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. The Grammar button is located on 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 skips over an incorrectly spelled word?

    _____

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

    _____

4. When the Building Blocks Organizer dialog box is open, what is the easiest way to display the entries in a gallery in alphabetical order?

    _____

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. Review several Word documents that you recently created. Study the content of the documents, and determine if there is any repetitive content. Would it be time effective to create AutoText entries for this text? Why or why not?

Skills Review

Exercise 3-14

Use AutoCorrect and AutoComplete.

1. Start a new document.

2. Key the following sentences (including the errors):

    CAmpbell's Confections is a candy manufacturer in western pennsylvania with three major divisions. quality chocolates are produced for retail, wholesale, and fundraising.

3. Press Caps Lock, and key the following sentence as shown.

    there are 24 campbell's confections retail stores located in three states.

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 visit any of our stores or Web site to find sales promotions for our boxed chocolate candy, chocolate favors, or novelty items.

5. Start a new paragraph. Key the following sentence (including the errors in the first two words)

    thisyear, consider a visit to Campbell's Confections and tour our factory.

6. Save the document as *[your initials]*3-14 in your Lesson 3 folder.

7. Submit your work, and close the document.

Exercise 3-15

Use AutoText.

1. Open the file **Letter - 2**. Replace [Date] with the current date.

2. Change the formatting for the entire letterhead to small caps and dark blue. Select the first line of the letterhead, and change the font size to 14.

3. At the second blank paragraph mark below "Dear Mr. Matthews," key the following sentence,

   Thank you for your interest in Campbell's Confections, western Pennsylvania's most popular chocolate factory and candy store.

4. Using the text you just keyed, create an AutoText entry by following these steps:

   a. Select the text "Campbell's Confections." Do not select the comma at the end of the text.

   b. Click the **Insert** tab on the Ribbon, and click **Quick Parts**.

   c. Click **AutoText**, and click **Save Selection to AutoText Gallery**.

   d. Key the AutoText entry name *[your initials]cc* (Example: dhcc).

   e. Select **AutoText** in the **Gallery** drop-down list. Select **Normal.dotm** in the **Save in** drop-down list.

   f. Click **OK**.

5. Press Enter twice at the end of the first paragraph to start a new paragraph.

6. Click the **Insert** tab on the Ribbon. Click **Quick Parts**, and click **Building Blocks Organizer**.

7. Click the **Gallery** column heading to sort the list. Locate and click *[your initials]cc* to select the AutoText entry. Click **Insert**.

8. Complete the sentence by pressing the Spacebar and 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.

9. Start a new paragraph, and key the following text. When you key "*[your initials]*cc," an AutoComplete box displays. Press Enter when the AutoComplete box appears to accept the text insertion.

   The enclosed brochures will provide more information about *[your initials] cc*. We look forward to helping you place your next order.

10. Press Enter twice, and key **Sincerely yours,**.

NOTE

An alternative method to insert the AutoText entry is to click the Insert tab, and click Quick Parts. Point to AutoText, and a list of AutoText entries displays. Click to select the AutoText entry.

11. Press [Enter] four times, and key the following information:

    Lydia Hamrick
    Customer Service

12. Press [Enter] twice, key *[your initials]* in lowercase, and press [Enter].

13. 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**.

14. On the line below your initials, key **Enclosures (2)**.

15. 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 the AutoText entry, *[your initials]*cc, from the list.

    c. Click **Delete** and click **Yes**. Click **Close**.

16. Work with Actions by following these steps:

    a. Move the I-beam over the street address "Main Street," and then press the right mouse button to display a shortcut menu.

    b. Choose **Additional 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.

17. Save the document as *[your initials]*3-15 in your Lesson 3 folder.

18. Submit and close the document.

Exercise 3-16

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 Grammar button [ABC✓].

    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, and key a hyphen after the "r" and click **Change**.

e. Correct the spelling of "wraped," "ribon," 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]*3-16 in your Lesson 3 folder.

5. Submit and close the document.

Exercise 3-17

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 [icon].

6. Replace "fun" with a noun listed in the Research task pane. Remember to click the down arrow and choose **Insert**. Close the Research task pane.

7. Save the document as *[your initials]*3-17 in your Lesson 3 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 **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 3-18

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 Cambria.

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 3-13. Include the corrections. Wherever "*[your initials]*cc" appears, key the name of the AutoText entry you just created, pressing Enter or F3 to expand the entry.

Figure 3-13

The best handmade chocolate candy in Western Pennsylvania is made by *[your initials]*cc. The family owned business opened its first store in 1957 on Main ST in grove city Pennsylvania.

*[your initials]*cc specialize in assorted milk and dark chocolate-covered nuts, creams, melt-a-ways, and truffles. Additional candy selections include chocolate-covered prezels, peppermint patties, cordial cherries, caramel pecanettes, croquettes, and peanut butter cups. You can also buy several varieties of hard and soft candies. *[your initials]*cc takes pride in using the finest ingredients in its recipes.

Visit one of *[your initials]*cc candy stores to make your candy selections. The candy stores are open 6 days a week. In addition to buying your candy at the retail stores, you can call our toll-free number at 800-555-2025 or visit our Web site at www.campbellsconfections.biz.

5. Spell-check and grammar-check the document.

6. Format the title as 16-point bold, small caps, and add a text effect.

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]*3-18 in your Lesson 3 folder.

10. Submit your work, and close the document.

Exercise 3-19

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]*3-19 in your Lesson 3 folder.

8. Submit and close the document.

Exercise 3-20

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 Enter four times, and key the text in Figure 3-15. Include one blank line after the address and the salutation. (Refer to Appendix B, "Standard Forms for Business Documents," for correct letter format.)

Figure 3-15

```
Mr. George Henderson
3850 Fifth Avenue
Altoona, PA 16602

Dear Mr. Henderson:
```

5. At the end of the last paragraph, press Enter twice. 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]***3-20** in your Lesson 3 folder.

10. Submit and close the document.

Exercise 3-21 ◆ 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**. Be sure to store the AutoText entry in the Normal.dotm.

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 3-16.

Figure 3-16

```
Ms. Jill Gresh
360 Lincoln Street
Grafton, WV 26354
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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. Insert the AutoText entry *[your initials]***clark**. 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]***3-21** in your Lesson 3 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 3-22

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. Next create an AutoText entry for a phrase you use frequently. Use these stored items in the summary as often as you can. Delete the entries when you have finished. Spell- and grammar-check your document. Format the document, save it as *[your initials]***3-22**, and submit it.

Exercise 3-23

Create a new document, and create an AutoText entry to be used as a salutation in a letter. Create an AutoText entry to include a complimentary closing and signature line. Delete the text keyed for the AutoText entries from the document, and write a letter to a local government official. Insert the date using the Date and Time feature on the Insert tab of the Ribbon. Key the 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 entries when you have finished. Spell- and grammar-check your document. Format the document using correct business letter format. Save the document as *[your initials]***3-23**, and submit your work.

Exercise 3-24

Locate 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 character formatting. Use the thesaurus to insert synonyms. Spell- and grammar-check the document. Proofread the document. Save the document as *[your initials]***3-24**, and submit your work.