After completing this lesson, you will be able to:

- Check spelling in a document.
- Check for grammatical errors.
- Find specific text.
- Replace specific text.
- Insert the date and time as text or as a field.
- Insert special characters.
- Add, view, and edit comments.

1

Checking Spelling in a Document

To spell check an entire document

1. On the Standard toolbar, click the Spelling and Grammar button.
2. Click an option in the Suggestions box and click the Change button.

   Or

- To ignore the word throughout the document, click Ignore All.

(continued)

2

Checking Spelling in a Document

To spell check an entire document
(continued)

   Or

1. To add the word to the dictionary, click Add to Dictionary.
2. Click OK.

3

Checking Spelling in a Document

To customize the spell check operation

1. On the Tools menu, click Options.
2. Click the Spelling & Grammar tab and make selections as desired.
3. Click OK.

4

Checking for Grammatical Errors

To turn on grammar check for a document

1. On the Tools menu, click Options.
2. Click the Spelling & Grammar tab and make selections as desired.
3. Click the Check grammar with spelling check box to turn this feature on and click OK.

5

Checking for Grammatical Errors

To check the grammar of a document

1. On the Standard toolbar, click the Spelling And Grammar button.
2. Click the Change button to make the suggested replacement displayed in the Suggestions text box.

   Or

- Click the Ignore Once button to ignore an error; click the Ignore All button to ignore the error throughout the document.

6

Finding Specific Text

To perform a Find operation

1. On the Edit menu, click Find.
2. To increase Find criteria and narrow the search, click the More button to display the search options.
3. In the Find what box, type the find search string.
4. Click the Find Next button until you are finished searching or there are no more occurrences.
5. Click the Cancel button to return to the document window.

7

Replacing Specific Text

To perform a Replace operation

1. On the Edit menu, click Replace.
2. To increase the Find criteria and narrow the search, click the More button to display the search Options.
3. Type the search string in the Find what box.
4. Type the replacement string in the Replace what box.

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8

Replacing Specific Text

To perform a Replace operation *(continued)*

5. Click the Replace button to make the replacement; click the Replace All button to make all replacements throughout the document without confirmation.
6. Click OK.

9

Inserting the Date and Time

To insert the date and/or time

1. On the Insert menu, click Date and Time.
2. Select the desired format.
3. Click OK.

Inserting the Date and Time

To insert a date as a field

1. On the Insert menu, click Field.
2. Select the desired category.
3. Select the desired field name.
4. Click OK.

Inserting Special Characters

To insert a special character

1. On the Insert menu, click Symbol.
2. Click the Special Characters tab.
3. Select the desired character.
4. Click the Insert button.
5. Click Close.

Adding a Comment

To add a comment

- Click in or by the word on which you want to comment.

  Or

1. Select the text that relates to the comment that you want to create.
2. On the Reviewing toolbar, click the Insert Comment button.

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Adding a Comment

To add a comment *(continued)*

  Or

1. On the Insert menu, click Comment.
2. In the comment pane, type your comment and click the Close button when you are finished.