5, "Add Simple Graphic Elements."

A custom building block can be a simple phrase or sentence that you type often, or it can include multiple paragraphs, formatting, graphics, and so on. The trick is to first ensure that the text is exactly the way you want it. Then you can save the building block and use it confidently wherever you need it.

To create a building block, you select the item you want to save, click Quick Parts in the Text group on the Insert tab, and save the selection in the Quick Parts gallery with an assigned name. You can then insert the building block at the cursor by clicking Quick Parts to display the gallery and clicking the thumbnail of the building block you want. Or you can insert it elsewhere by right-clicking the thumbnail in the gallery and then clicking one of the specified locations.
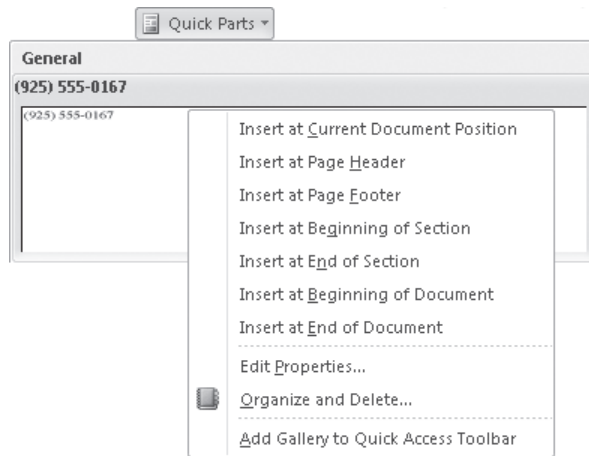
You can insert a custom building block by selecting a location from a list.

Tip In a document, you can type the name of any building block and then press the F3 key to insert it at the cursor.

When you create a custom building block, Word saves it in a special file called the *Building Blocks template*. When you exit Word, you'll be asked whether you want to save this template. If you want to discard the building blocks you have created in this Word session, click Don't Save. If you want them to be available for future documents, click Save.

In this exercise, you'll save a company contact-information block and the Latin name of a plant as building blocks so that you can insert them elsewhere in a document.

SET UP You need the Bamboo_start document located in your Chapter02 practice file folder to complete this exercise. Open the Bamboo_start document, and save it as *Bamboo*. Then follow the steps.

1. At the top of the document, select the first four lines by using any of the selection techniques described earlier in this chapter.

2. On the **Insert** tab, in the **Text** group, click the **Quick Parts** button, and then click **Save Selection to Quick Part Gallery**.

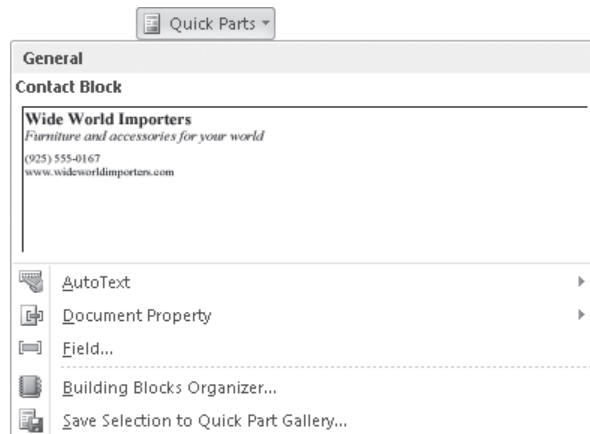   The Create New Building Block dialog box opens.

Create New Building Block

Name:	Wide World
Gallery:	Quick Parts
Category:	General
Description:	
Save in:	Building Blocks
Options:	Insert content only

OK   Cancel
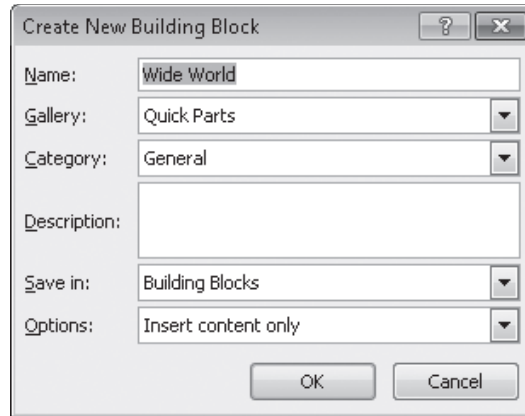
Word suggests the first few words of the selection as the name of the building block.

3. In the **Name** box, type **Contact Block**, and then click **OK**.

Word saves the selection in the Quick Parts gallery.

4. In the third paragraph of the document, select **obatea acuminata aztectorum** (don't select the period). Then in the **Text** group, click the **Quick Parts** button.

Notice that the company contact information now appears as a building block in the Quick Parts gallery.

Quick Parts ▾

General

Contact Block

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www.wideworldimporters.com

AutoText ▸

Document Property ▸

Field...

Building Blocks Organizer...

Save Selection to Quick Part Gallery...

The Quick Parts gallery displays only the building blocks you create. The built-in building blocks are available from other galleries, such as the Cover Page gallery.

5. Click **Save Selection to Quick Part Gallery**, type **oaa** in the **Name** box, and then click **OK**.

6. Press Ctrl+End to move the cursor to the end of the document, and then press the Spacebar.

7. Type **In particular, we recommend oaa** (don't type a period).

8. Press F3, and then type a period.

   Word replaces *oaa* with its building block, *obatea acuminata aztectorum*.

   Troubleshooting Pressing F3 substitutes the corresponding building block only if there is a space to the left of the building block name and the cursor is immediately to its right. If you want to enter a building block in existing text (rather than at the end of it), you need to ensure that there is a space after the cursor. Type two spaces, position the cursor between them, type the building block name, and then press F3.

9. Press Enter. Then in the **Text** group, click the **Quick Parts** button, and in the gallery, click the **Contact Block** entry.

   The company contact information appears at the cursor.

very adaptable, with some species deciduous and others evergreen. Although there isn't yet a complete knowledge about this plant, there are believed to be between 1100 and 1500 different species of bamboo. The color range is from light green leaves and culms (stems) to dark, rich shades of green or some combination thereof.

Because they are so easy to grow in such a variety of climates, there is a plant available for just about anyone who wishes to grow one in the backyard. Some dwarf species include chimonobambusa marmorea, indocalamus tessellatus, and pleioblastus chino vaginatus. Also suitable for the personal garden are those categorized as mid size. Examples of these types of plants are bambusa glaucophylla and otatea acuminata aztectorum. Plant starts and seeds are easier to find than ever, being available at nurseries and through mail order.

Choosing bamboo as part of home or garden design makes sense on many levels. Not only does it have an appealing look, but it supports the environment as well as the countries that produce it. In particular, we recommend otatea acuminata aztectorum.

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www.wideworldimporters.com

The two custom building blocks are inserted with just a few clicks.

CLEAN UP Save the Bamboo document, and then close it. When you exit Word, remember to click Don't Save when you are asked whether you want to save changes to the Building Blocks template.

Inserting One Document into Another

Sometimes you'll want to insert one saved document into another document. For example, you might want to compile four quarterly reports so that you can edit them to create an annual report. In this situation, it would be tedious to have to select and copy the text of each report and then paste it into the annual document. Instead, you can have Word insert the existing documents for you. Here's how:

1. Position the cursor where you want to insert the existing document, and then on the Insert tab, in the Text group, click the Object arrow.

2. In the list, click Text From File.

   The Insert File dialog box opens.

3. Locate the file you want, and double-click it to insert it at the cursor.

Key Points

- You can cut or copy text and paste it elsewhere in the same document or in a different document. Cut and copied text is stored on the Clipboard.

- Undo one action or the last several actions you performed by clicking the Undo button (or its arrow) on the Quick Access Toolbar. Click the Redo button if you change your mind again.

- You can find each occurrence of a word or phrase and replace it with another.

- Rely on AutoCorrect to correct common misspellings. Correct other spelling and grammatical errors individually as you type or by checking the entire document in one pass.

- You don't have to type and proof the same text over and over again. Instead, save the text as a building block and insert it with a few mouse clicks.

Chapter at a Glance

Quickly format text, **page 76**

Change a document's theme, **page 82**
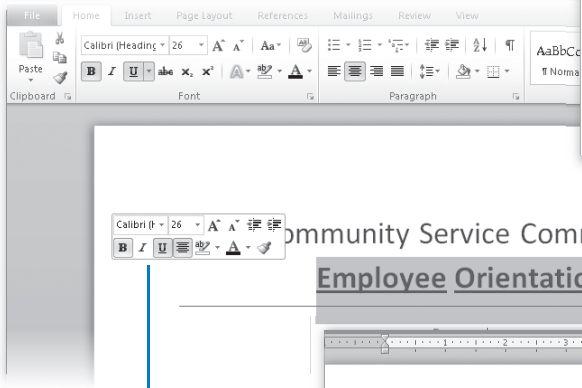
Manually change the look of characters, **page 87**
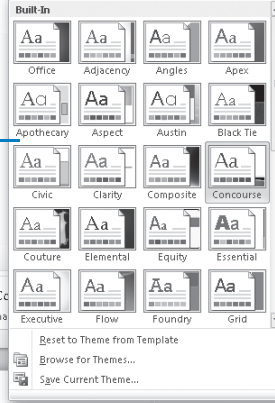
Manually change the look of paragraphs, **page 95**

Create and modify lists, **page 106**