



Word Processing 5N1358

5. Proofing Tools

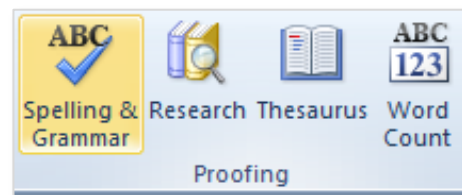
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Use a Range of Proofing Tools Including:

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1. SPELL CHECK

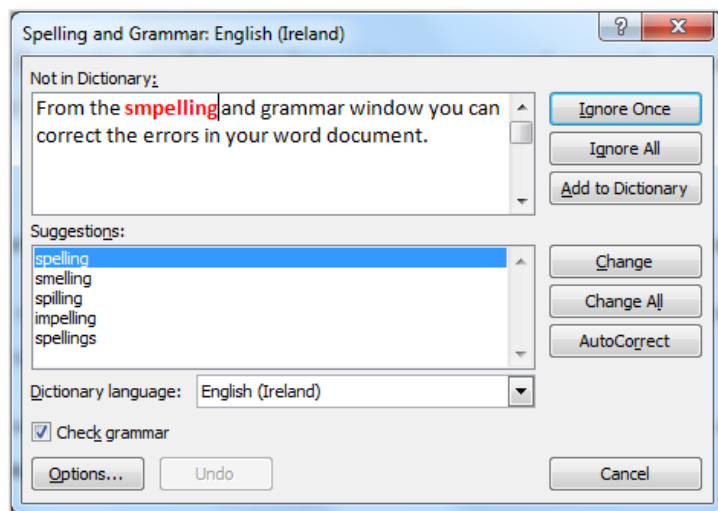
Spell check will compare all the words in the document against the dictionary Microsoft Word is using. To use spell check go to the **Review** tab to the **Proofing** group and select the **Spelling & Grammar** command button (or use the F7 key on the top of the keyboard) this will open the **Spelling and Grammar** dialogue box.



From the spelling and grammar dialogue box it is possible to correct all the errors in the word document.

The **Not in Dictionary:** box shows you the word or grammar which is not recognised and the **Suggestions:** box offers words you can use to replace the incorrect word.

To change a word to the correct spelling click on the word in the **Suggestions:** box and click on **Change**.



NOTE: Remember the dictionary does not know every word, especially names of people or places. If a word is used repeatedly you can add it to the dictionary using the **Add to Dictionary** command button.

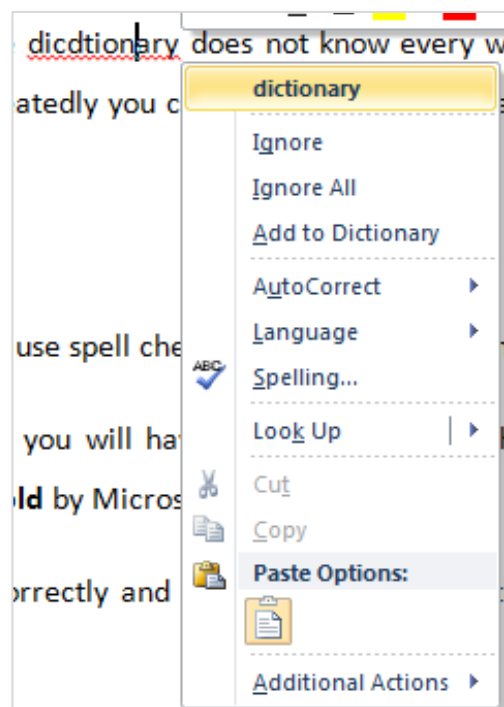
Spell Checker in Right-Click Shortcut Menu

Alternatively, the spell checker can be accessed by right clicking on the word which has a red line under it.

In the shortcut menu it is possible to change the word to any of the alternatives words suggested in **bold** by Microsoft word.

If the word is spelt correctly and it is frequently used add it to the dictionary by clicking on the **Add to Dictionary** option.

To ignore the grammar or spelling suggestion click on **Ignore All**. This will ignore every instance of this incorrect spelling of this word in the document.

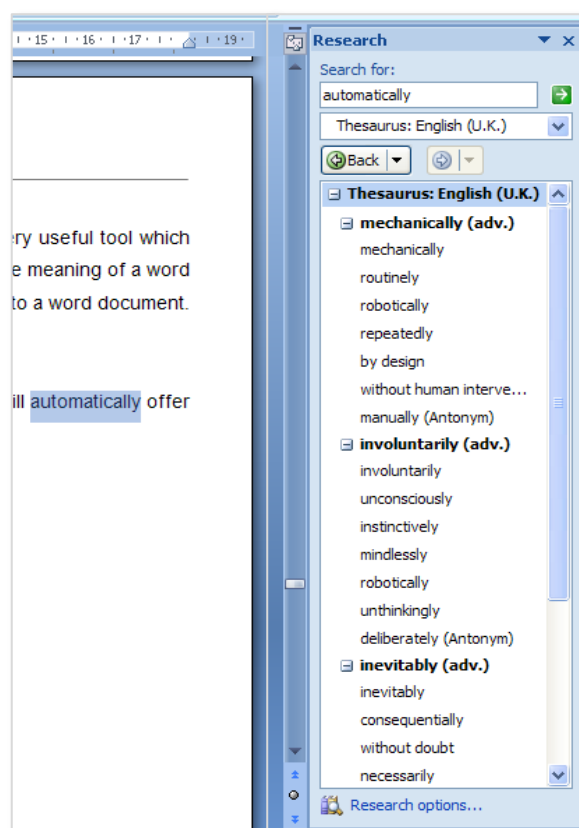
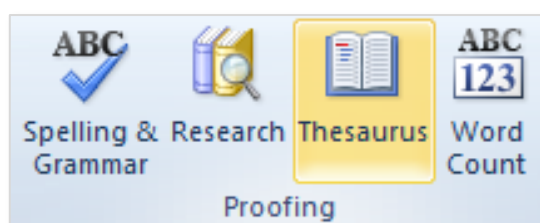


2. THESAURUS

A **thesaurus** is a phrase book, lexicon, glossary or a word list. It is a very useful tool which can be used when writing reports or assignments. It can be used to explain a word giving an alternative meaning, or to find an alternative word with a similar meaning to replace a word with. To use the thesaurus there are several methods available.

The quickest is to click in the word and press the **Shift + F7** keys. This will automatically offer you alternative suggestions for the word in a right task panel. In this example the word automatically was searched.

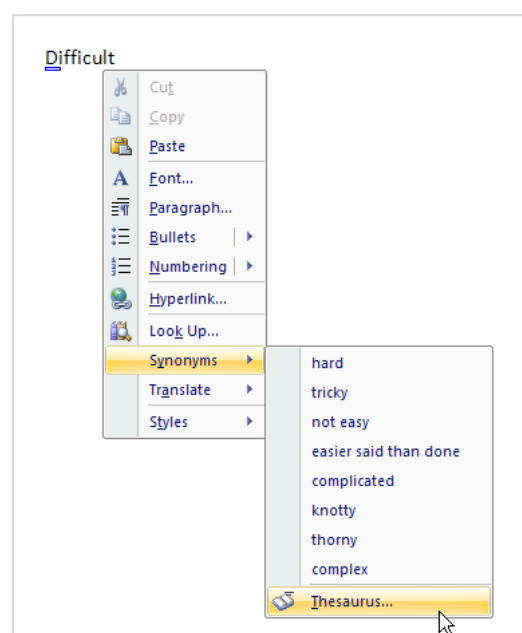
The second method is to go to the **Review** tab to the **Proofing** group select the **Thesaurus** command button.



The thesaurus will open in a panel on the right of the document offering alternative meaning for the word currently clicked on. The word you have clicked in will appear in the **Searched for:** text box. This word can replace this word with alternatives available in the thesaurus list.

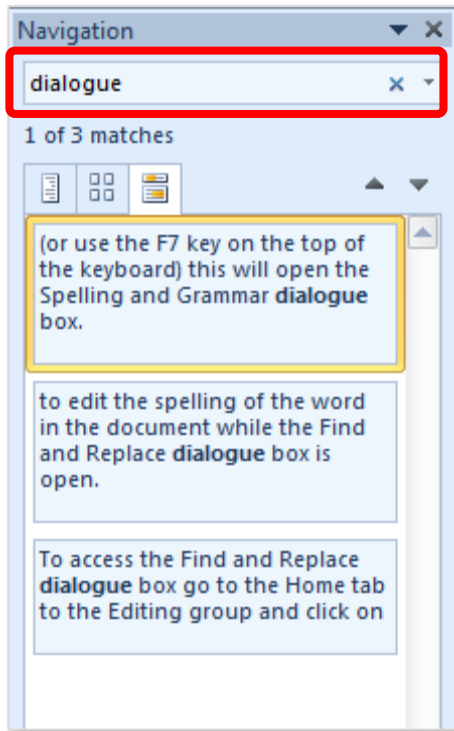
Finally, to use **Synonyms** right click in the centre of the word and go to Synonyms on the short cut menu. From this list there are usually a variety of words with the same meaning of the word you have completed the search on.

NOTES: Explain what is meant by the word *Synonym* use the thesaurus to help you.



3. SEARCH AND REPLACE

The **Find** and **Replace** tools are both used in connection with each other, the find tool will locate any instance of a word or string of text in a word document and jump too that word in the document. To move to the next instance of that word the **Find Next** button is used. This can be used to edit the spelling of the word in the document while the **Find and Replace** dialogue box is open.



To access the **Find** tab in the navigation panel, go to the **Home** tab to the **Editing** group and click on the **Find** command button (alternatively use the **Ctrl + F** keyboard shortcut). This will open the **Navigation** panel to the left side of the document; in the search text box at the top of the navigation panel enter the word to be found. The panel will then show every instance of that word in the document in the order it appears.

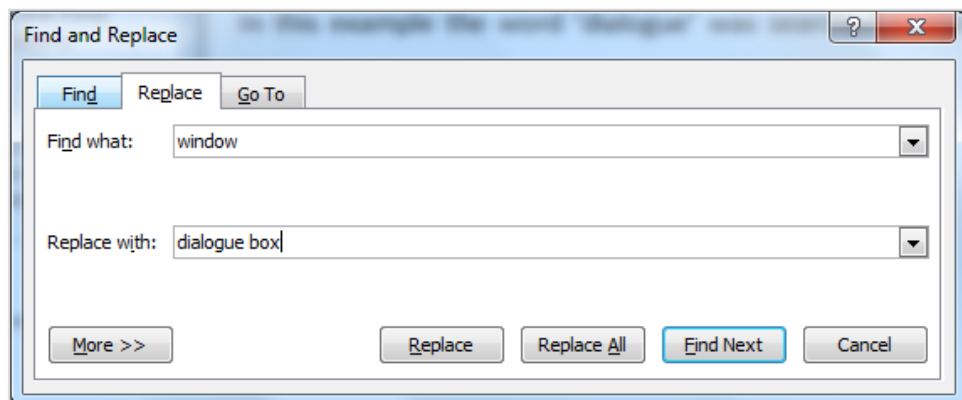
In this example the word '*dialogue*' was searched in this document the word has been found three times.

Find and Replace

Find and replace can be used to replace the string/word from the **Find what:** text box, with the string/word in the **Replace with:** text box. When one instance of a word is replace move to the new word with the **Find Next** command button, or replace all examples of that word at once with the **Replace All** button.

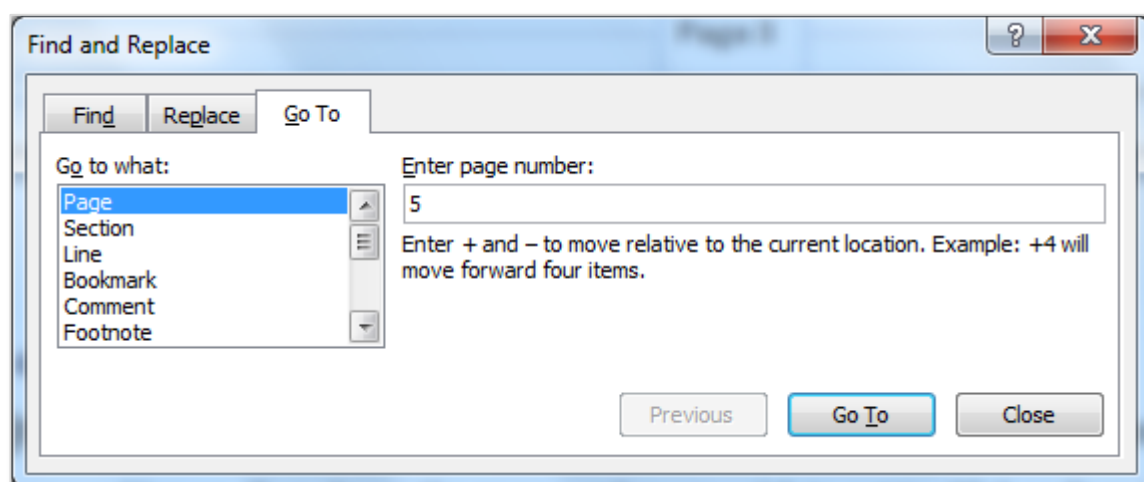
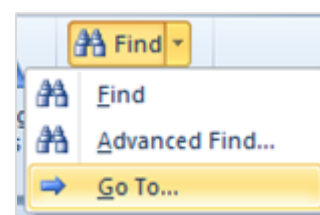
To access the **Find and Replace** dialogue box go to the **Home** tab to the **Editing** group and click on the **Replace** command button. Alternatively you can use the keyboard shortcut **Ctrl + H**.

In this example the word '*window*' was found and replaced with the word '*dialogue*'.



4. GO TO

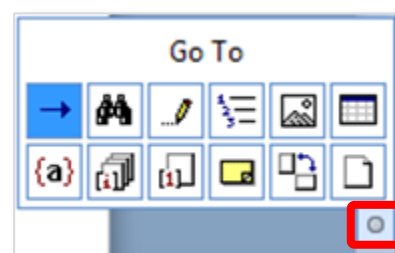
The **go to** tab is in the **Find and Replace** dialogue box it allows the user to navigate quickly to a location or bookmark within the document using a page number, section number, bookmark, etc. To access the **go to** tool click on the **Find** drop down menu in the **Editing** group and select the **Go To** command button. This will open the **Find and Replace** dialogue on the correct tab (alternatively use the keyboard shortcut **Ctrl + G**).



In the example shown the document will jump to page 5 from the page it is currently on. This will only work in documents with a more than one page.

5. SHORTCUTS

The **Go To** and **Find** tools are also available from the **Select Browse Objects** option at the bottom of the right scroll bar, accessed by the little circle.



| Tool | Shortcut |
|------------|------------------|
| Thesaurus | Shift F7 |
| Find | Ctrl + F |
| Replace | Ctrl + H |
| Go To | Ctrl + G |
| Word Count | Ctrl + Shift + G |