

Concepts Review

True/False Questions

Each of the following statements is either true or false. Indicate your choice by circling T or F.

- T F 1. AutoCorrect automatically changes “THis” to “This” and “monday” to “Monday.”
- T F 2. You can edit an AutoText entry by redefining an existing AutoText entry.
- T F 3. You can start a grammar check using the Home tab.
- T F 4. To start the thesaurus, press **F7**.
- T F 5. The thesaurus finds synonyms for words.
- T F 6. AutoComplete suggests a complete word or phrase for a date or an AutoText entry.
- T F 7. You can choose to check only the spelling of a document, without checking the grammar.
- T F 8. You can insert a date automatically by pressing **Ctrl+D**.

Short Answer Questions

Write the correct answer in the space provided.

1. Which function key starts a spell check?

2. Which option in the Spelling and Grammar dialog box lets you skip over an incorrectly spelled word?

3. Which dialog box is used to display and delete AutoText entries?

4. When you click **Quick Parts** on the Ribbon, which option do you click to create an AutoText entry?

5. Which tab on the Ribbon lists the Date and Time command?

6. Which Word feature corrects accidental usage of **Caps Lock**?

7. Which task pane is used to access references such as dictionaries and encyclopedias?

8. What must you do to a word before using the thesaurus?

Critical Thinking

Answer these questions on a separate page. There are no right or wrong answers. Support your answers with examples from your own experience, if possible.

1. Some educators believe the spell-checking feature in word processing programs will lead to decreased spelling skills in future generations. Do you think students' spelling skills will deteriorate? Explain your answer.
2. Key a sample of your writing that is at least one full page. Grammar-check the text. Did you find the analysis helpful? What are the advantages and disadvantages of using this tool?

Skills Review

Exercise 4-14

Use AutoCorrect and AutoComplete.




1. Start a new document.
2. Key the following sentence (including the errors in the first word):
PEopel visiting western Pennsylvania enjoy its low humidity, blue skies, and rolling hills.
3. Press **Caps Lock** and key these sentences as shown. Be sure to press **Shift** to capitalize the first word in each sentence.
The average high temperature is 60 degrees. The average low temperature is 35 degrees.
4. Continue the paragraph by keying the following sentence in all lowercase letters, letting AutoCorrect capitalize the first letter of each sentence. When you see the AutoComplete tip for the months, press **Enter** and continue keying.
from january through december, you can find a wide variety of indoor and outdoor events and activities.

5. Start a new paragraph. Key the following sentence (including the errors in the first two words)
thisyear, consider western Pennsylvania as a vacation destination.
6. Save the document as *[your initials]4-14* in your Lesson 4 folder.
7. Submit your work, and close the document.

Exercise 4-15

Use AutoText and work with smart tags.


1. Open the file **Letter - 2**. Replace [Date] with the current date.
2. Select only the words “Campbell’s Confections” in the letterhead of the document. (Do not select the space character or the paragraph mark.)
3. Using the text you just selected, create an AutoText entry by following these steps:
 - a. Click the **Insert** tab on the Ribbon, and click **Quick Parts**.
 - b. Click **Save Selection to Quick Part Gallery**.
 - c. Key the AutoText entry name **[your initials]**.
 - d. Select AutoText in the Gallery drop-down list.
 - e. Click **OK**.
4. Change the formatting for the entire letterhead to small caps, dark blue, and regular text (no italic). Select the first line and change the font size to 14.
5. At the second blank paragraph mark below “Dear Mr. Matthews,” key the following sentence, substituting your AutoText entry “[your initials]” where indicated in the paragraph. After you key “[your initials],” press **F3** to insert the AutoText entry.
Thank you for your interest in [your initials], western Pennsylvania’s most popular chocolate factory and candy store.
6. Press **Enter** twice to start a new paragraph.
7. Click the **Insert** tab on the Ribbon. Click **Quick Parts**, and click **Building Blocks Organizer**.

8. Click the **Gallery** column heading to sort the list. Locate and click **[your initials]** to select the AutoText entry. Click **Insert**.
9. Complete the sentence by keying the following text:
is your full-service candy store, offering the greatest selections of milk, dark, white, and sugar-free chocolates. We also create specialty chocolates with logos, monograms, or custom artwork.
10. Start a new paragraph and key the following text. Use either of the previous two methods to insert your AutoText entry in place of “[your initials].”
The enclosed brochures will provide more information about [your initials]. We look forward to helping you place your next order.
11. Press **Enter** twice and key **Sincerely yours,**.
12. Press **Enter** four times and key the following information:
Lydia Hamrick
Customer Service
13. Press **Enter** twice, key **[your initials]** in lowercase, and press **Enter**.
14. Control the AutoCorrect function with the AutoCorrect Options button  by following these steps:
 - a. Move the I-beam over your first initial until you see the small blue box.
 - b. Move the pointer to the small blue box until the AutoCorrect Options button  appears.
 - c. Click the button icon and choose **Undo Automatic Capitalization**.
15. On the line below your initials, key **Enclosures (2)**.
16. Delete the AutoText entry by following these steps:
 - a. Click the **Insert** tab on the Ribbon, and click **Quick Parts**. Click **Building Blocks Organizer**.
 - b. Select your AutoText entry, **[your initials]**, from the list.
 - c. Click **Delete** and click **Yes**. Click **Close**.
17. Work with smart tags by following these steps:
 - a. Move the I-beam over the street address “Main Street,” and then move your pointer over the Smart Tag Actions button .
 - b. Click the button to see the list of actions.
 - c. Click **Add to Contacts**.
 - d. Review the content of the Contact tab and close the window.
 - e. Click **No** when you are asked if you want to save the changes.
18. Format all occurrences of Campbell’s Confections in the body of the letter using italic, small caps, and dark blue font color.
19. Save the document as **[your initials]4-15** in your Lesson 4 folder.
20. Submit and close the document.



Exercise 4-16


Spell-check and grammar-check a document.

1. Open the file **Favors - 3**.
2. Spell-check and grammar-check the document by following these steps:
 - a. Click the **Review** tab on the Ribbon.
 - b. Click the Spelling and Grammar button .
 - c. When Word locates the first misspelled word, choose **Campbell's** from the **Suggestions** list and click **Change**. Next Word finds a misspelling, “ocasions.” Click **Change**.
 - d. When Word locates “sugarfree” as an error, click in the **Not in Dictionary** section of the Spelling & Grammar dialog box. Key a hyphen after the “r” and click **Change**.
 - e. Correct the spelling of “wraped,” “ribbon,” and “minature.” When Word locates “ment” as an error, click in the **Not in Dictionary** section, and press **[Backspace]** to delete the extra space and to form the word “assortment.” Click **Change**.
 - f. When Word locates “carmel” as an error, edit the text to read “caramel.” Click **Change**.
 - g. Continue checking the document, changing spelling, deleting words, or correcting grammar as appropriate.
3. Select the title, and change the font size to 14 and the font color to dark blue.
4. Save the document as **[your initials]4-16** in your Lesson 4 folder.
5. Print and close the document.




Exercise 4-17

Use the thesaurus.

1. Open the file **Summer**.
2. Use the thesaurus to find another word for “wonderful” by following these steps:
 - a. Select “wonderful” in the last sentence of the first paragraph.
 - b. Press **[Shift]+[F7]**.
 - c. Point to a synonym, and click the drop-down arrow to the right of the word.
 - d. Choose **Insert** from the drop-down list.
 - e. Close the Research task pane by clicking the Research task pane Close button .



3. Start a new paragraph at the end of the document and key **Come and enjoy the fun!**
4. Select the word “fun.”
5. Click the **Review** tab on the Ribbon. Click the Thesaurus button  .
6. Replace “fun” with a noun listed in the Research task pane. Remember to click the down arrow and choose **Insert**.
7. Save the document as *[your initials]4-17* in your Lesson 4 folder.
8. Use the Research task pane to define a word by following these steps:
 - a. Press **[Alt]** and click “ethnic” in the first paragraph.
 - b. Choose the **Encarta Dictionary** from the All Reference Books drop-down list.
 - c. Read the definition.
 - d. Close the task pane.
9. Submit your work, and close the document.



Lesson Applications

Exercise 4-18

Create an AutoText entry and check grammar and spelling.

1. Create a new document, and key the text **Campbell's Confections** and press **Enter**.
2. Select the text and the paragraph marks and format them as 12-point Arial.
3. Select the text "Campbell's Confections" (excluding the paragraph marks), and create an AutoText entry named *[your initials]cc*.
4. Go to the end of the document, and key the text shown in Figure 4-13. Include the corrections. Whenever "<your initials>cc" appears, key the name of the AutoText entry you just created, pressing **F3** to expand the entry.

Figure 4-13

The best hand⁼ made chocolate candy in[#] Western Pennsylvania is made by
 <your initials>cc. The family⁼ owned business opened its first store in
 1957. The retail^{candy} store is located on Main (ST) grove city Pennsylvania, and
 the chocolate^{east} factory is two blocks away on Monroe Street.

<your initials>cc specialize^s in assorted chocolate covered nuts, creams,
 melt-a-ways, and truffles. You can also buy several varieties of hard and
 soft candies. <your initials>cc takes pride in[#] using the finest ingredients in
 its family^{family} recipes.

<your initials>cc is open (6) days a week. In addition to buying your candy
 at the store, you can call our toll free number at 800-555-2025, or visit our
 Web site at www.campbellsconfections.biz.



REVIEW

Use the Repeat command **F4** to format the name.

5. Spell-check and grammar-check the document.
6. Format the title as 16-point bold, small caps with a text shadow.
7. Format **Campbell's Confections** in small caps throughout the document.
8. Delete the AutoText entry you created.
9. Save the document as *[your initials]4-18* in your Lesson 4 folder.
10. Submit your work, and close the document.

Exercise 4-19

Spell-check and grammar-check a document and use the Research task pane.

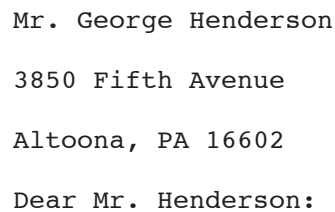
1. Open the file **Fountain - 2**.
2. Spell-check and grammar-check the document, making the appropriate corrections.
3. Proofread the document to ensure the document does not contain errors.
4. Use the thesaurus to look up the word “finest” in the second sentence of the paragraph that begins “Campbell’s Confections.”
5. Capitalize each word in the first line of the document.
6. Format the title as 14-point bold, small caps with expanded character spacing.
7. Save the document as *[your initials]4-19* in your Lesson 4 folder.
8. Submit and close the document.

Exercise 4-20

Format a document as a letter, check spelling and grammar, and use the thesaurus.


1. Open the document **Letter - 3**.
2. Position the insertion point on the second blank paragraph mark after the letterhead text.
3. Click the **Insert** tab, and click the **Date and Time** command. Click the third format in the Date and Time dialog box.
4. Press four times, and key the text in Figure 4-14. Include one blank line after the address and the salutation.

Figure 4-14



Mr. George Henderson
3850 Fifth Avenue
Altoona, PA 16602

Dear Mr. Henderson:

5. At the end of the document, press **Enter**. Key the closing **Sincerely**, and press **Enter** four times. Key **Lydia Hamrick**, and press **Enter**. On the next line, key **Customer Service**. Press **Enter** twice, and key your initials in lowercase. Press **Enter** and key **Enclosure**.
6. Use the AutoCorrect Options button  to undo the capitalization of your first initial.
7. Check the spelling and grammar of the document, making the appropriate corrections.
8. Use the thesaurus to find a synonym for “delighted” in the first sentence of the document.
9. Save the document as *[your initials]4-20* in your Lesson 4 folder.
10. Submit and close the document.

Exercise 4-21 ♦ Challenge Yourself

Create an AutoText entry and check the grammar and spelling of a document.

1. Open the file **WV Stores**.
2. Select the complete address and contact information for the Clarksburg store, and create an AutoText entry named *[your initials]clark*.
3. Close the document and open the file **Refer**.
4. Place the insertion point on the second paragraph mark after the letterhead text, and insert the date using the Ribbon. Use appropriate format for a business letter.
5. Press **Enter** four times and key the inside address listed in Figure 4-15.

Figure 4-15

Ms. Jill Gresh
 360 Lincoln Street
 Grafton, WV 26354

6. Press **Enter** twice, and key **Dear Ms. Gresh:**
7. Verify that there is one blank line between the inside address and the salutation and one blank line between the salutation and the first paragraph.
8. Position the insertion point at the beginning of the paragraph that begins “Please let.”
9. Key *[your initials]clark*, and press **F3** to expand the Autotext entry. Press **Enter** if necessary to insert a blank line.

10. Spell- and grammar-check from the beginning of the document.
11. Delete the AutoText entry “[*your initials*]clark.”
12. Save the document as [*your initials*]4-21 in your Lesson 4 folder.
13. Submit your work, and close the document.

On Your Own

In these exercises you work on your own, as you would in a real-life business environment. Use the skills you’ve learned to accomplish the task—and be creative.

Exercise 4-22

Write a summary about a book you have recently read, but before you start the summary, create an AutoCorrect entry for a word you know you often misspell. Use this word in the summary as often as you can. Delete the entry when you have finished. Spell- and grammar-check your document. Format the document, save it as [*your initials*]4-22, and submit it.

Exercise 4-23

Create a blank document, and create an AutoText to be used as a salutation in a letter. Create an AutoText entry to include a complimentary closing and signature line. Delete the text from the document, and write a letter to a friend. Insert the date using the Date and Time feature on the Insert tab of the Ribbon. Key your friend’s inside address, and insert the AutoText entry you created for the salutation. Key the body of the letter, and insert the AutoText entry you created for the closing. Delete the AutoText entry when you have finished. Spell- and grammar-check your document. Format the document using correct business letter format. Save the document as [*your initials*]4-23, and submit your work.

Exercise 4-24

Log onto the Internet, and find a Web site about one of your hobbies or interests. Summarize the information from the site in a Word document. Add a title to the document and apply basic character formatting. Use the thesaurus to insert synonyms. Spell- and grammar-check the document. Proofread and apply additional formatting to create an attractive document. Save the document as [*your initials*]4-24, and submit your work.