

Microsoft Word 2003

Lesson 9: Proofing Tools

Objectives:

By the end of this session you will be able to:

- Spell check documents**
- Grammar check documents**
- Use Thesaurus**

Spell Checker & Thesaurus

The proofing tools in Word are very useful in ensuring that the documents you print and distribute are as error-free as possible.

Word 2003 automatically checks spelling and grammar as you type provided the options have been set in the Options dialog box. Spelling mistakes are flagged by a wavy red line under the error whilst grammatical faults show with a wavy green line. You can correct these mistakes as they are flagged by moving the mouse over the error and clicking the right mouse button – a shortcut menu will appear offering suggestions.

To correct a flagged mistake:

Mouse

- Click the right mouse button over the flagged mistake (e.g. a miss-spelt word).
- Click on a suggestion from the top section of the short cut menu to replace the flagged word or phrase with the one offered by the spell/grammar checker.

Or

- Choose Ignore All to prevent Word from flagging any other occurrences of the word or phrase (useful with proper nouns, peoples' names etc.) within the current document.

Or

- Select Add to add a copy of the flagged item to your custom dictionary – this will ensure that the word/phrase remains unflagged when you use it in the future.

The AutoCorrect option gives another sub-menu of words pulled from the AutoCorrect list – these are generally the same as the suggestions at the top of the menu. Finally, click the Spelling option to launch the spell check enabling you to work through the whole document and correct any mistakes.

Launch the spell/grammar checker

You can check the spelling and grammar of your document in one go by launching the spell/grammar checker. There are several ways you can do this, but as Word will start checking from wherever your cursor is **down** the document; it makes sense to first move the cursor to the very beginning (use [CTRL][HOME]) before you commence the check).

☞ To launch the spell/grammar checker:

Mouse


- Click the Spelling and Grammar button  from the standard toolbar.
- Word will launch the Spelling and Grammar dialog shown below:



 Figure 1 - Spelling & Grammar dialog

The “error” shows in red in the box marked **Not in Dictionary** while any suggestions are listed in the box below. Down the right-hand side of the dialog are a series of buttons allowing you to carry out different commands and these are described below:

☞ To ignore the mistake:

Mouse

- Click **Ignore** to ignore the highlighted word and move on to the next item.

Or

- Click **Ignore All** to ignore all occurrences of the highlighted item throughout the current document and move to the next item.

To add a word to the custom dictionary:

Mouse

- Clicking **Add** appends the highlighted word to your custom dictionary, ensuring that it will never be flagged as an error again. The spell/grammar check will move on to the next item.

To change the mistake:

Mouse

- Select the suggestion you want to replace the highlighted item with by clicking it with the mouse.
- Click the **Change** button, to substitute the suggestion for the flagged word and move you to the next item.

Or

- If you have made the same mistake throughout a document, when the spell/grammar check hits the first one you can correct them all by clicking the **Change All** button. The check will move on to the next item.

To use Autocorrect:

Mouse

- Click **AutoCorrect** to allow Word to make a decision about the error for you using its AutoCorrect feature (described later in this manual).

To undo a command:

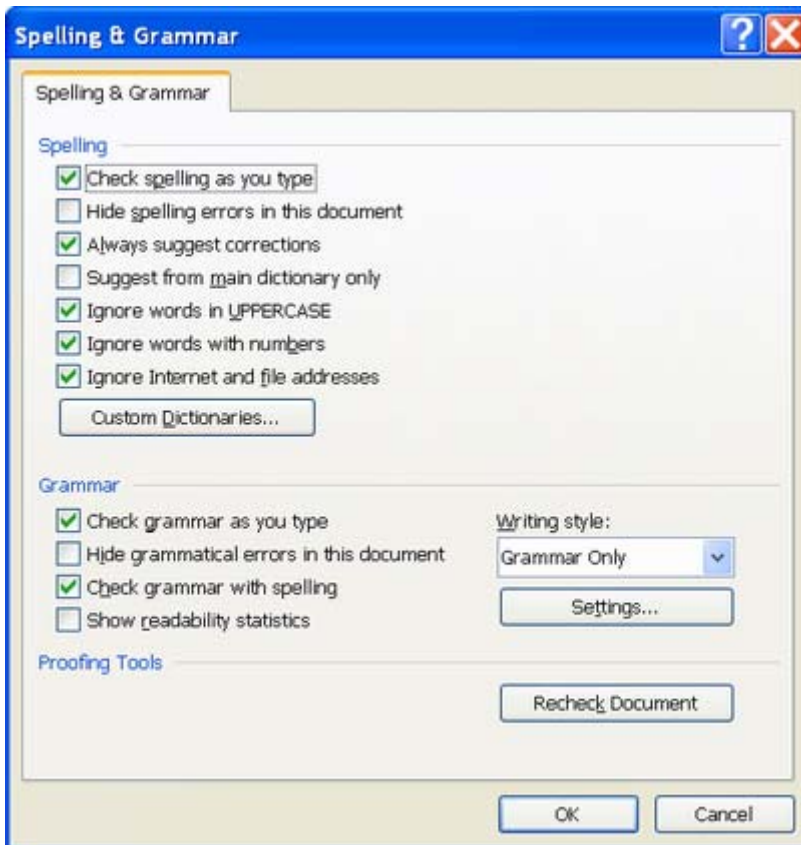
Mouse

- If you don't like the replacement you can click the **Undo** button which will become available at the bottom of the dialog to go back one step.

To alter options:

Mouse

- To alter any Spell/Grammar checker settings, click the **Options** button. The following dialog box will appear:



You can enable or disable an option by checking or unchecking its box. Click **OK** to save the new settings and return to the spell/grammar check.

End the check

When Word can find no further errors it will display the following dialog box:



- Click **OK** to complete the check.

Keyboard

- You can launch the spell/grammar check using the keyboard by pressing F7.

*Word displays fewer buttons in the Spelling & Grammar dialog box if it is checking a grammatical error and you will see a **Next Sentence** button which you can use to move to the next item.*

Check item by item

You can make use of this feature if Auto spell or grammar is enabled.

☞ To check item by item:

Mouse



- Double-click the book icon on the status bar – Word will highlight the first “mistake” and offer you a shortcut menu of alternatives.
- Pick your choice from the menu.
- Double-click the book icon again to move to the next error.

Pausing the Spell/Grammar check

When a check is launched, you can see the highlighted items that Word considers to be errors behind the dialog box that it supplies to correct them. If none of the options in the dialog box are suitable you can follow the instructions below to make changes.

☞ To pause the spell/grammar checker:

Mouse

- Click outside the box, in the document itself and make manual corrections. This will pause the spell/grammar check (the dialog box options will appear “dimmed”).
- Once you have finished editing, click the **Resume** button to reactivate the spell/grammar check.

Disable/enable Auto Spell and Grammar Check

Word 2003 settings are found under the Tools menu, within Options. The dialog box that appears has multiple tabs, which aim to group options of a similar type.

☞ To disable the automatic spell/grammar check:


Menu

- Choose Tools from the menu bar and click on Options.
- Choose the tab marked Spelling and Grammar
- Click the check boxes marked **Check spelling as you type** and **Check grammar as you type** so that the tick disappears.

☞ To switch back on:

Menu

- Simply follow the instructions above but click the check boxes so that the tick reappears.

When disabled the spell checker and grammar checker can be run manually whenever you wish by clicking the Spelling and Grammar button  .

Thesaurus


Word's Thesaurus can be used to look up alternatives to words you have typed in a document. Whilst it mainly helps to find synonyms to words, in some instances it will also look up antonyms. You can then click buttons in the dialog box to replace the looked up word with your chosen synonym.

☞ To launch the Thesaurus:

Menu

- Select the word you want to look up.
- Choose Tools from the menu bar, click Language and then Thesaurus from the sub-menu.
- The Thesaurus task pane is shown below:



 Figure 2 - Thesaurus dialog

The **Looked Up** drop-down list houses the word you selected before launching the thesaurus. The **Meanings** list allows you to select in which context the looked up word should be placed. Finally, a list of synonyms is displayed on the right. The most likely choice is displayed in the **Replace with Synonym** text box.

Choosing a meaning:

If the synonyms offered don't match the context in which you are using the word you are looking up, you can select a different meaning.

To choose a meaning:

Mouse

- Click the most appropriate word from the **Meanings** list with the mouse. The synonym list should change to offer you alternative options in the correct context.
- Click the synonym you want to substitute for the looked up word, then click the **Replace** button. The dialog box will close and the synonym will appear in your document.

Look up a synonym

If the synonyms Word initially offers are not comprehensive enough, you can look up further synonyms.

To look up synonyms:

Mouse

- Double-click a synonym from the synonym list – it will then become the looked up word with *its* synonyms being displayed on the right.
- You can click the Previous button to move back one by one through the words that you have already looked up, or you can go back to a specific word by clicking the drop-down list arrow to the right of the looked up word. This will display any item looked up since you launched the thesaurus.

Keyboard

- Select the word you want to look up.
- Press [SHIFT][F7].