

Word Lesson 3

Helpful Word Features

Microsoft Office 2010
Introductory

Objectives

- Use AutoCorrect.
- Use AutoFormat As You Type.
- Create, insert, and delete Quick Parts.
- Use AutoComplete.
- Insert the current date and time.

Objectives (continued)

- Check the spelling and grammar in a document.
- Use the Thesaurus.
- Insert symbols.

Vocabulary

- AutoComplete
- AutoCorrect
- AutoFormat As You Type
- automatic grammar checking
- automatic spell checking
- building block
- contextual spell checking
- format
- Quick Part
- Thesaurus

Using Automatic Features

- Word provides many helpful features and commands including the ability to:
 - Correct errors automatically
 - Format text automatically
 - Save and reuse text that is used often
 - Check spelling and grammar
 - Find synonyms for a word

Understanding Automatic Features

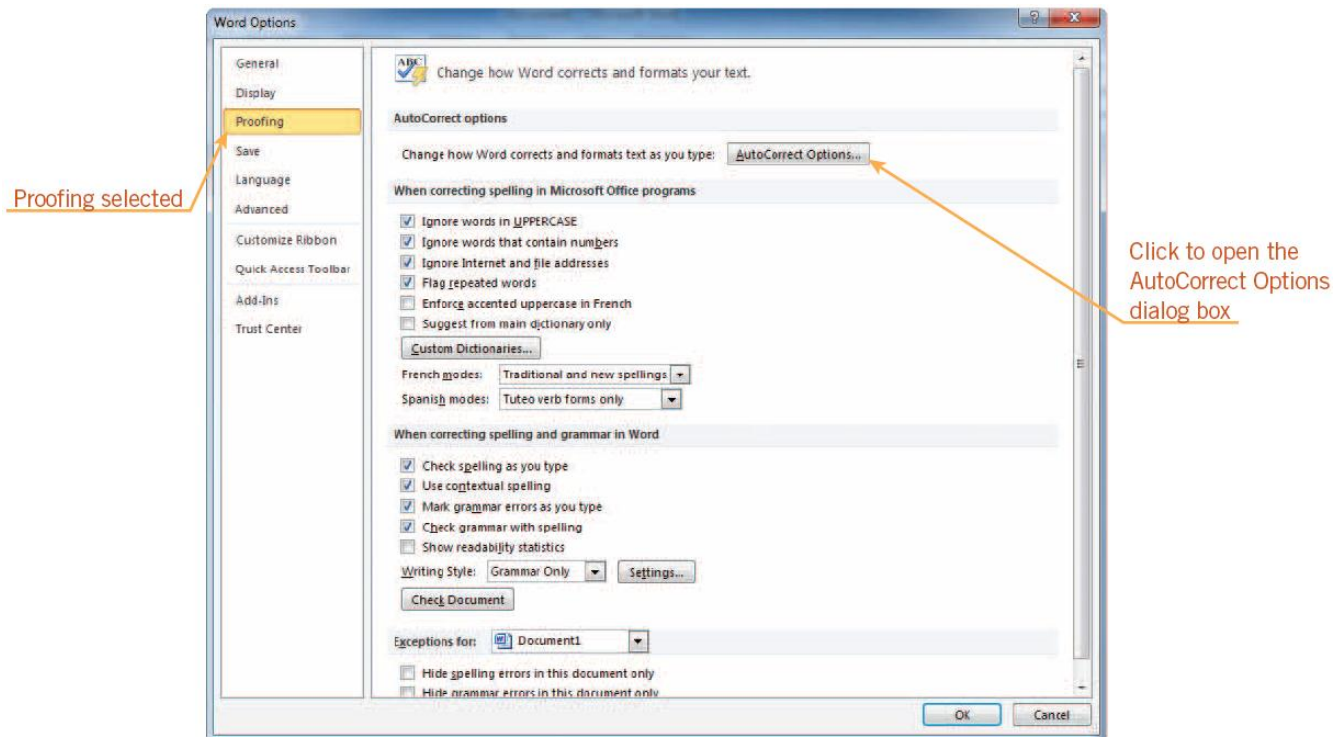
- The AutoCorrect feature corrects errors as you type, and AutoFormat As You Type applies built-in formats as you type.
- You can create and use Quick Parts to insert frequently used text.
- The AutoComplete feature “guesses” days of the week and month names as you type, and then suggests the complete word.

Using AutoCorrect

- **AutoCorrect** corrects common capitalization, spelling, grammar, and typing errors as you type.
- You can customize AutoCorrect by adding or removing words or by changing the types of corrections made.
- When using AutoCorrect, the correction occurs after you press the spacebar or Enter.

Using AutoCorrect (continued)

- Proofing options in the Word Options dialog box



Using AutoCorrect (continued)

- You can add or remove words from the AutoCorrect list and change the AutoCorrect options.
- You can also open the AutoCorrect dialog box using the AutoCorrect Options button.

Understanding Formatting

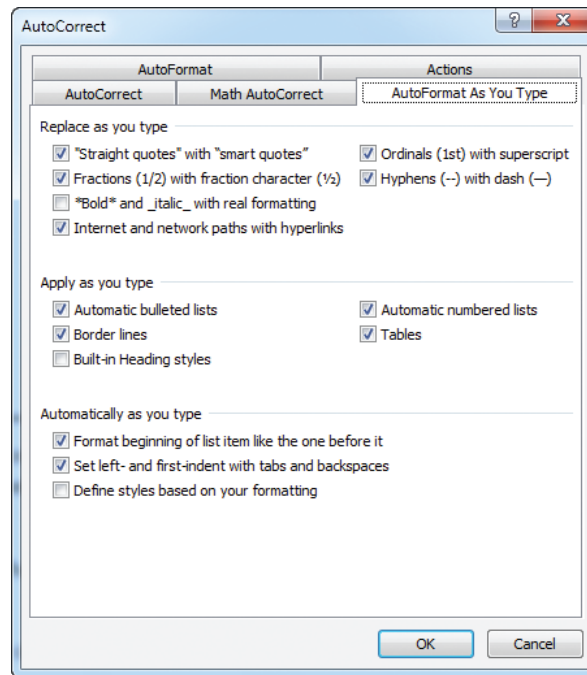
- **Formatting** means to change the look of text.
- You can format words or paragraphs.
- Examples of text formatting are adding bold, italics, or underlining to words.
- Examples of paragraph formatting are indenting the first line of a paragraph or double-spacing text in a paragraph.

Using AutoFormat As You Type

- The **AutoFormat As You Type** feature automatically applies built-in formats to text as you type.
- You can choose which automatic formatting options you want to use on the AutoFormat As You Type tab in the AutoCorrect dialog box.

Using AutoFormat As You Type (continued)

- AutoFormat As You Type tab in the AutoCorrect dialog box



Using Quick Parts

- **Building blocks** are document parts that are stored and reused.
- **Quick Parts** are building blocks you create from frequently used text and then save and access quickly by clicking the Quick Parts button in the Text group on the Insert tab.
- Building blocks are organized into galleries. A Quick Part you create is stored in the Quick Parts gallery.

Using Quick Parts (continued)

- Create New Building Block dialog box

The screenshot shows the 'Create New Building Block' dialog box. The 'Name' field contains 'My Name SN'. The 'Gallery' dropdown is set to 'Quick Parts'. The 'Category' dropdown is set to 'General'. The 'Description' field is empty. The 'Save in' dropdown is set to 'Building Blocks.dotx'. The 'Options' dropdown is set to 'Insert content only'. The 'OK' and 'Cancel' buttons are at the bottom.

Type a name for the Quick Part here

Using AutoComplete

- **AutoComplete** is a feature in Word that automatically completes the spelling of days of the week and months of the year that have more than five letters in their names.
- After you type the first four letters, AutoComplete suggests the complete word.

Inserting the Date and Time

- You can easily insert the current date and time into a document.
- You can also display the current date whenever you open the document.
 - For example, if you create a report on a regular basis, you would probably want the current date displayed each time you opened the document

Checking Spelling and Grammar as You Type

- **Automatic spell checking** flags possible misspelled words right after you type them.
 - A red, wavy underline indicates Word cannot find that word in its built-in dictionary.
 - A blue, wavy underline indicates a word that might be misused.
- With **contextual spell checking**, Word identifies possible misuse by examining the context in which the word is used.

Checking Spelling and Grammar as You Type (continued)

- Spelling and grammar options in the Word Options dialog box

OPTION	ACTION
Check spelling as you type	Flags possible misspelled words in the document with a red, wavy underline.
Use contextual spelling	When checking the document for spelling errors, flags possible misused words with a blue, wavy underline.
Mark grammar errors as you type	Flags possible grammatical errors in the document with a green, wavy underline.
Check grammar	When checking the document for spelling errors, also checks for spelling grammatical errors.
Show readability	Opens the Readability Statistics dialog box when the spelling and statistics grammar check is complete. The Readability Statistics dialog box provides information about the reading level of the document.
Writing Style	If you turn on the grammar checker, allows you to check for grammar errors only or for writing style errors, such as use of the passive voice. The default is to check for grammar only.
Settings	Opens the Grammar Settings dialog box, in which you can select the grammar and writing style rules the grammar checker uses as it checks the document.
Recheck Document	Resets the spelling and grammar checker so that words you previously chose to ignore will be flagged in the document again.

Checking Spelling and Grammar as You Type (continued)

- **Automatic grammar checking** examines your document for grammatical errors.
 - When it finds a possible error, the word, phrase, or sentence is underlined with a green, wavy line.
- The automatic grammar checker looks for errors such as:
 - capitalization errors, commonly confused words, misused words, passive sentences, and punctuation problems.

Checking Spelling and Grammar as You Type (continued)

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 - capitalization errors
 - misused words
 - commonly confused words
 - passive sentences
 - punctuation problems

Using the Spelling and Grammar Checker

- You can use the Spelling and Grammar dialog box to check a document's spelling and grammar after you finish typing. You can check an entire document or a selected portion of a document.
- The options in the Spelling and Grammar dialog box change depending on the nature of the current error.

Using the Thesaurus

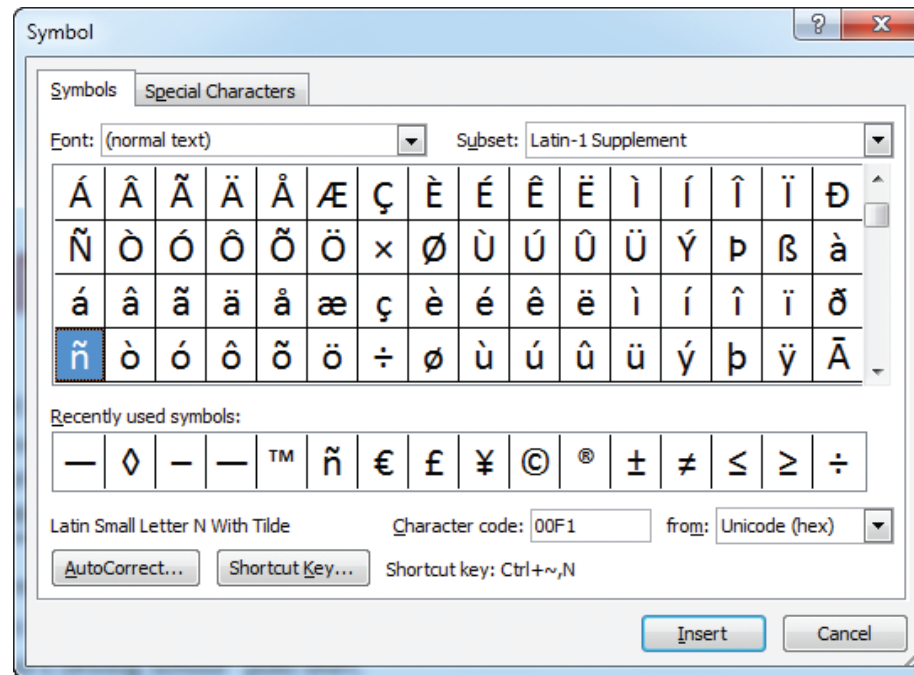
- The **Thesaurus** is a useful feature for finding a synonym (a word with a similar meaning) for a word in your document.
- For some words, the Thesaurus also lists antonyms, or words with opposite meanings.

Inserting Symbols

- Commonly used symbols are on the menu.
- If a symbol is not on the menu, click More Symbols to open the Symbol dialog box. Once inserted, the new symbol will replace one of the other symbols on the menu to make it easier for you to insert it again.

Inserting Symbols (continued)

- Symbol dialog box



Summary

In this lesson, you learned:

- AutoCorrect automatically corrects common capitalization and spelling errors as you type. The AutoFormat As You Type feature automatically applies built-in formats to text as you type.
- You can create Quick Parts to store frequently used text so you don't have to retype the text each time. Quick Parts are a type of building block.
- AutoComplete automatically completes the spelling of days of the week and months with more than five letters in their names.

Summary (continued)

- You can automatically insert the date and time in a document using the Date & Time button.
- Automatic spell checking identifies misspelled words and words that are not in Word's dictionary by underlining them with a red, wavy underline immediately after you type them. Contextual spell checking identifies words that might be used incorrectly by underlining them with a blue, wavy line.
- Automatic grammar checking identifies grammatical errors by underlining the word, phrase, or sentence with a green, wavy line.

Summary (continued)

- The Spelling and Grammar dialog box contains options that allow you to check the spelling and grammar of words, make changes, and add words to your own custom dictionary.
- You can use the Thesaurus to find a synonym for a word in your document. For some words, the Thesaurus also lists antonyms.
- You can insert symbols and special characters not found on the keyboard using the Symbol button on the Insert tab.