

Tools and printing

Suggested teaching time 40-50 minutes

Lesson objectives

To be able to proof (check) for potential errors and print a document, you will:

- a** Check the accuracy of your document by using the Spelling And Grammar feature and the thesaurus.
- b** Identify the steps necessary to preview and print a document.
- c** Review the procedure you can use to create and print envelopes and labels.

a Using proofing tools

The following new software features are discussed in this topic:

- Enhanced toolbar and menu customization
 - New Open dialog box
 - New Save As dialog box
 - New right-click Synonyms shortcut
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The spelling checker

Concepts >

Although a spelling checker is no substitute for proofreading, you can use Word's Spelling And Grammar feature to help you create and edit your documents. Word checks each word in a document against its dictionaries, then highlights those words that it does not recognize. The spelling checker also checks for such common typing mistakes as repeated words ("the the") and, in conjunction with the AutoCorrect feature, it checks for irregular capitalization ("tHe").

Tip: Other ways to display the Spelling And Grammar tool are to choose Tools, Spelling And Grammar or press 7.

To check selected text, make the selection and click on the Spelling And Grammar button located on the Standard toolbar. To check an entire document, deselect any selected text, and place the insertion point at the top of the document before clicking on the Spelling And Grammar button.

When the spelling checker highlights a possible error, a list of suggested words may appear in the Suggestions list box, depending on whether the dictionary contains a word that is similarly spelled. The first word in the suggestion list is automatically selected.

Tell students that the spelling checker will not discover every wrong word in the document. The program does not recognize improper usage of a word or incorrect tense or

If Word's dictionaries do not recognize the highlighted word or if it has irregular capitalization, then you can choose from the following spelling options:

- **Correct the spelling.** If the correction that you want is highlighted in the Suggestion text box, click on Change. If the correction that you want is in the Suggestions list box but not highlighted, click on that word and click on Change. If the correction that you want is not suggested, type the correction in the top text box and click on Change. To automatically change all occurrences of the word throughout the document, click on Change All.
- **Leave the word unchanged.** If you want to leave the word as is and continue the spell check, click on Ignore. To automatically ignore all further occurrences of the word, click on Ignore All.
- **Add the word to a dictionary.** If you want to add the word to a custom dictionary, click on Add.
- **Stop the spell-check procedure.** If you want to cancel the spell-check procedure at any point, click on Cancel. All changes made up to that point will be preserved. If you used the Change All or Delete All options, some instances of those words might not be changed or deleted.
- **Add the word to the AutoCorrect list.** You can add a misspelled word and its correct spelling to the AutoCorrect list by clicking on the AutoCorrect button.

In addition to manually proofreading their work thoroughly, encourage students to get into the habit of using the spelling checker on every document they create.

If the error is repeated words, you can click on Delete to delete the second instance of the word.

Task A-1: Checking the spelling of an entire document

The document that students are working with contains intentional spelling errors.

M If this is the first time the Spelling Checker is run, the student may be prompted to create a custom dictionary. If so, have them click on Yes to create one.

M If the Spelling Checker skips over "Leeham," choose Tools, Options, Spelling & Grammar. Click on Recheck Document. Click on Yes to reset the spelling and grammar checkers. Restart the spelling check.

M If students are having problems getting these steps to work, verify that the settings in the "Before you begin" note have been made.

- ü **Before you begin:** Verify that "Check Spelling As You Type," "Check Grammar As You Type," and "Check Grammar With Spelling" are deselected under Tools, Options, Spelling & Grammar.

What you do

Comments/Prompts

1. Open Tools And Printing

Verify that the insertion point is at the top of the document

2. Choose **_Tools_**
_Spelling_And_Grammar..._

To display the Spelling And Grammar dialog box.

3. Observe the dialog box

Click on Ignore All

The first unrecognized word in the document, "Leeham," is automatically highlighted.

To leave "Leeham" unchanged and search for the next unrecognized word or possible typing error.

4. Observe the dialog box

Click on Delete

Although "the" is not misspelled, it has been typed twice.

To delete the second "the" and to have the Spelling And Grammar check continue.

5. Observe the dialog box

The misspelled word "customised" is highlighted. The word "customized" is selected in the Suggestions text box.

6. Click on Change

To change "customised" to "customized" and search for the next unrecognized word or possible typing error.

7. In the Suggestions list box, select strive, if necessary

Click on Change

To change "strieve" to "strive" and to search for the next unrecognized word or possible typing error.

8. Click on Ignore

To leave "LaPierre" unchanged and search for the next unrecognized word or possible typing error.

9. Click on OK

To close the message box that reads, "The spelling check is complete."

10. Save the document as My Tools And Printing

The Automatic Spell Check feature

Concepts >

The Automatic Spell Check feature informs you of spelling errors as you type. It can be enabled or disabled by choosing Tools, Options and selecting the Spelling & Grammar tab. Then, under Spelling, select Check Spelling As You Type. When you misspell a word, it will be underlined in red. To correct the spelling, right-click on the word to display a shortcut menu with alternate spelling suggestions and select the correctly spelled word.

Right-clicking to display shortcut menus

In Word, and many other Windows programs, you can use the right mouse button to display a context-sensitive shortcut menu at the end of the mouse pointer. You can right-click on graphics, tables, text, and words marked by the spelling and grammar checker to view appropriate shortcut menus.

Depending on the location of the mouse pointer when you right click, choices displayed on the shortcut menu will vary. To see what choices are available for an object, place the mouse pointer over it and click the right mouse button.

Task A-2: Using the Automatic Spell Check feature

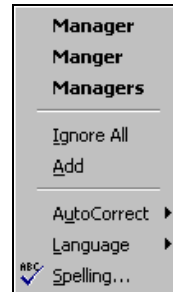
- ❑ Objective: To detect and correct misspellings while typing by using the Automatic Spell Check feature.

<i>What you do</i>	<i>Comments/Prompts</i>
1. Choose _Tools_ _Options...	
2. If necessary, click on the Spelling & Grammar tab	To display the spelling and grammar options.
3. Under Spelling , select Check Spelling As You Type	To enable the Automatic Spell Check feature.
Click on OK	
4. Select and delete the word Representative	Near the bottom of page 1.
5. Type Maneger	The word is intentionally misspelled.
Press R	(Or the Spacebar.)
Observe the word	The word "Maneger" is automatically underlined in red to indicate that the word is misspelled.

Heather·LaPierre¶ Executive·Property·Maneger¶
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6. Right-click on Maneger

To display a drop-down list with correctly spelled options.



Select Manager

To change Maneger to Manager.

7. Save the file

Using the thesaurus

Concepts >

The *thesaurus* enables you to look up synonyms (words with similar meanings) for a word in your document. If you find a word that better serves your purpose, you can replace the original word. To use the thesaurus, place the insertion point in the word you want to find a synonym for and choose Tools, Language, Thesaurus (or press Shift + F7). To replace the word currently in your document, select the desired synonym and click on Replace.

Tip: The Synonyms option is unavailable from the shortcut menu when right-clicking on a word in a bulleted or numbered list. In such cases, press S + 7 or choose Tools, Language, Thesaurus.

You can also use the shortcut menu to display synonyms by right-clicking on the word you want to look up. This displays a shortcut list, which includes the Synonyms option. Expand the option and click on the synonym of your choice.

Using the Word Count feature

The Word Count feature enables you to view statistical information concerning your document. To display the number of pages, words, characters, paragraphs, and lines in an active document, choose Tools, Word Count; observe the Word Count dialog box; and click on Close.

Task A-3: Using the thesaurus and the Word Count feature

What you do

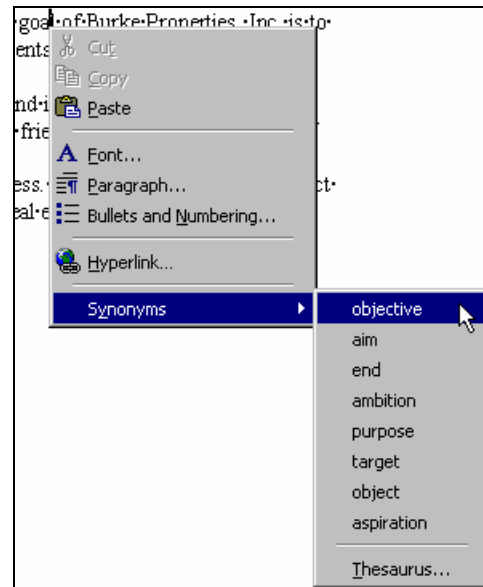
Comments/Prompts

1. In the document's first full paragraph, second sentence, place the insertion point in the word goal

M The thesaurus needs to be installed during set up or students will be prompted to install it.

2. Right-click and choose
Synonyms _Objective_

To display a drop down list.



To display a list of synonyms for the word “goal.”

To replace “goal” with “objective” and to close the drop-down list.

3. Choose _Tools_ _Word_Count..._
4. Observe the Word Count dialog box
5. Click on Close
6. Save the file

To display the Word Count dialog box.

To view statistical data concerning this document, including the number of pages, words, characters, paragraphs, and lines.

To close the Word Count dialog box.

Using the grammar checker

Concepts >

Word's *grammar checker* can be used to identify and correct sentences in your document that contain grammatical errors and weak writing style. Before starting the grammar check, display the Options dialog box with the Spelling & Grammar tab selected, and verify that the Check Grammar With Spelling option is checked. (Or, click on the Spelling And Grammar button to display the Spelling And Grammar dialog box and verify that the Check Grammar option is checked.)

When a possible grammar or style error is found, the Spelling And Grammar dialog box displays the questionable sentence in the top text box, with words that are related to the possible error highlighted in green and bold. It might also provide a list of suggestions in the Suggestions list box.

The Spelling And Grammar dialog box provides the following options:

- Select the desired correction in the Suggestions list box and click on Change. As a shortcut, you can double-click on the suggestion.
- Click in the document to manually correct a sentence, then click on Next Sentence to accept the changes and continue the grammar check.
- Click on Ignore to leave the sentence as it is and search for the next grammar or style error.
- Click on Cancel to stop the grammar-check procedure. All corrections made up to that point are preserved.

Remember that there is a variety of writing styles to meet the needs of different subjects and audiences. If the grammar checker constantly flags possible grammar or writing-style errors that you find acceptable, you can click on Options in the Grammar dialog box to selectively turn on and off a wide variety of grammar and style rules. These rule adjustments will apply to all subsequent grammar checks.

Checking spelling by using the grammar checker

By default, Word checks your document for spelling and grammar simultaneously and uses the same dialog box. When it finds a spelling error, it enables you to make any necessary changes, and then continues checking for grammar and spelling.

The Automatic Grammar Check feature

The Automatic Grammar Check feature informs you of grammatical errors as you type. It can be enabled or disabled by choosing Tools, Options and selecting the Spelling & Grammar tab. Then, under Grammar select Check Grammar As You Type. When you make a grammatical mistake, it will be underlined in green. To correct the grammar: select the word (or phrase) and retype the word or phrase correctly; click on the Spelling And Grammar button; or use the shortcut menu. To use the shortcut menu, place the insertion point within the word and click the right mouse button to display a list of menu choices, including a number of possible corrections. Click on the suggested correction, click on Ignore, or click on Grammar for more options.

b Printing a document

what's new

The following new software feature is discussed in this topic:

- Nested Tables

Introduction to Print Preview

Concepts >

Print Preview provides a snap-shot view of your entire document, and can be used for examining and making last-minute adjustments to your document just before printing. Print Preview has several options for changing the view of your document. For example, you can zoom in on a particular area in your document by clicking on that area with the magnifying tool. Print Preview also enables you to view one page at a time or multiple pages simultaneously.

Remind students that Print Preview is used to see a final (or near-final) document, and perhaps to make a last-minute change. Print Layout View is used to create and design a work-in-progress.

Note: Print Layout View is not the same as Print Preview. Print Layout View is best used when working on a document in-progress. It is much easier to write and edit in Print Layout View because the necessary tools are more readily available and it is easier to navigate within a document. However, document display options in Print Layout View are limited to scrolling, whereas Print Preview enables you to see entire pages side by side.

Viewing multiple pages in Print Preview

You can use the Multiple Pages button in Print Preview to view one or more pages of your document at a time. To view multiple pages, display the document in Print Preview. Click on the Multiple Pages button to display a grid. Drag the mouse pointer on the grid to display the number of pages and the configuration desired.

Task B-1: Using Print Preview to view multiple pages

ü Before you begin: My Tools And Printing is open.

What you do

Comments/Prompts

1. Click on the Print Preview button

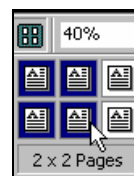


2. Move the mouse pointer along the Print Preview toolbar

To view the ScreenTip for each button.

3. Click on the Multiple Pages button

In the grid, click in the second cell of the second row



To display a thumbnail of each page in the document on the screen at the same time (2 x 2).

You might want to explain to students how the Zoom control box works in Print Preview.

Mention to students that the percentages they see displayed on their screens may differ from those in the book due to differences in monitor sizes and screen resolutions.

- | | |
|--|--|
| 4. Click on page 2 | To activate the page. |
| Observe page 2 in the grid | Page 2 has a subtle, dark-blue border around it showing that it is the active page. Also the horizontal and vertical rulers move to reflect the active page. |
| 5. Move the mouse pointer over the heading on page 2 | The mouse pointer is a magnifying glass. |
| 6. Click the mouse button | The view zooms to 100%, displaying the heading "Burke Properties, Inc." |
| Click the mouse button | To zoom out and view all four pages. |

Editing in Print Preview

Concepts >

Although Print Preview's primary use is to view a document as it will look when you print it, you can also edit your text in this view just before printing. However, you might find that editing in Print Preview significantly slows the operating speed of Word and makes it awkward to move around in the document.

Emphasize to students that editing in Print Preview should be used only for easy, brief changes; otherwise there might be some confusion as to the view you are in.

To edit your document in Print Preview:

1. Display the document in Print Preview, and click on the page you want to edit.
2. Place the magnifying glass (mouse pointer) over the area of the document you want to edit, and click the mouse button to zoom the document to 100%.
4. Click on the Magnifier button to change the mouse pointer to an I-beam.
5. Edit the document as you would in Print Layout View.

& You decide that "Ms. Leeham" sounds too formal, so you want to make the greeting friendlier.

Task B-2: Editing the document in Print Preview

What you do

Comments/Prompts

1. Click to select the first page, if necessary

2. Click on the One Page button



To view the entire page.

3. Click the mouse pointer on the top-left corner of the document

To view the top-left corner at 100%.

4. Click on the Magnifier button



Observe the mouse pointer

To turn off the magnification feature.

The mouse pointer changed from a magnifying glass to an I-beam.

Observe the insertion point

It is blinking at the top of the document. You can now edit your document just as you would in Normal view.

5. Change the greeting from

Dear Ms. Leeham to
Hello Gina

6. Close Print Preview

To return the mouse pointer to a magnifying glass.

7. Observe the document

The old greeting has been replaced by the new one.

Printing

Concepts >

To print the document in the active window, choose File, Print (or press Ctrl + P). This displays the Print dialog box. By default, the entire document is printed, but you can choose to print the current page, multiple pages, or selected text. You can also choose to print multiple copies, or to print to a file rather than to a printer.

Click on OK to use the default settings and print the entire document. Click on Cancel to close the dialog box and return to the document without printing. You can click on the Options button to locate additional print settings. The Print button on the Standard toolbar sends the document directly to the printer, bypassing the Print dialog box.

Task B-3: Printing the finished document

What you do

Comments/Prompts

1. Save the file

It is always a good idea to save the document before you print.

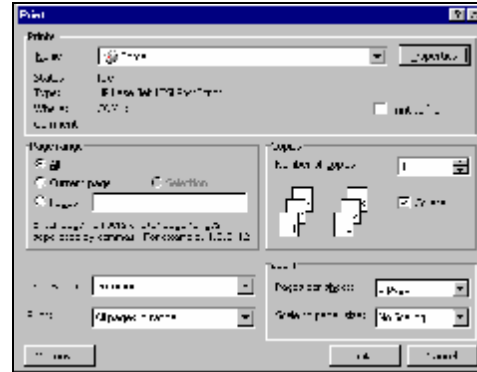
2. Choose `_File_ _Print..._`

To display the Print dialog box.

MEmphasize that when the Print button on the Standard toolbar is clicked, the document is sent directly to the printer. No dialog box is displayed. The Print command is used so that students can view the options in the Print dialog box.

M The Print dialog box shown in the book will likely be different from the one students will see. Explain that although every setup is different, most options will be the same.

3. Follow your instructor's discussion of the print options in the dialog box



4. Click on Cancel

To cancel the print command and close the Print dialog box. (Or click on OK to print the document.)

Practice Task

Explore the Printing topics in the Microsoft Word Help dialog box.

C Envelopes and labels

Concepts >

Word offers a couple of tools for creating envelopes and labels: Envelopes And Labels and Mail Merge. When preparing only a few pieces to be mailed, use Word's Tools, Envelopes And Labels command. For example, if you wanted to print an envelope for a letter or if you wanted to print a label to place on a videotape, you would use the Envelopes And Labels dialog box. However, to do a large mailing, Word's Tools, Mail Merge command is the most efficient method.

Tip: In the active document, if students select the delivery address before they display the Envelopes And Labels tool, the delivery address will be inserted into the Delivery Address text box automatically.

Creating envelopes

To create an envelope, choose Tools, Envelopes And Labels. If necessary, select the Envelopes tab. Fill in the Delivery and Return Address text boxes with the correct information. Set the necessary Options, such as envelope size and fonts for the addresses. Click on Add To Document or Print. Use Add To Document if you plan to reuse the envelope and document together. By selecting Add To Document, Word inserts the envelope (and addresses) at the beginning of the active document so it can be printed and saved along with the active document. Use Print if you need to print an envelope just once.

Task C-1: Creating and printing envelopes

Objective: To create and insert an envelope into a letter.

What you do

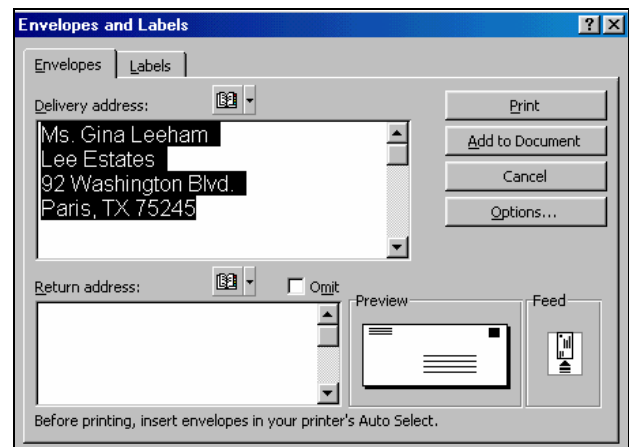
Comments/Prompts

If students have questions about other methods of creating envelopes, such as performing a mail merge, inform them that that topic will be discussed in a later course.

1. Choose **_Tools_**
_Envelopes_And_Labels...
2. Select the **Envelopes** tab, if necessary

To display the Envelopes And Labels dialog box.

The address from My Tools And Printing is in the Delivery Address text box and the Return Address text box is empty.



3. Place the insertion point in the Return Address text box

Type your name and mailing address

4. Observe the available options

You can print the envelope, add it to the document, cancel it, or change the printer options.

- | | |
|---|--|
| 5. Click on Add To Document | A dialog box is displayed that reads “Do you want to save the new return address as the default return address.” |
| Click on No | To decline the change and add the envelope to the top of the document. |
| 6. Observe the envelope text | The envelope is at the top of the document. It is separated from the document by a section break. |
| 7. Click on the Print Preview button | |
| 8. If necessary, click on the Multiple Pages button and select 1 x 2 | To view the document and the envelope. |
| 9. Choose _File_ _Print..._ | To display the Print dialog box. |
| Follow your instructor’s discussion of the steps necessary to print envelopes | Depending on the printer you are using, you will have to change some options in the Print dialog box or in the Properties dialog box to print the envelope. See your printer’s user manual for more information. |
| 10. Click on Cancel | To cancel the Print command and close the Print dialog box. (Or click on OK to print the document.) |
| 11. Close Print Preview | |
| 12. Save the file | |

MPrinting envelopes is different for each printer. Tell students that they should consult the owner’s manual for their printer if they want specific

Creating and printing labels

Concepts >

To create labels for a document or a short mailing, choose **Tools, Envelopes And Labels**. Select the **Labels** tab, if necessary. Fill in the **Address** text box. Change the appropriate options. Click on **New Document** or **Print**.

Task C-2: Creating and printing labels

q Objective: To create labels for a letter without merging.

What you do

Comments/Prompts

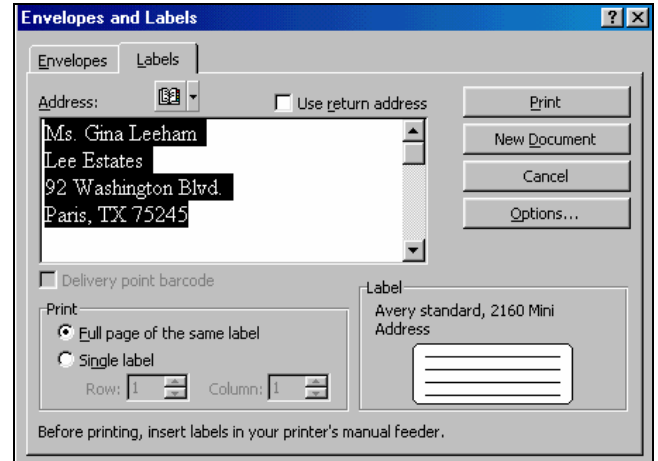
1. Choose **_Tools_**
_Envelopes_And_Labels..._

To display the **Envelopes And Labels** dialog box.

Select the **Labels** tab

If students have questions about other methods of creating labels, such as printing a large mailing list, inform them that that topic will be discussed in a later course.

2. Observe the current settings

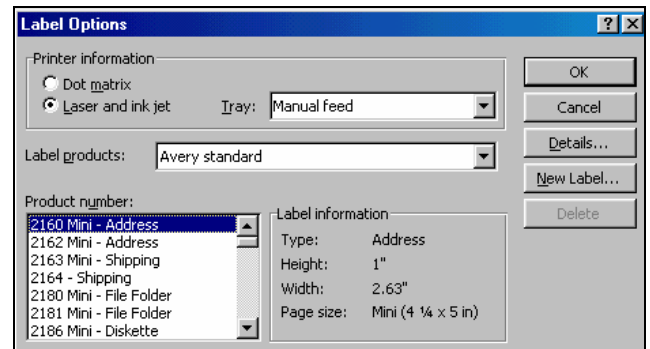


The address from My Tools And Printing is displayed in the Address text box.

You can print a full page of the same label or just a single label. You can print labels directly from this dialog box, create a new document for your labels, cancel, or change the label options.

In the Label area, there is a preview of the label that is currently selected.

3. Click on Options...



To display the Label Options dialog box.

Observe the available options

You can change the printer information and the type of label you are going to use, such as selecting an Avery product number that corresponds with the labels you are using.

4. Click on OK
5. Click on New Document

To return to the Envelopes And Labels dialog box.

To create a new document called Labelsx. (The x represents a number. The number will depend on how many new documents you have created.)

Observe the document

The address is repeated on each label. The labels are in a one-column table. The height of the cell in the table corresponds to the layout of the label selected.

6. Choose _File_ _Print..._

Follow your instructor's discussion of the steps necessary to print labels

To display the Print dialog box.

Depending on the labels and the printer you are using, you might have to use Manual Feed to print.

7. Click on Cancel

To cancel the Print command and close the Print dialog box. (Or click on OK to print the document.)

8. Close the Labels file without saving it**9. Save and close My Tools And Printing**

If students have specific questions on how to use labels with their printer, inform them that most labels come with directions on how to use the product.

(Practice Unit for Lesson 7

In this activity, you will check a document for inaccuracies.

1. **Open Practice Tools And Printing.**
2. **Spell-check the document, making the necessary changes.**
3. **Use the thesaurus to find a synonym for a word of your choice.**
4. **Add an envelope to the document.**
5. **Display the document in Print Preview.**
6. **Save the file as My Practice Tools And Printing**
7. **Close the file.**

) Wrap-up for Lesson 7

- a** What office tools or books can some of Word's tools supplement?

Answers might include a dictionary, thesaurus, and eraser.

Describe how you can correct a word that has been underlined in red as a result of the Automatic Spell Check feature.

Delete and type the word correctly. Or, place the insertion point in the underlined word; click the right mouse button; and select the correct spelling.

- b** Why would you want to edit a document in Print Preview?

To make last-minute changes to the document before printing.

- c** How can you use Word to create an envelope for a letter?

Choose Tools, Envelopes And Labels; select the Envelopes tab; enter the mailing and return addresses; and click on Print.

How might you use labels after you have created them?

Answers might include: for a mailing, for a return address, to put inside books, or for videotapes.

