

Proofing Documents 9

LESSON SKILL MATRIX

Skill	Exam Objective	Objective Number
Validating Content by Using Spelling and Grammar Checking Options		
Configuring AutoCorrect Settings	Insert special characters (©, ™, £).	2.1.7
Inserting and Modifying Comments in a Document		
Viewing Comments		
Tracking Changes in a Document		



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KEY TERMS

- All Markup
- antonym
- AutoCorrect
- balloons
- inline
- Lock Tracking
- markup
- No Markup
- Original
- Person Card
- Simple Markup
- synonym



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Blue Yonder Airlines is a large company with hundreds of employees. In your job as a human resources specialist, you are involved in hiring, employee benefit programs, and employee communications. Many of the documents you work with relate to employee issues, and you need to ensure that these documents are error free. In this lesson, you learn to use the Spelling and Grammar feature, to find the meaning of a word, to use the Thesaurus, to review the statistics of words and paragraphs used in a document, to insert comments, to change the AutoCorrect settings, and to track changes.

SOFTWARE ORIENTATION

The Bottom Line

The Proofing group on the Review tab contains commands for launching Word's Spelling and Grammar functions, searching through references, using the Thesaurus, and counting words by characters, paragraphs, and lines. The Language group contains commands for translating words or paragraphs and an option to select a language. These and other commands for reviewing and editing Word documents are located on the Review tab, shown in Figure 9-1.

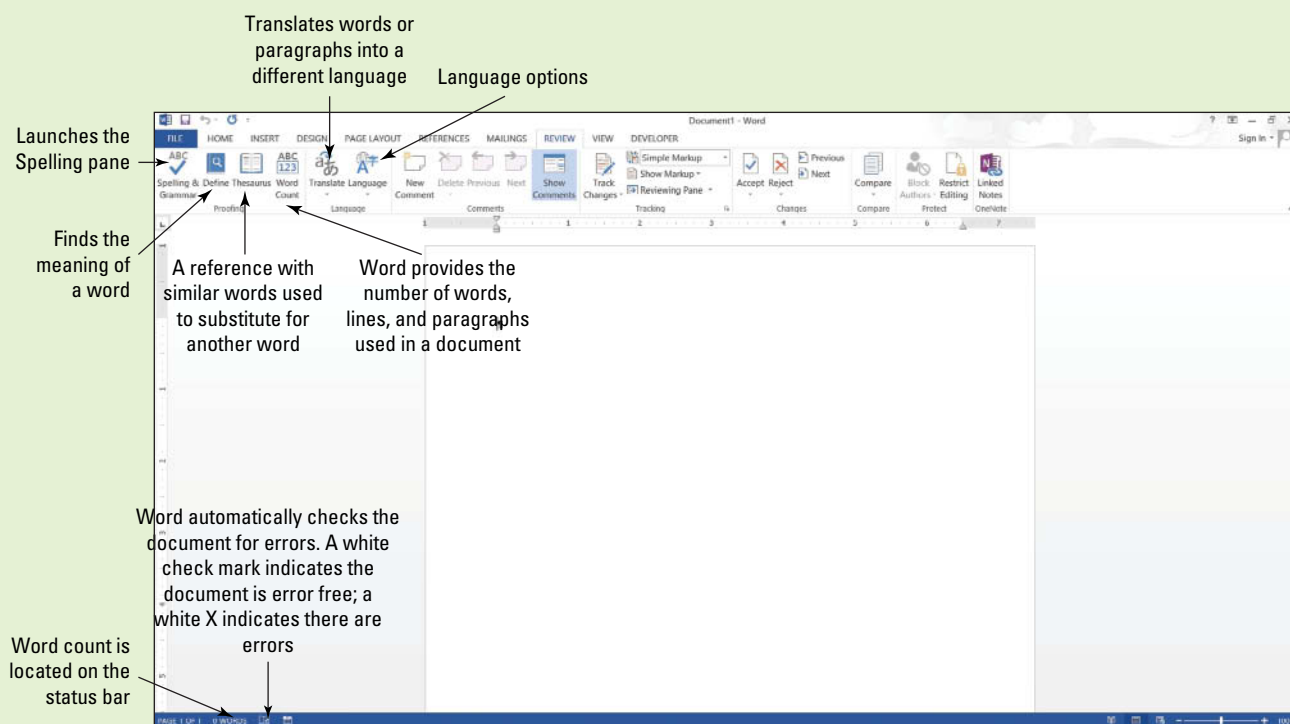


Figure 9-1

Proofing and Language groups

Use this figure as a reference throughout this lesson and the rest of this book.

VALIDATING CONTENT BY USING SPELLING AND GRAMMAR CHECKING OPTIONS

The Bottom Line

It is a good business practice to proof a document to ensure it is error free before sharing or printing it. Word provides proofing tools such as a Spelling and Grammar checking function, the Define button, the Thesaurus button, and the Word Count tracker. All these tools and commands are located on the Ribbon on the Review tab. The status bar also contains Word Count and Proofing Error buttons that give you quick access to some proofing features. On the status bar, Word automatically displays the document's word count.

Checking the Spelling and Grammar Feature

Microsoft Word's Spelling and Grammar feature is automatically on by default and checks the spelling and grammar in a document. Word underlines misspelled words with a wavy red line and underlines grammatical errors with a wavy green line. Proper nouns are usually not found in the dictionary, so they will often be underlined with a wavy red line even if the word is spelled correctly. If there is a word that you use often that is not found in the dictionary, you might want to add it to your dictionary. Adding words to the dictionary is not covered in this lesson. Word can often detect whether words are used inappropriately and it underlines the word with a wavy blue line. In other words, if a word is underlined in blue, the word is in the dictionary but not used correctly in the context. In this exercise, you learn to use Word's automatic Spelling and Grammar feature and its options to proof and correct your document.

STEP BY STEP

Check Spelling and Grammar



GET READY. Before you begin these steps, launch Microsoft Word.


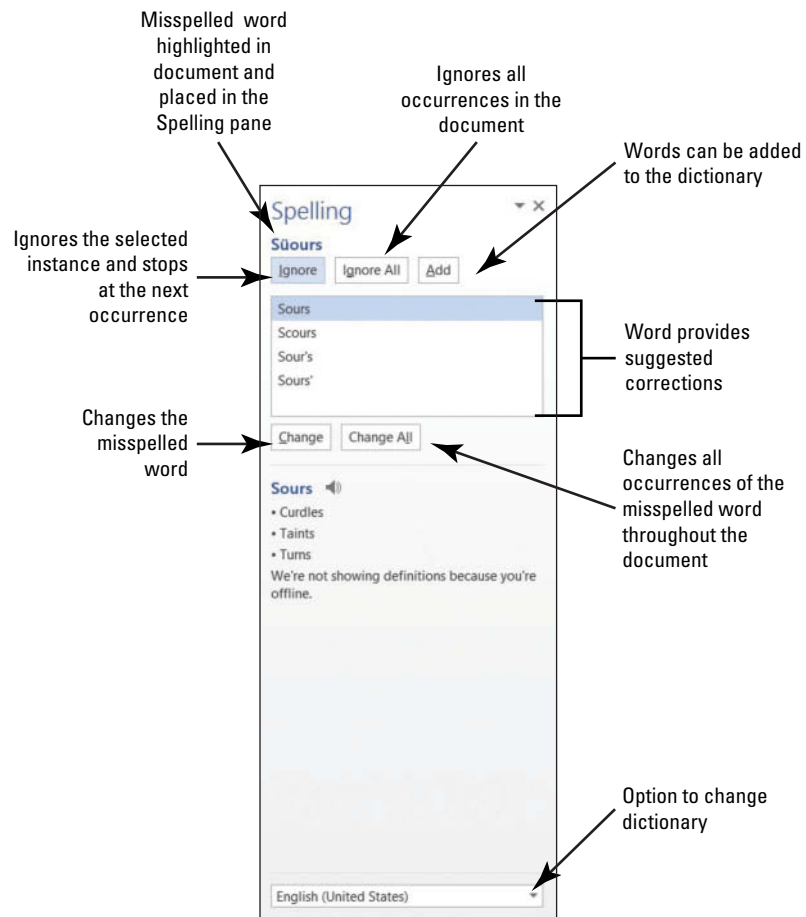
1. **OPEN** the *Employ Offer* document from the lesson folder.
2. Click the **Review tab**, and then click the **Spelling & Grammar**  button in the Proofing group. The Spelling pane opens—this is a new appearance for this feature (see Figure 9-2).

Figure 9-2

Spelling task pane



The first word appearing in the Spelling task pane is *Süours*, a proper noun not contained in the tool's dictionary. The Spelling task pane provides a listing of suggested words as shown in Figure 9-2.

3. Click the **Ignore All button** to ignore all occurrences within the document, because *Süours* is not in the main dictionary and it's spelled correctly.
The word *cofim* is misspelled. The correct spelling is the second option.
4. Select the *confirm* suggestion and then click the **Change All button** to change all occurrences.
5. The next misspelled word is *employmnt*. The correct spelling is highlighted. Click the **Change All button**.
6. The next misspelled word is *beginning*; the correct spelling is highlighted in the Suggestions pane. Click the **Change All button**.
7. The next misspelled word is *asistance*. Click the **Change All button**.
8. A grammar error of *in the amount of* appears in the task pane. Click **Ignore**. This is covered later in the lesson.
9. The next misspelled word is another proper noun, *Sheila*. Some proper nouns are added in the main dictionary. The correct spelling is highlighted. Click the **Change All button**.
10. A prompt appears when the Spelling and Grammar check is complete. Click **OK**.
Notice how the icon on the status bar changes from an X to a check mark.
11. **SAVE** the document as **Employment Offer** in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

Take Note Ignore Once ignores the occurrence once and stops at the next occurrence.

Rechecking the Spelling and Grammar

Word has the option for users to ignore misspelled words. In this case, the previous user ignored misspellings. Once you ignore a misspelled word, it will no longer be marked with a wavy red line until you recheck the document. You will recheck the document to ensure you have captured all errors.

STEP BY STEP

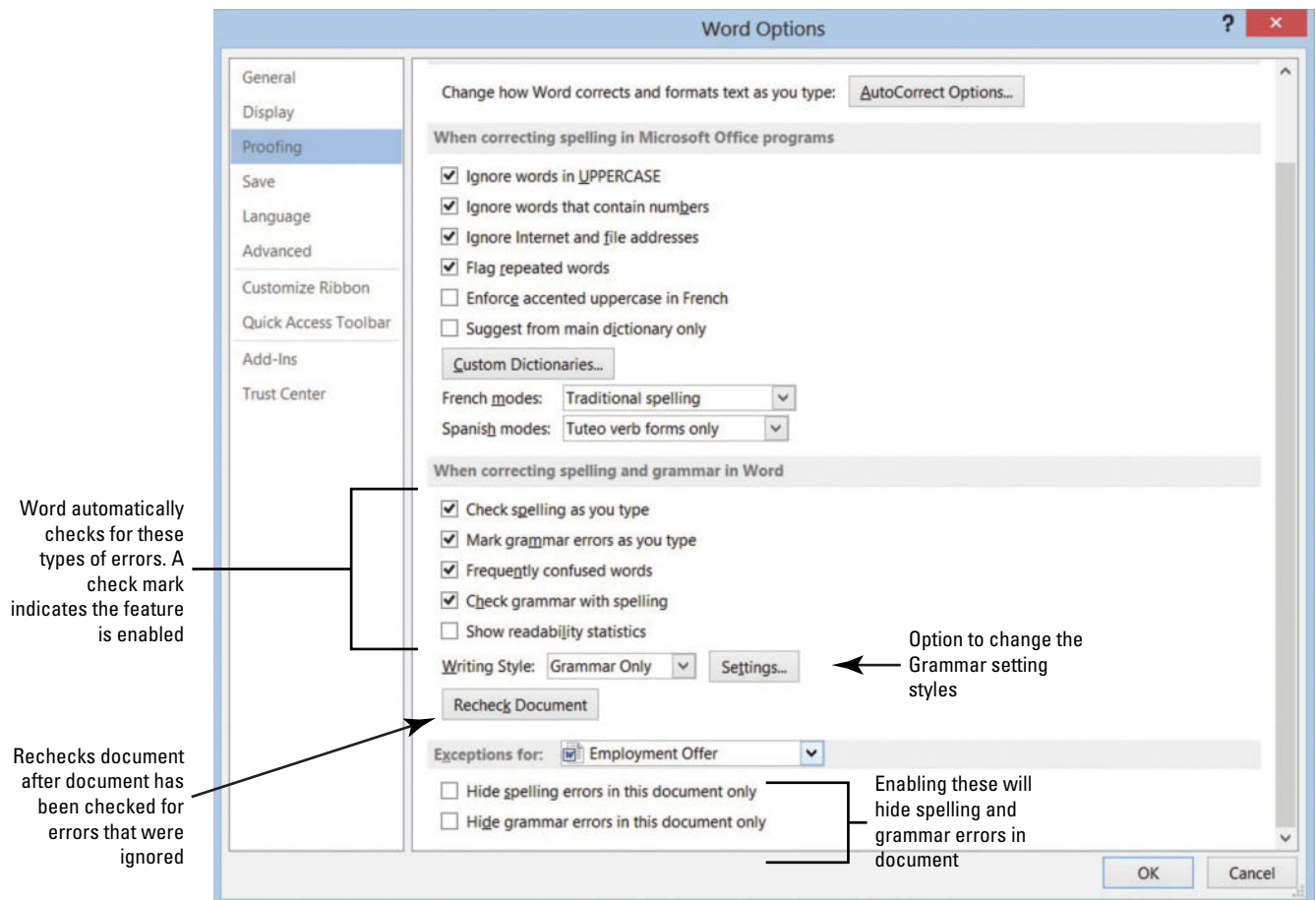
Recheck Spelling and Grammar

USE the document that is open from the previous exercise.

1. Click the **File** tab, and then click **Options** to open the *Word Options* dialog box in Backstage.
2. Select **Proofing** in the left pane and review the section *When correcting spelling and grammar in Word* (see Figure 9-3). The check marks indicate that the feature is enabled. You also have the option to hide the spelling and grammar errors in the document.

Figure 9-3

Word Options dialog box




3. Click the **Recheck Document** button to check for errors that were ignored.
4. A prompt appears stating *This operation resets the spelling checker and the grammar checker so that Word will recheck words and grammar you previously checked and chose to ignore. Do you want to continue?* Click **Yes** (see Figure 9-4). The document flags misspellings.

Figure 9-4

Resets Spelling and Grammar checker



5. Click **OK** to close the *Word Options* dialog box.
6. In the Proofing group, click the **Spelling & Grammar**  button. The Spelling task pane opens.
7. The Spelling and Grammar tool highlights *Süours*. This spelling is correct, so click **Ignore All**. Click **OK**.
The tool now ignores every occurrence of this spelling in the document.
8. **SAVE** the document in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

Take Note When Word detects a spelling error, you can choose to change one occurrence of the instance or change all instances. Click *Change* to change a single occurrence or click *Change All* to change all occurrences in the document.

Take Note If you run the Spelling and Grammar command in the middle of the document, it will check from that point to the end of the document. A prompt will appear asking if you want to continue checking the document from the beginning.



Another Way

Click the *Proofing Error* button on the status bar (or press the keyboard shortcut, *F7*) to open the Spelling task pane. You can also right-click on a misspelled word, and Word displays a shortcut menu with suggested words at the top.

Changing the Grammar Settings

Word's grammar settings enable you to determine the punctuation and other stylistic guidelines by which the program will check for and detect errors. You can change the writing style to check for grammar only or check stylistic rules, such as contractions, hyphenated and compound words, sentence length (more than sixty words), and more. In this exercise, you learn to change the style settings and customize them to meet your needs.

STEP BY STEP

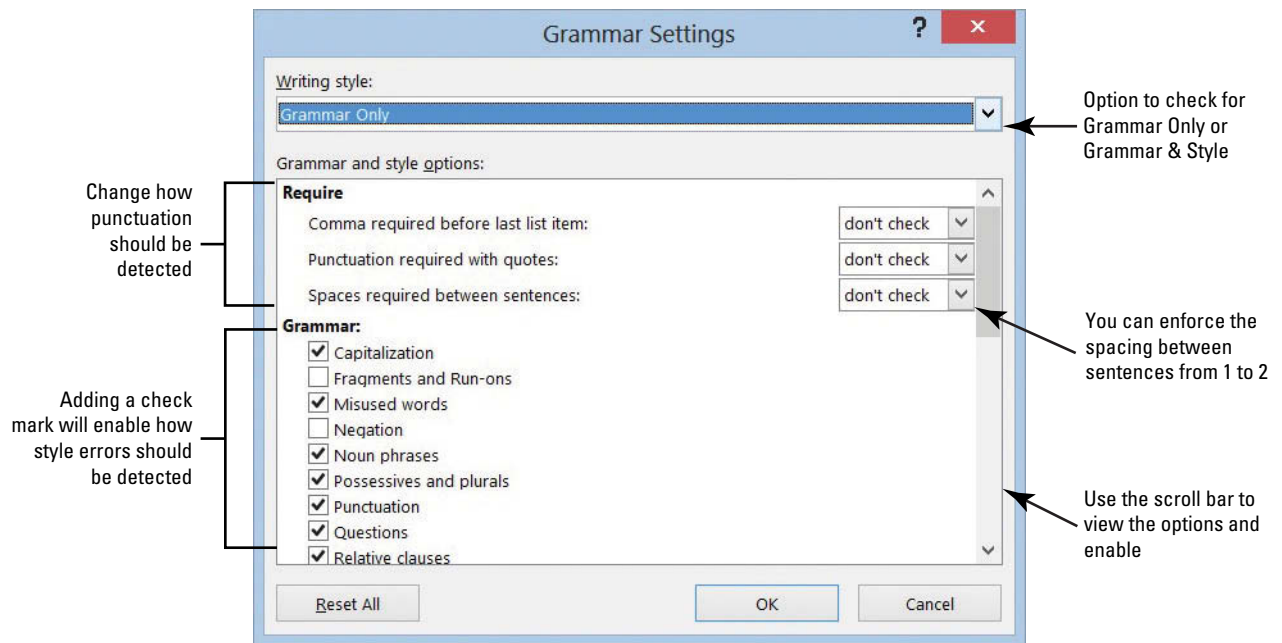
Change the Grammar Settings

USE the document from the previous exercise.

1. Click the **File** tab, and then click **Options** to open the *Word Options* dialog box.
2. Select **Proofing** in the left pane.
3. In the *When correcting spelling and grammar in Word* section, click the **Settings** button to open the *Grammar Settings* dialog box. This dialog box includes the writing style where you can customize the Grammar Only or Grammar & Style options (see Figure 9-5).

Figure 9-5

Grammar Settings dialog box



4. Click the **drop-down arrow** in the Writing Style section and select **Grammar & Style**.

5. Under the *Require* section, the *Spaces required between sentences* setting is set to **don't check**. Click the **drop-down arrow** and select **2**. You are changing the style to reflect two spaces after the punctuation between each sentence.

Take Note The current standard is one space after a punctuation mark. However, in this example we are using two spaces to illustrate Word's error-checking abilities more clearly.

6. Click **OK**.

7. In the *Word Options* dialog box, under the *When correcting spelling and grammar in Word* section, click the **Recheck Document** button.

8. A prompt appears stating that *This operation resets the spelling checker and the grammar checker so that Words will recheck words and grammar you previously checked and chose to ignore. Do you want to continue?* Click **Yes**.

9. Click **OK** to close the *Word Options* dialog box. Word flags and marks the punctuation at the end of sentences with a blue wavy line because there is only one space, and we selected 2.

Notice in the second paragraph, the document flags *are issued*.

10. **Right-click** on the phrase and a pop-up menu appears. It states "Passive Voice (consider revising)."

11. Press **ESC** to close the pop-up menu.

12. Repeat steps 1 and 2 to open the *Grammar Settings* dialog box.

13. Under the *Require* section, click the **drop-down arrow** to change the *Spaces required between sentences* setting to **don't check**.

14. Scroll down and disable all *Styles* with the exception of **Clichés, Colloquialisms, and Jargons**. One style is kept active.

15. Click **OK**.
16. In the *Word Options* dialog box, under *When correcting spelling and grammar in Word* section, click the **Recheck Document button**.
A prompt appears stating that *This operation resets the spelling checker and the grammar checker so that Word will recheck words and grammar you previously checked and chose to ignore. Do you want to continue?*
17. Click **Yes**.
18. Click **OK** to close the *Word Options* dialog box.
Notice “are issued” in the second paragraph is no longer flagged. In the third paragraph, the phrase “in the amount of” is flagged with a blue wavy line.
19. When you right-click on the phrase, the pop-up menu appears with a suggestion to change to *for*. Click on the word to accept the suggestion. This is a word or phrase that may be overused or unnecessary to the meaning of your sentence. To quit checking for these types of style errors, you repeat steps 7–10 to disable Clichés, Colloquialisms, and Jargons.
20. Repeat steps 1–3 to open the *Grammar Settings* dialog box. Click the **Writing Style command box drop-down arrow** and select **Grammar Only** to set the tool for checking the document’s grammar.
21. Click **OK** to apply changes.
22. **SAVE** your document in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

Understanding the Meaning of a Word

Microsoft Word has added a new command to learn the meaning of a word. This is beneficial to you especially when a dictionary is not available. Before clicking on the Define button, you need to install the dictionary in your computer. In this exercise, you learn to define words in the document.

STEP BY STEP

Understand the Meaning of a Word

USE the document from the previous exercise.


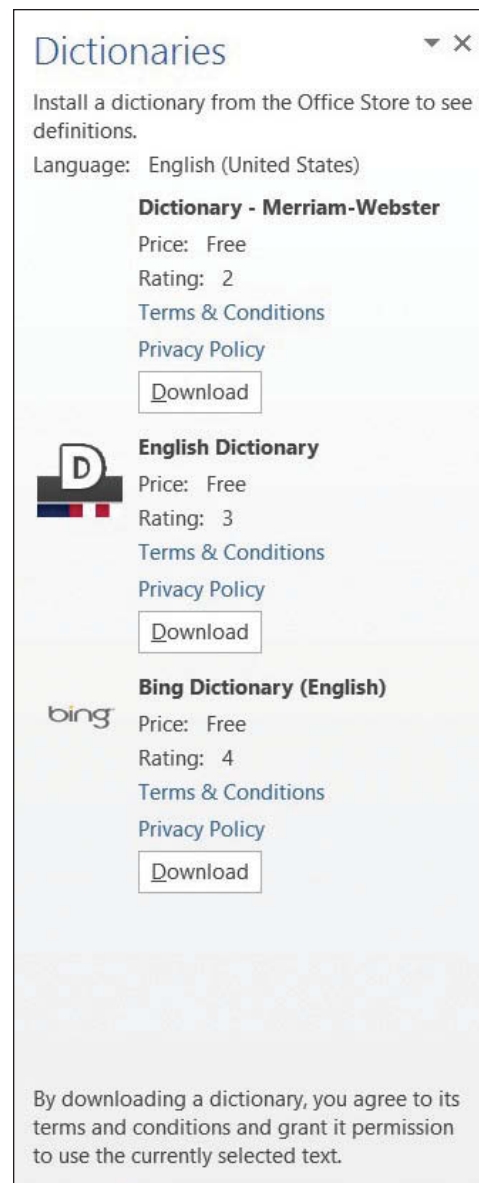
1. Click the **Define**  **button**.
The Dictionaries task pane opens with options of free dictionaries to install as shown in Figure 9-6. The terms and conditions, and privacy policy links are available for review and acceptance. The ratings for each dictionary is also shown.
2. Click the **Download button** under *English Dictionary* and begin downloading the dictionary application. The process for downloading is quick (refer to Figure 9-6).

Figure 9-6
Dictionaries task pane



3. Select *employment* in the first paragraph.

The definition of the selected text is shown in Figure 9-7. This *new* feature in Word can save you time from having to manually look up a word in a dictionary book. You must be signed into your Microsoft account before you access this feature.

Figure 9-7

English Dictionary task pane
definition of word



Another Way

Press **Ctrl+F7** to open the English Dictionary task pane or right-click on the selected text for the shortcut method.

4. Close the English Dictionary task pane.

5. **SAVE** the document in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

Finding Words Using the Thesaurus

A Thesaurus provides a listing of synonyms and antonyms of common words to help you expand your choice of words in your document. A **synonym** is defined as a word that has the same meaning as another word (e.g., good and great). An **antonym** is the opposite meaning of the word (such as good and bad). The Thesaurus is a great tool to use when working on research papers or other documents and will assist you in avoiding using the same words multiple times. If you have difficulty in pronouncing a word, you can hear how the word is pronounced in the Thesaurus task pane. In this exercise, you learn to use the thesaurus.

STEP BY STEP

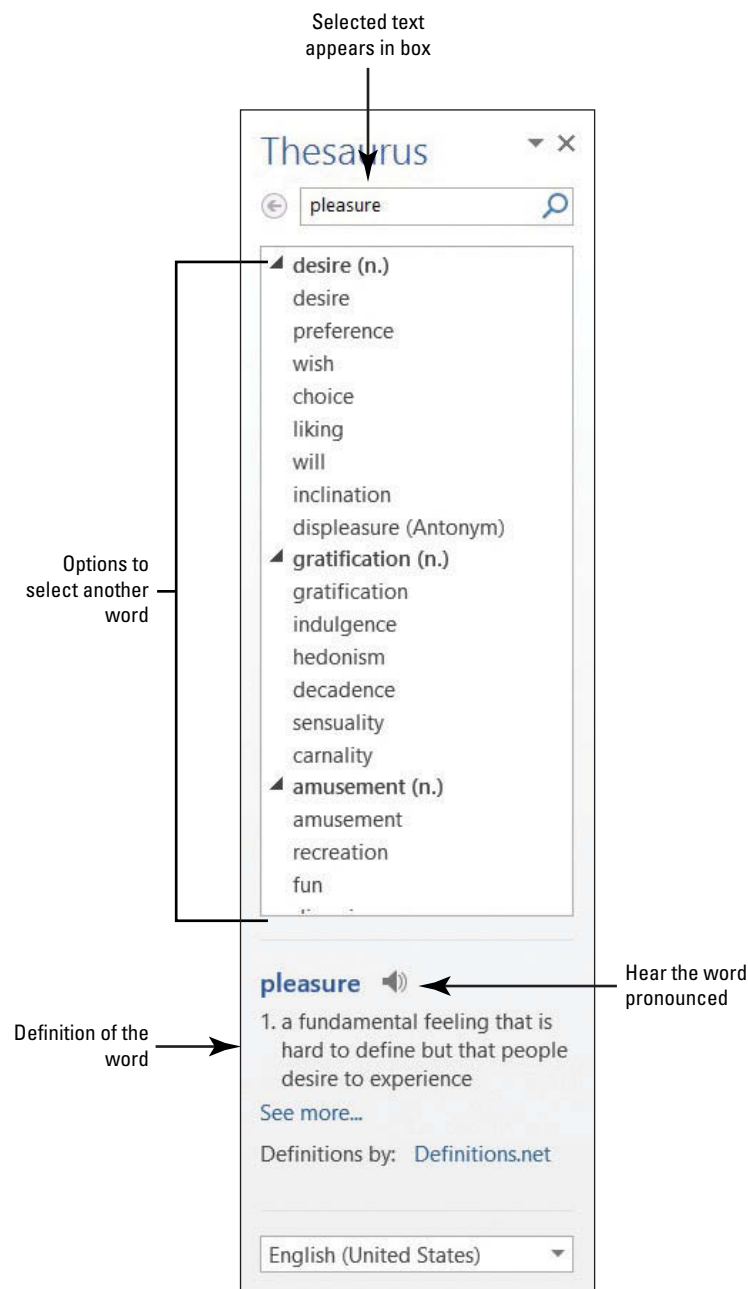
Find Words Using the Thesaurus

USE the document from the previous exercise.

1. Select **pleasure** in the first paragraph and click the **Thesaurus**  button.


The Thesaurus task pane opens, displaying many options to select as shown in Figure 9-8.

Figure 9-8
Thesaurus task pane



Another Way

Press **Shift+F7** to open the Thesaurus task pane or right-click on the selected text for the shortcut method.

2. Click the  icon to hear the pronunciation of the word.
3. Replace the word with the synonym *gratification* by moving the mouse over *gratification* in the Thesaurus task pane, and then click the drop-down arrow and select **Insert**. If you click on a word in the task pane, Word displays a new listing of words to choose.
4. Close the Thesaurus task pane by clicking the **Close** button.
5. **SAVE** the document in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

CONFIGURING AUTOCORRECT SETTINGS

The Bottom Line

The Proofing pane of the Word Options dialog box also contains Word's AutoCorrect setting options. **AutoCorrect** is a feature that replaces symbols, commonly misspelled words, and abbreviations with specific text strings. For instance, to add the Trademark symbol, type *(tm)* and it automatically inserts the symbol TM. As you can see, AutoCorrect saves time in typing text. You

can manage the list of exceptions in the AutoCorrect Exceptions dialog box, such as not capitalizing the first letter of an abbreviation. You can disregard two initial caps, such as a student ID, or you can customize and add or delete text. AutoCorrect is on by default, but you can use the AutoCorrect options to disable or enable the feature. In this lesson, you learn to use AutoCorrect to replace text and insert symbols in your document, and practice turning the AutoCorrect feature on and off.

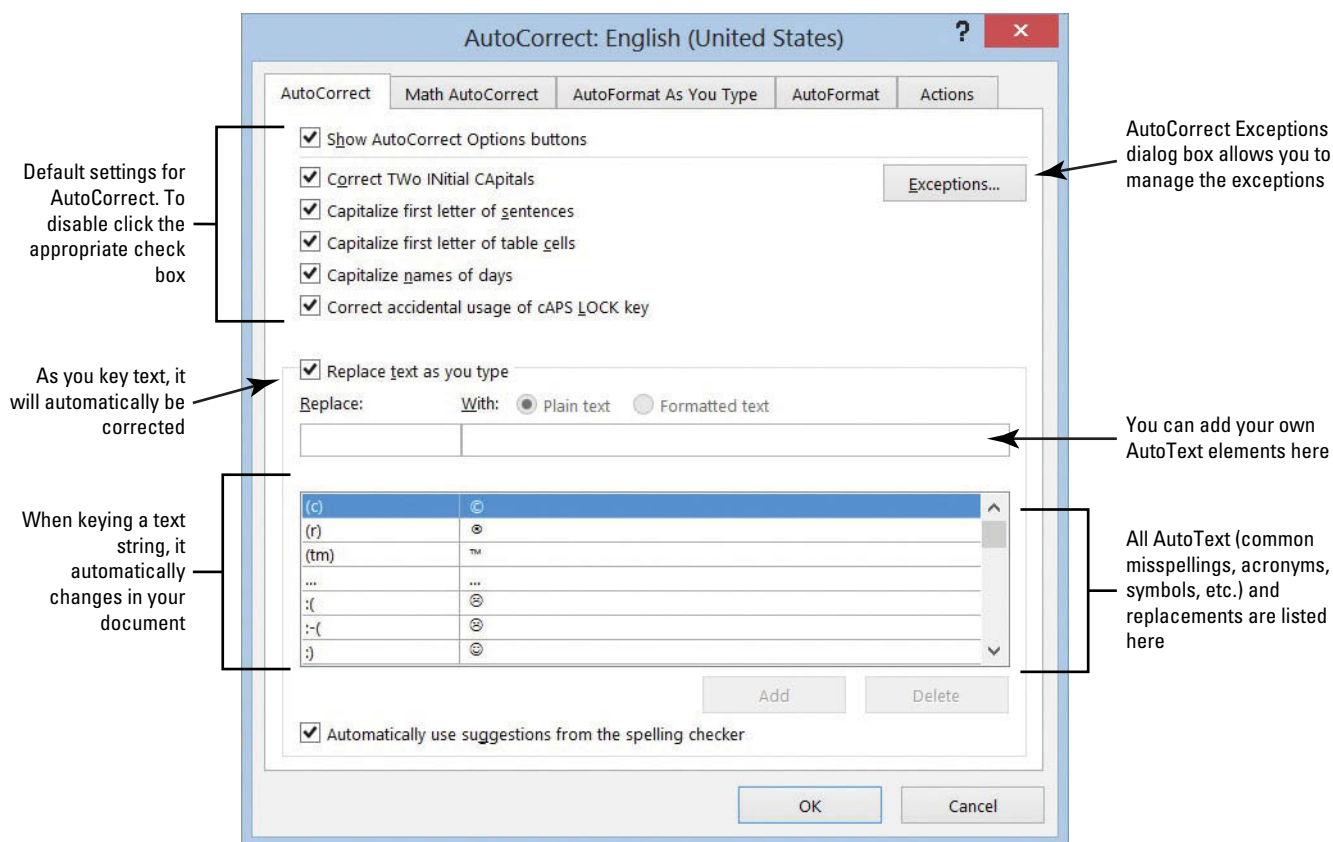
STEP BY STEP Configure AutoCorrect Options

USE the document from the previous exercise.

1. Click the **File** tab to open the Backstage, and then click **Options** to display the *Word Options* dialog box.
2. Click **Proofing** on the left pane to display the Proofing options in the right pane.
In the AutoCorrect options section, you can change how Word corrects and formats text as you type.
3. Click the **AutoCorrect Options** button to display the AutoCorrect dialog box with the AutoCorrect tab open, as shown in Figure 9-9. Notice that the dialog box title indicates that the program is set to check and correct text based on U.S. English.

Figure 9-9

AutoCorrect dialog box



4. Type **BYA** in the Replace box.
5. Type **Blue Yonder Airlines** in the With box.
Verify your spelling.
6. Click the **Add** button.



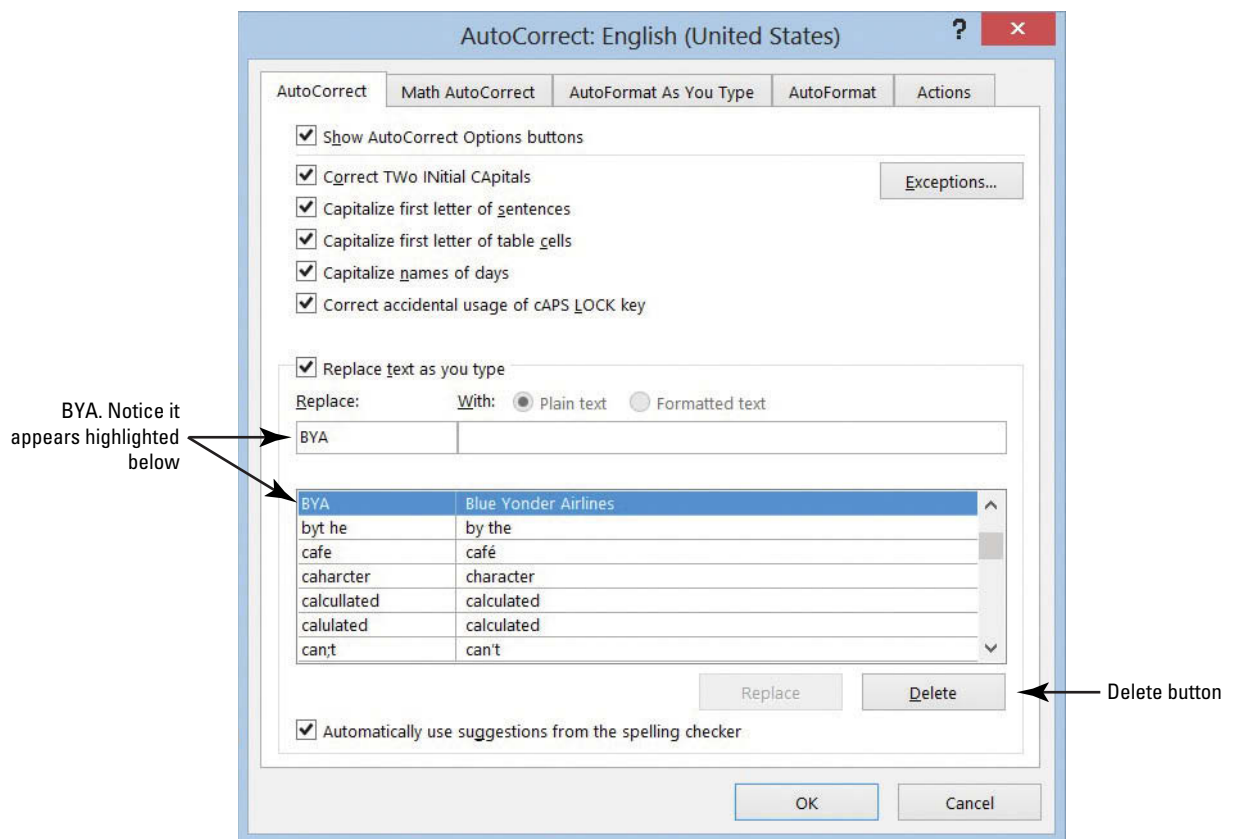
Another Way

You also can use the Find and Replace command to replace words or phrases.

7. Click **OK** to close the *AutoCorrect* dialog box, and then click **OK** to close the *Word Options* dialog box.
8. In the first paragraph at the end of the first sentence, place the insertion point after *r* in *for* and press the **Spacebar** once.
9. Type **BYA** and press the **Spacebar** once. *BYA* is automatically replaced with *Blue Yonder Airlines*.
10. Delete the extra space before the punctuation.
Adding acronyms or other text to AutoCorrect can save you time from having to type additional characters.
11. Repeat steps 1–3 to open the *AutoCorrect* dialog box.
12. In the Replace box, type **BYA**. *BYA* and *Blue Yonder Airlines* are highlighted in the list of AutoText corrections, as shown in Figure 9-10.
13. Click the **Delete** button to remove the highlighted entries. Click **OK** two times to close both dialog boxes.

Figure 9-10

AutoCorrect dialog box with custom entry in the AutoCorrect list



Now, if you type **BYA** in your document and press the **Spacebar**, no action will occur.

14. **SAVE** the file as **Employment Offer1** in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

STEP BY STEP**Insert Special Characters Using AutoCorrect**

USE the document from the previous exercise.

1. Position the insertion point after the *s* in *Airlines* in the first body paragraph.
2. *Blue Yonder Airlines* is the trademark name for the company and requires the trademark symbol after the name.



In Lesson 7, you learn to insert special characters using the Symbol dialog box.

3. Type (tm) to insert the trademark symbol after *Airlines*.
The trademark symbol is placed in the document as a superscript element.
4. **SAVE** the file as **Employment Offer2** in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

**CERTIFICATION
READY?**

2.1.7

How do you insert a special character?

STEP BY STEP**Disable AutoCorrect**

USE the document from the previous exercise.

1. By default, the AutoCorrect Options are enabled. To disable AutoCorrect, begin by repeating steps 1–3 under the *Configure AutoCorrect Options* section.
2. Click to clear the check mark from *Replace text as you type*. The feature is off and the *Automatically Use Suggestions from the Spelling Checker* option located at the bottom of the dialog box is shaded gray to show that it is unavailable.
3. To enable the AutoCorrect function, click the **check box** again; a check mark appears in the box and the *Automatically Use Suggestions from the Spelling Checker* option again becomes available. (Check with your instructor to determine whether you should leave AutoCorrect disabled or enabled.)

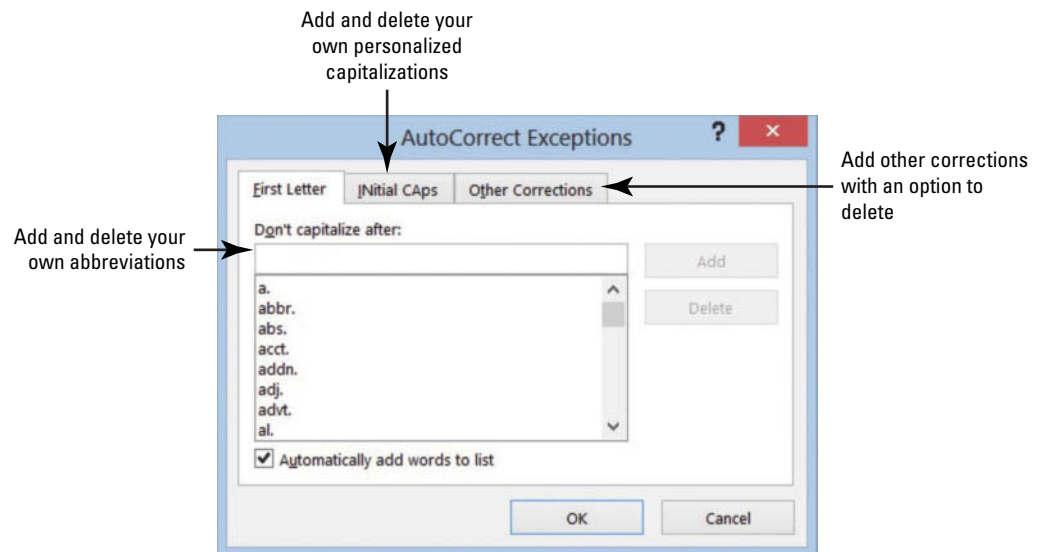
PAUSE. LEAVE the document open to use in the next exercise.

STEP BY STEP**Use Exceptions in AutoCorrect**

USE the document from the previous exercise.

The AutoCorrect dialog box should still be open. If not, repeat steps 1–3 under the *Configure AutoCorrect Options* section.

1. Click the **Exceptions button**. The *AutoCorrect Exceptions* dialog box opens (see Figure 9-11). If you frequently use a word that is not in the main dictionary, you can add it using the AutoCorrect Exceptions.

Figure 9-11AutoCorrect Exceptions
dialog box

2. Click the **Initial Caps** tab and type **(EIDs)**.
3. Click the **Add** button.
4. Click **OK** to close the *AutoCorrect Exceptions* dialog box.
When a word is added to the Exceptions list, the word is also added to the default custom dictionary.
5. Click **OK** to close the *AutoCorrect* dialog box.
6. Click **OK** to close the *Word Options* dialog box.
7. At the end of the fourth body paragraph, type **Employee IDs (EIDs) will be provided to you on location**.
Adding IDs to the exceptions avoids flagging the word.
8. **SAVE** the document as **Employment Offer3** in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

INSERTING AND MODIFYING COMMENTS IN A DOCUMENT

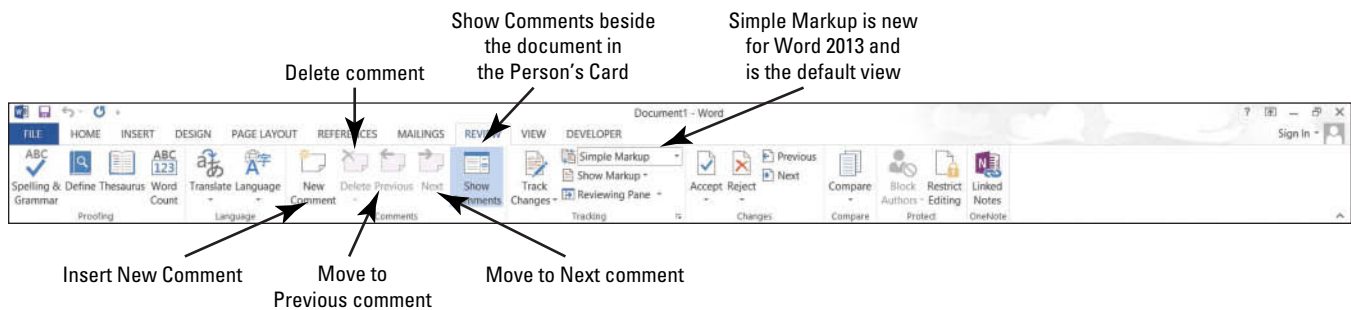
The Bottom Line

Word's Comment feature enables reviewers to integrate people and communication in different settings. The new visual look catches your attention with the new **Person Card** shown on the right side of the document with the individual's name and picture—this identifies the user who made the comment and has an active Microsoft account. The Person Card allows you to check whether the person is available and communicate with them through IM, voice, video, or one of the latest social sites.

The new Word 2013 default view for comments is the **Simple Markup** that gives the document a more polished look, and a little balloon appears alongside of the document. If you use your tablet or computer to read your comments, you can read your document without the clutter of markups displayed on your screen—which makes for easier reading.

Figure 9-12

Comments group



Inserting, Editing, and Deleting a Comment

The commands in the Comments group on the Review tab are used to insert comments to yourself or for others to provide feedback. When the Person Card appears, this indicates that this individual has a Microsoft Account and has signed in to one of the Office 2013 applications. When a comment is added to the document, the person's profile appears as a card when comments are displayed. Microsoft has improved the comments features by allowing you to communicate with individuals who have commented on your document by providing the options in the Person Card. Another *new* feature in Word 2013 is marking a comment as done—instead of deleting a comment.

Comments are easily added by using the New Comment button or using the shortcut menu. Comments can be deleted, marked as done, and edited. Moving through a document with comments can be accomplished using the navigation buttons on the Ribbon. In this exercise, you learn to insert, navigate, edit, delete, and mark a comment as done.

STEP BY STEP

Insert a Comment

USE the document from the previous exercise.

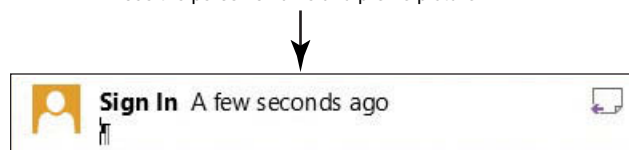
1. In the first sentence of the second paragraph, select **\$55,000**.
2. On the **Review** tab, in the Comments group, click the **New Comment** button.

A *new* comment appears in the right margin, labeled with the individual's name and photo icon. To see the Person Card, hover over or click on the photo icon. As you continue adding comments in a document, you will see when the comment was added in minutes—eventually this will change to the date the comment was added after the document is shared. For this lesson, images in the figures appear as Sign In, as shown in Figure 9-13.

Figure 9-13

Person Card

The Person Card is displayed by clicking on the photo in the Comments balloon. When signed in, you will see the person's name and profile picture



Cross Ref

In Lesson 2, you learn about the *new* Read Mode. In the Read Mode, you can display all comments.



Cross Ref

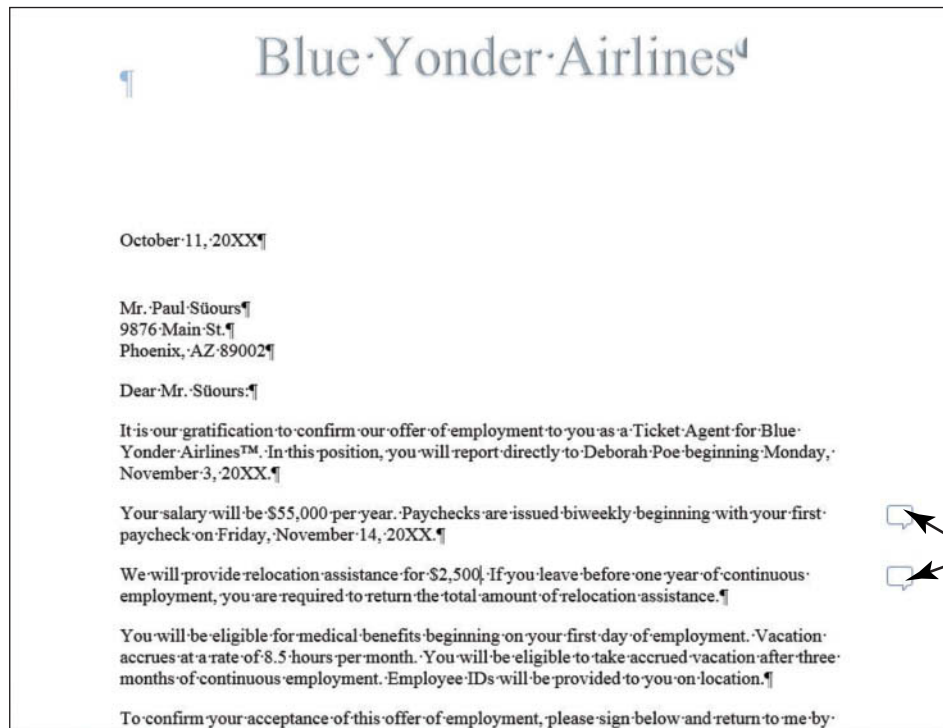
In Lesson 13, you learn to create a Microsoft account. In the upper-right corner of the document screen, you will see the Microsoft account Sign In. The icon displays an image of the person once he or she has signed into the account and if he or she has inserted a profile image.

3. Type into the comment balloon **Will you please confirm if the salary is correct?**
4. In the first sentence of the third paragraph, select **\$2,500**.
5. **Right-click**, and then select **New Comment** from the shortcut menu; a second comment appears in the right margin.
6. In the new comment, type **The relocation amount is \$5,000**.

Figure 9-14

Document with comments displayed with Simple Markup

Figure 9-14 displays both comments as balloons. If your screen is not displaying as shown in the figure, click Simple Markup in the Tracking group.




7. **SAVE** the document as **Employment Offer Comments** in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

STEP BY STEP

Navigate and Edit a Comment

USE the document from the previous exercise.

1. Click the **Previous**  **button** in the Comments group to move back to the first comment. When you jump to a comment, you are ready to begin editing.
2. Place the insertion point at the end of the text in the first comment, and type **I would appreciate a response by 5 p.m. today**.
3. **SAVE** the document in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

STEP BY STEP

Show Comments

USE the document from the previous exercise.

1. Click the **Show Comments**  **button** to display comments in the document.

The comments are placed on the right side of the document and if you hover over them, you see how long ago the comment was added. If the person has signed into his or her Microsoft account, you also see his or her name and picture.

The Show Comments button is a toggle to show and hide comments.

PAUSE. LEAVE the document open to use in the next exercise.

STEP BY STEP

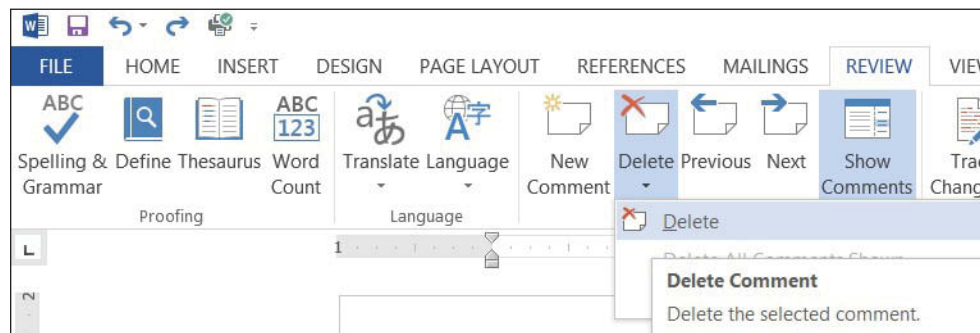
Delete and Mark Comments as Done

USE the document from the previous exercise.

1. Click the **Next** button in the Comments group to move to the second comment balloon.
2. Click the **Delete** button drop-down arrow in the Comments group, and then select **Delete** from the drop-down menu, as shown in Figure 9-15.
The comment is removed.

Figure 9-15

Comment Delete menu



Another Way

You also can delete a comment by right-clicking on it and selecting *Delete Comment* from the shortcut menu.

Take Note

3. Click **Undo** to bring the comment back.
4. **Right-click** both comments separately and click **Mark Comment Done**.
This option shrinks and fades all comments and places them in the document background.

You can also reverse the action by right-clicking on the comments individually and clicking *Mark Comment Done* to remove the check mark. Remove the check mark from both comments.

5. **SAVE** the document as **Employment Offer Comments1** in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

VIEWING COMMENTS

The Bottom Line

As you learned previously in this lesson, Word displays comments as little balloons in the document with the default Simple Markup enabled. Comments can also be shown inline in the document or as balloons. **Balloons** are markups and when comments are shown, the person's card displays on the right side of the document when you select that person's icon. **Inline** comments are hidden; the reviewer's initials appear in square brackets beside the selected text. ScreenTips appear when comments are inline and the mouse pointer is placed over the inline comment. Both the balloons and inline comments can be used with track changes, which is discussed later in the lesson.

The Show Markup menu allows you to change how comments appear and to determine which reviewers' comments are displayed. When in Draft view, certain elements in a document are not visible.

Viewing Comments Inline and as Balloons, and Hiding and Showing Reviewer Comments

In this exercise, you learn to change the comments display from balloons to inline. In a later lesson, you create a Microsoft Account so that when adding comments, your profile will be displayed.

STEP BY STEP

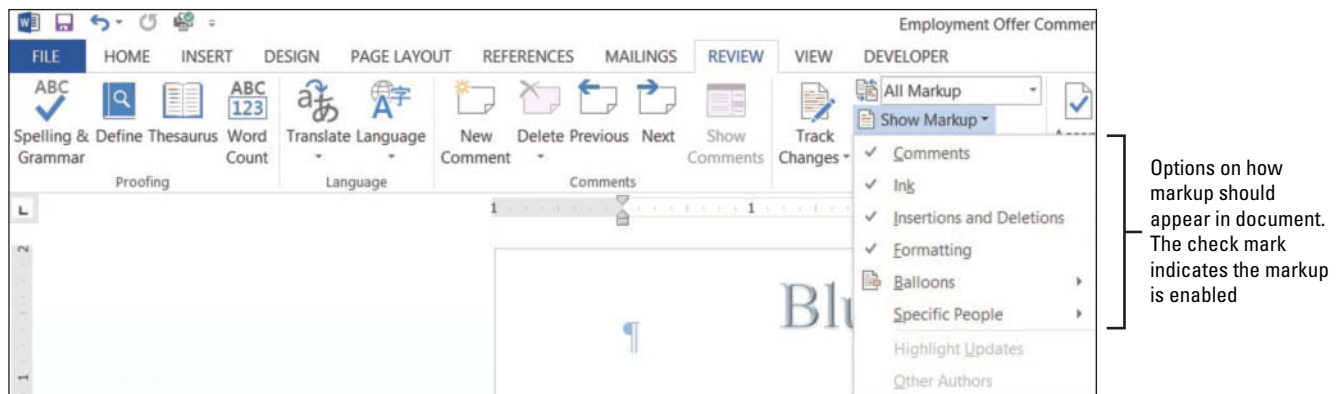
View Comments Inline

USE the document from the previous exercise.

1. In the Tracking group, click the **Track Changes** button to turn the feature on.
The button is now highlighted to show it is on. Track Changes must be turned on to view comments Inline.
2. Click the **drop-down arrow** by Simple Markup and select **All Markup** to change the default setting for the markup.
3. In the Tracking group, click the **Show Markup** button to display the menu as shown in Figure 9-16.
Options are available on how markup should display in the document.

Figure 9-16

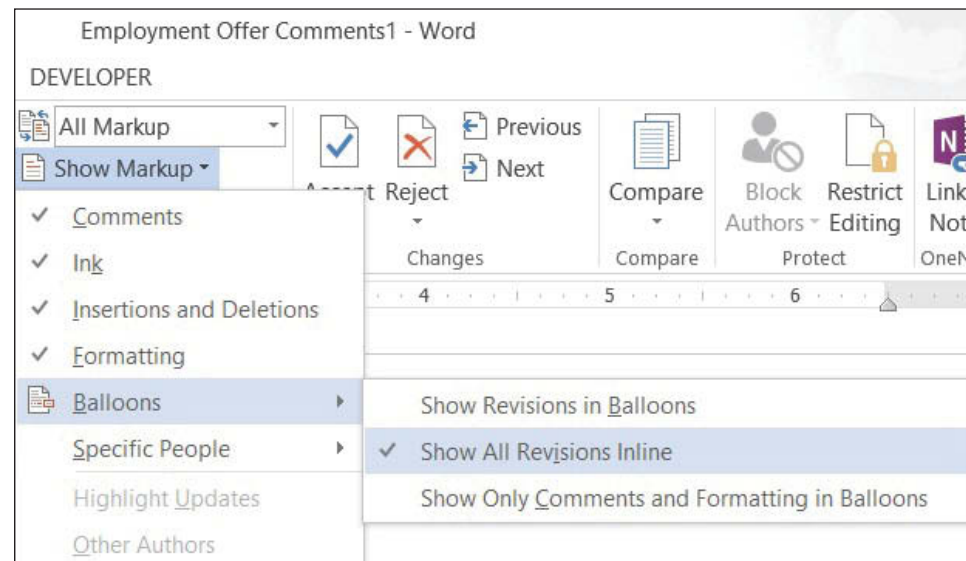
Show Markup menu



4. Select **Balloons**, and then click **Show All Revisions Inline** (see Figure 9-17).

Figure 9-17

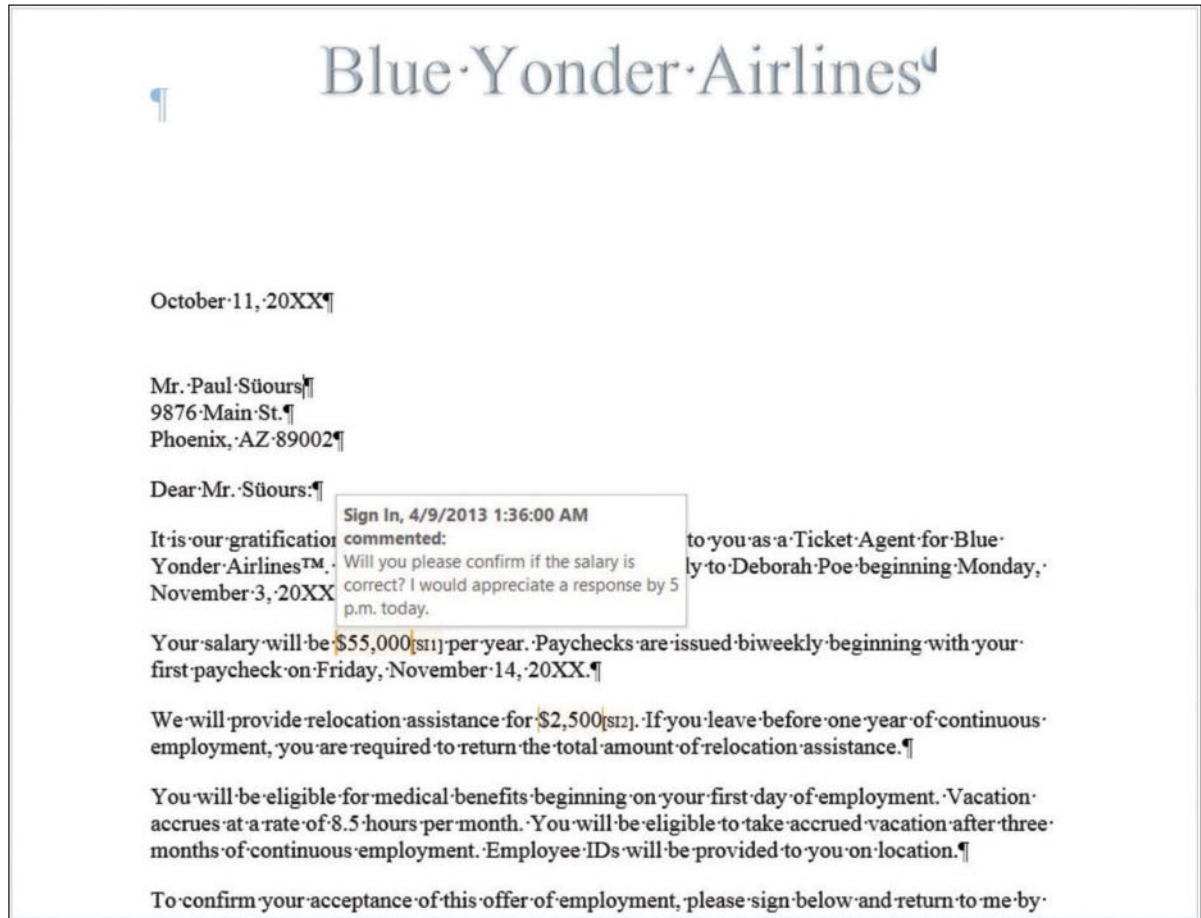
Document with comments shown inline



Position the mouse pointer over your initials in the second paragraph. The comment appears in a ScreenTip, as shown in Figure 9-18. Inline comments are hidden and indicated by bracketed reviewer initials beside the selected text.

Figure 9-18

Comment displayed in
ScreenTip



5. SAVE the document as **Employment Offer Comments2** in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

STEP BY STEP

View Comments as Balloons

USE the document from the previous exercise.

1. Click the **Show Markup** button to display the menu.
2. Select **Balloons**, and then click **Show Revisions in Balloons**.

The comments are shown in balloons in the Markup area.

3. **SAVE** the document as **Employment Offer Comments3** in the lesson folder on your flash drive, and then **CLOSE** the file.

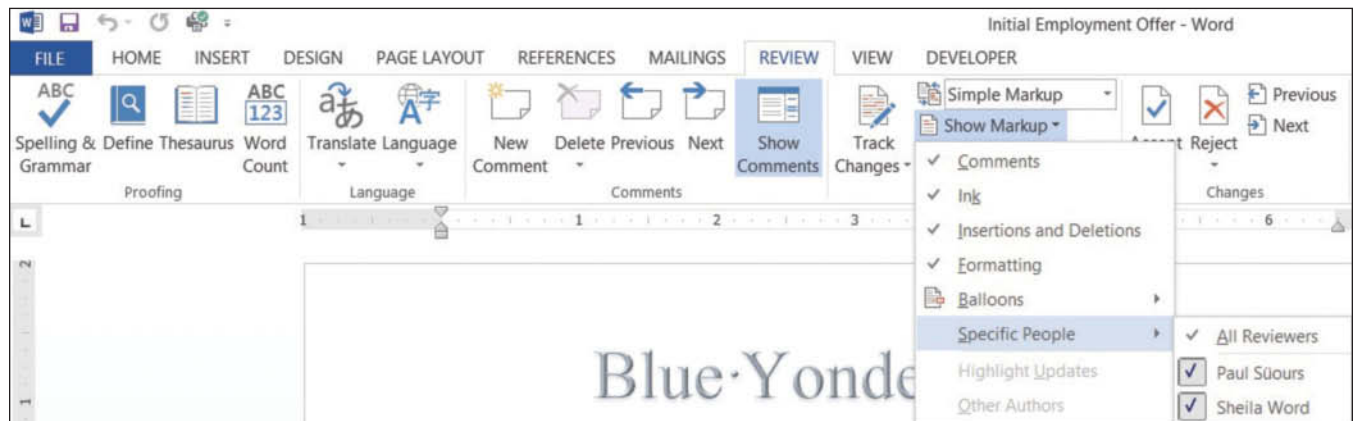
PAUSE. LEAVE Word open for the next exercise.

STEP BY STEP**Hide and Show Reviewer Comments**

1. **OPEN** the *Initial Employment Offer* document in the lesson folder. The document opens with the All Markup settings selected.
2. In the Tracking group, change the markup to Simple Markup.
3. In the Comments group, the **Show Comments** button should be highlighted displaying all comments by all reviewers.
4. Click the **Show Markup** button and select **Specific People** as shown in Figure 9-19.

Figure 9-19

All Reviewers



5. In the drop-down list of All Reviewers, click the check box beside *Paul Süours* to remove the check mark. Both comments no longer appear in the document because Sheila Word responded to Paul's concerns.
6. **SAVE** the document as *Initial Offer Comments* in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

Displaying the Reviewing Pane

Comments and track changes are tracked on the Reviewing Pane either vertically on the left side of the screen or horizontally across the bottom of the screen. When the Reviewing Pane opens, a summary displays the number of insertions, deletions, moves, formatting changes, and comments that have been made in the document. In this lesson, you learn to change the Reviewing Pane's display from vertical to horizontal.

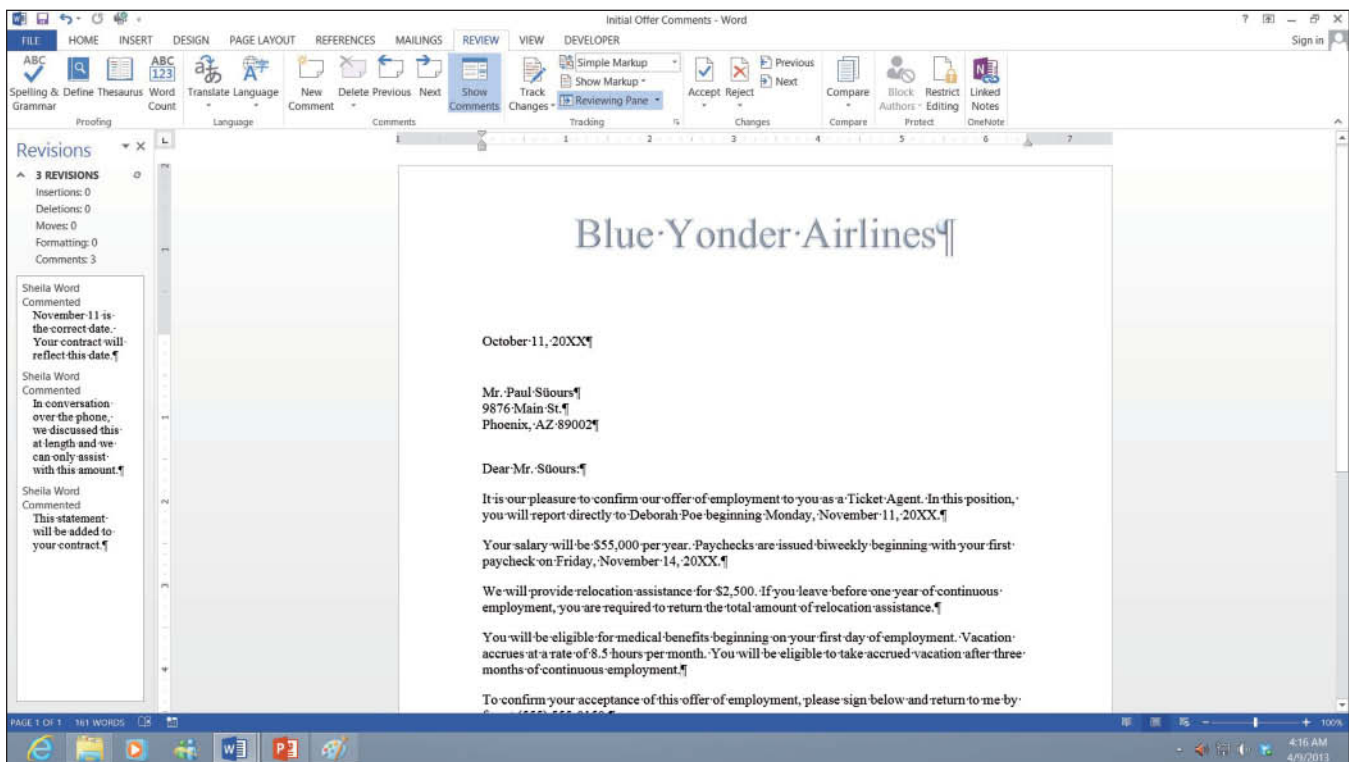
STEP BY STEP**Display the Reviewing Pane**

USE the document that is open from the previous exercise.

1. From the **Review** tab, in the Tracking group, click the **Reviewing Pane drop-down arrow** and select **Reviewing Pane Horizontal** from the drop-down menu.
The Reviewing Pane opens horizontally across the bottom of the Word window. It tracks and documents all changes.
2. To view the Reviewing Pane vertically, click the **Reviewing Pane drop-down arrow** and select **Reviewing Pane Vertical**.
The Reviewing Pane displays vertically along the left side of the document as shown in Figure 9-20.

Figure 9-20

Reviewing Pane Vertical position



3. Click the **X** on the Vertical Reviewing Pane to close or click the **Reviewing Pane** button to close.
4. **SAVE** the document in the lesson folder on your flash drive, and then **CLOSE** the file.

PAUSE. LEAVE Word open for the next exercise.

TRACKING CHANGES IN A DOCUMENT

The Bottom Line

The Track Changes command enables reviewers to track revisions and feedback from other users. With the *new* Person Card, you can easily identify who has made changes and where the changes were made in the document. With the new Simple Markup being the default, changes made in a document display a red line near the left margin. When you click the red line or balloon, the view of the markup changes to the All Markup view. If you want to see only comments in the document and not changes, then click the *Show Comments* button.

To begin tracking changes, click the *Track Changes* button and to turn off, click again. You see the button highlighted when turned on. A *new* feature in Track Changes is **Lock Tracking**—this prevents anyone from turning Track Changes off. After reviewing all changes in the document, you accept or reject changes. For permanent changes, you need to accept or reject and stop tracking.

Additional choices are provided on how markups appear in the document. As mentioned previously, Simple Markup is the default; the other choices are **All Markup**, which displays all changes and comments; **No Markup**, which displays the document in a final copy without the markup; **Original**, which displays the original document with no markups.

As introduced previously, the Show Markup menu allows you to change how changes or comments appear in the document. The markups can appear as balloons, inline, or shown only with comments and formatting in balloons. The appearance of changes can be altered by disabling

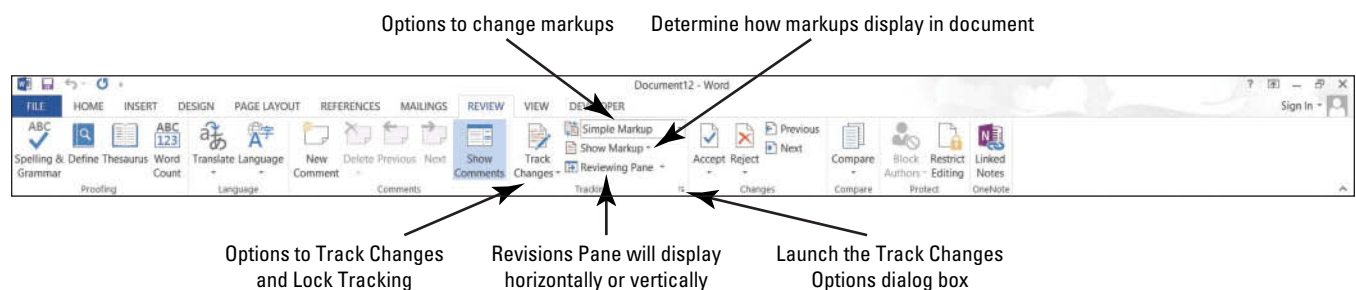
comments, ink, insertions and deletions, and formatting. By default, these are enabled. When there are several individuals who have made changes in a document and you want to see changes from only specific individuals, you can specify which individual's changes to display in your document. Previously in the lesson, you learned to display the Reviewing Pane horizontally or vertically—this works the same way for track changes.

The Track Changes Options dialog box allows you to change the user name. Additional options are available but they are not discussed in this lesson.

In this exercise, you learn to change a user's name, track changes, change how markups are displayed, print markups, lock tracking, and accept and reject changes. Figure 9-21 shows the Tracking and Changes groups.

Figure 9-21

Tracking and Changes groups



Use this figure as a reference throughout this lesson and the rest of this book.

STEP BY STEP

Change a User's Name

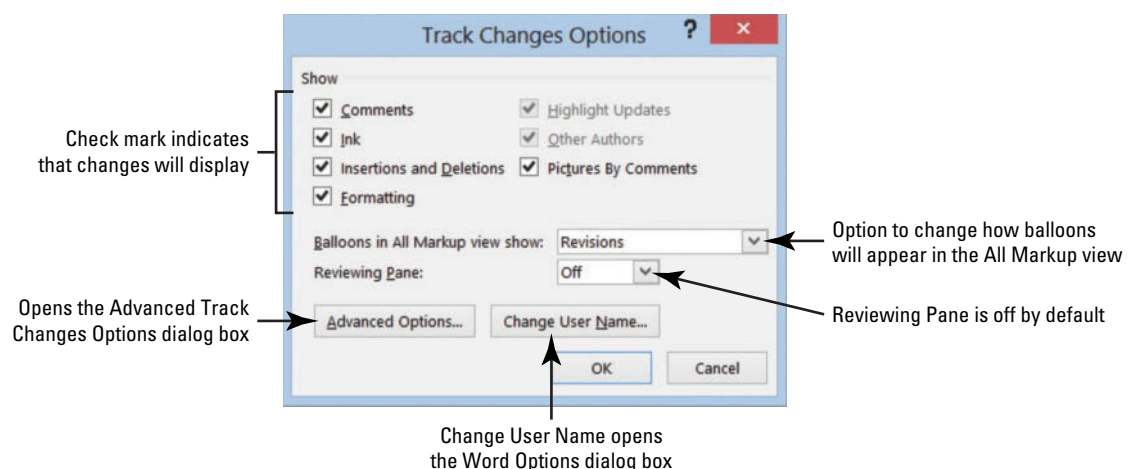


OPEN the *Handbook* document from the lesson folder.

1. **LAUNCH** the *Track Changes Options* dialog box by clicking the dialog box launcher on the Tracking group.
2. Click the **Change User Name** button (see Figure 9-22).
The *Word Options* dialog box opens.

Figure 9-22

Tracking Changes Options dialog box





Another Way

To change the user name, click *File*, and then click *Options* to open the Word Options dialog box. Type your name and initials under *Personalize your copy of Microsoft*.


3. Under *Personalize your copy of Microsoft Office*, type **Aggie Becker** in the User name box, and then type **ab** in the Initials box.
4. Click **OK** to close the *Word Options* dialog box.
5. Click **OK** to close the *Track Changes Options* dialog box.

PAUSE. LEAVE the document open to use in the next exercise.

STEP BY STEP

Track Changes in a Document

USE the document from the previous exercise.

1. Display the **Review tab**, and then click the **Track Changes**  button to turn it on.
2. In the first sentence of the first paragraph, select **B & B**, and then press **Delete**. The Simple Markup displays a red line on the left margin, letting you know that a change has been made.
3. In the same paragraph, select **B & B. Bold** and color the text **dark red**.
The text appears in the document with changes made.
4. Position the insertion point in the second paragraph, in front of *B* in *B & B* and type **Books and Beyond**.
The new inserted text is shown in the document.
5. Select **B&B** in the second paragraph, and then press **Delete**.
A second markup is placed on the left margin.
6. **SAVE** the document as **Handbook Draft1** in the lesson folder on your flash drive.

PAUSE. LEAVE the document open for the next exercise.

STEP BY STEP

Change Markups in a Document

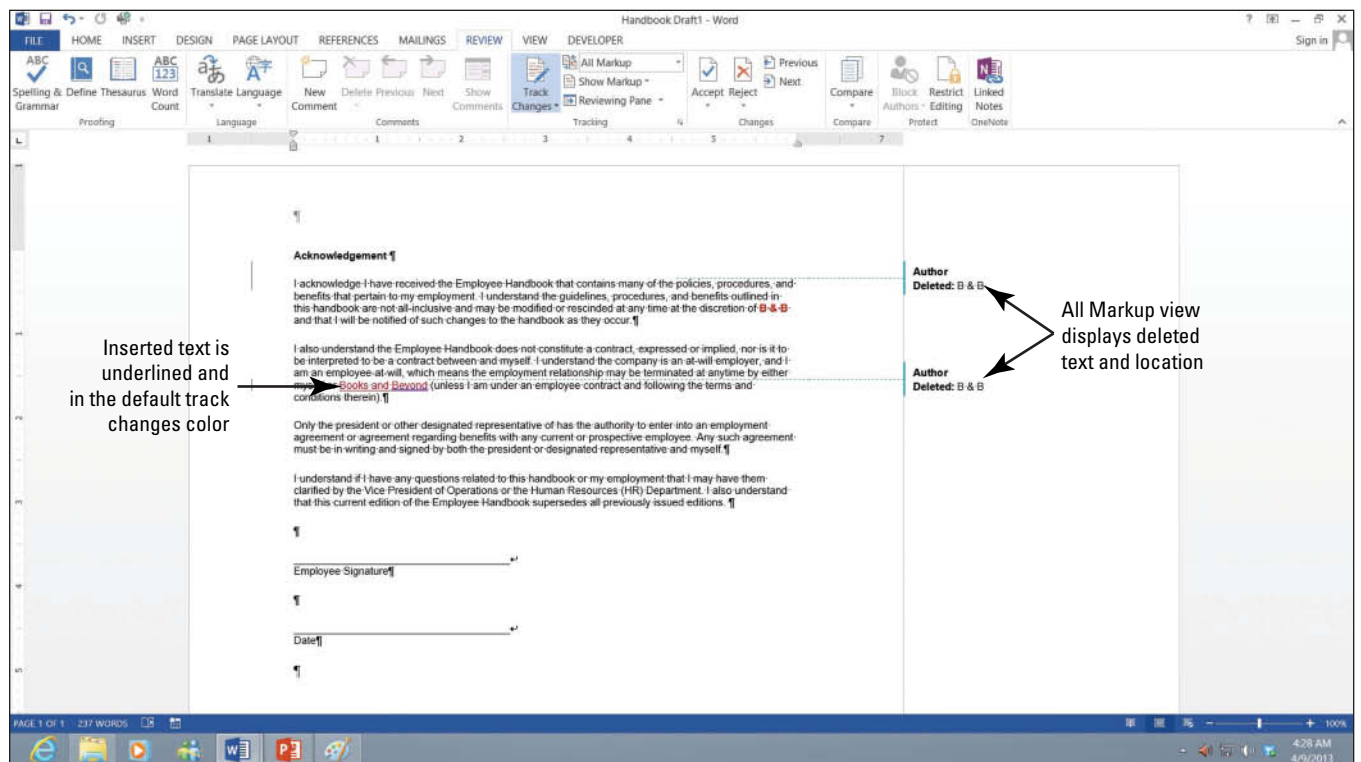
USE the document from the previous exercise.

Take Note By default, the Simple Markup is enabled and the markup is displayed in the left margin where changes have been made. When text is inserted in a document, it displays in the document.

1. Click the drop-down arrow by Simple Markup and select **All Markup**.
The markups are displayed in the right margin showing where text has been deleted with a dashed line showing the location of the deletion. The name "Author" appears in the document as shown in Figure 9-23 because the user has not signed into his or her Microsoft account. The inserted text is underlined and displays in the default track changes color.

Figure 9-23

Document displayed in All Markup view



2. Click the **drop-down arrow** by All Markup and select **No Markup**.

No markups appear in the document.

3. Change the **No Markup** to **Original**. The document is returned to its format displaying only the formatted text.

4. Return the document back to display **Simple Markup**.

5. **SAVE** the document in the lesson folder on your flash drive.

PAUSE. LEAVE Word open for the next exercise.

STEP BY STEP

Show Markups in a Document

USE the document from the previous exercise.

1. Click the **drop-down arrow** by Show Markup to display the menu.
The check marks indicate that the markups for these features are enabled.
2. Click the **check mark** by Insertions and Deletions to turn it off.
The markups no longer display in the document.
3. Turn the **Insertions and Deletions** markup back on.
4. **SAVE** the document in the lesson folder on your flash drive.

PAUSE. LEAVE Word open for the next exercise.

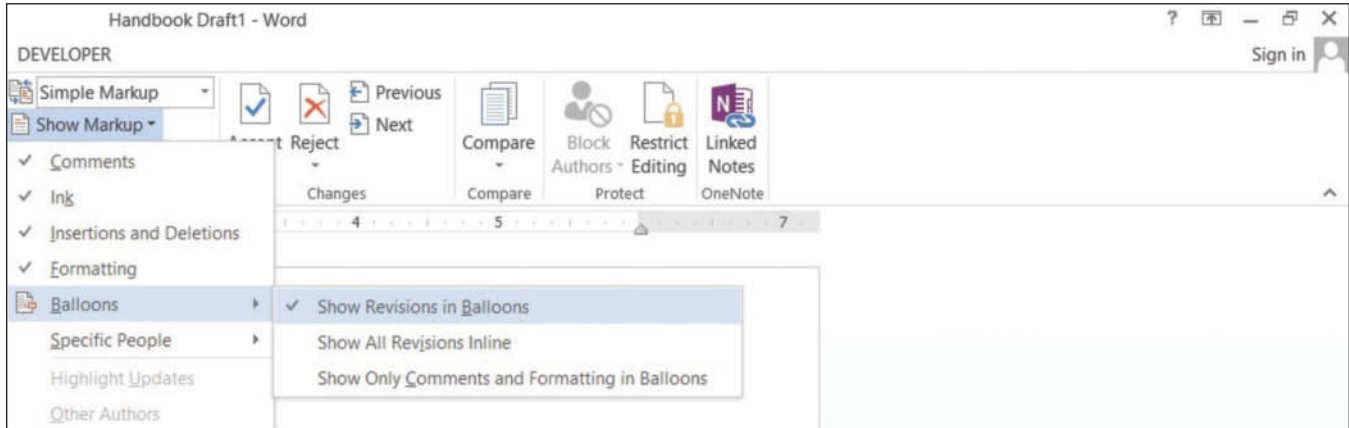
STEP BY STEP**Display Markups in Balloons and Inline**

USE the document from the previous exercise.

1. Click the **drop-down arrow** by Show Markup, and then select **Balloons**. A check mark is placed by Show Revisions in Balloons as shown in Figure 9-24.

Figure 9-24

Balloon options



2. Select **Show All Revisions Inline**.

Notice that no changes occurred in the document. To view changes inline, the markup must be in All Markup view.

3. Change to **All Markup** view, and then hover over the deleted text in the document to see markups inline.
4. **SAVE** the document as **Handbook Draft2** in the lesson folder on your flash drive.

PAUSE. LEAVE Word open for the next exercise.

STEP BY STEP**Print Markups**

USE the document from the previous exercise.

1. From the File tab, click the **Print command** to open the additional options. In Lesson 1, you learn about using some of the print settings.
2. Under Settings, click the first **drop-down arrow**, and then select **List of Markup**.
3. Click the **Print button** to produce a copy of the markups made in the document.
The markups print comments and changes made in the document.

PAUSE. LEAVE Word open for the next exercise.

STEP BY STEP**Use Lock Tracking**

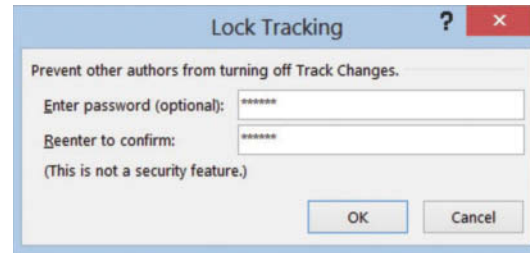
USE the document from the previous exercise.

Take Note Track Changes can be locked with a password and this prevents anyone from turning track changes off. When it's locked, the Track Changes button cannot be turned off; nor can you accept or reject changes in the document.

1. Click the **drop-down arrow** by Track Changes and select **Lock Tracking**.
2. Type the password **HDBK^%**, and then reconfirm by typing the password again.
3. Click **OK** (see Figure 9-25).

Figure 9-25

Lock Tracking dialog box



The Track Changes, Accept, and Reject buttons turn gray and are not accessible.

4. Click the drop-down arrow by Track Changes and select **Lock Tracking**, and then reenter the password **HDBK^%** and click **OK** to turn the commands back on.
- It is good practice to write all your passwords down and keep them in a safe place. If you cannot remember your password, you will not be able to unlock Track Changes.
5. **SAVE** the document in the lesson folder on your flash drive.

PAUSE. LEAVE Word open for the next exercise.

STEP BY STEP

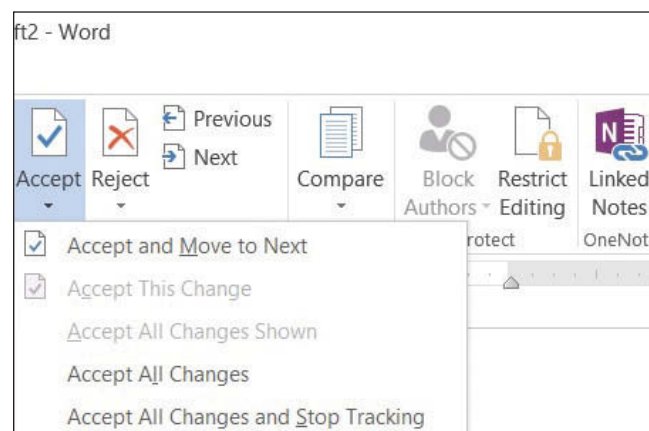
Accept and Reject Changes

USE the document from the previous exercise. Be sure to start from the beginning of the document.

1. In the Changes group, click the drop-down arrow under Accept to produce a menu as shown in Figure 9-26.
- You have options on accepting the changes one at a time or all at once.


Figure 9-26

Accept menu



2. Click **Accept and Move to Next**.
- Word accepts the changes and jumps to the next change in the document.
3. Click the **drop-down arrow** under Reject to produce a menu.
 4. Click **Reject and Move to Next**.
- The change made to insert text is not inserted in the document.
5. Change the view by selecting **No Mark up** to display for review.

This is what the final version of the document will look like. The changes are not deleted and will display again each time the document is opened. Note, to delete the track changes permanently, you must accept or reject changes and stop tracking.

6. Before closing the document, click the **Track Changes**  button to turn it off.
7. **SAVE** the document as **Handbook Final** in the lesson folder on your flash drive.

CLOSE Word.



Cross Ref

In Lesson 13, you learn about inspecting your document before sharing. The Document Inspector is a tool that checks for tracked changes and comments, hidden text, and personal names in properties that you might not want to share.

SKILL SUMMARY

In This Lesson, You Learned To:	Exam Objective	Objective Number
Validate Content by Using Spelling and Grammar Checking Options		
Configure AutoCorrect Settings	Insert special characters (©, ™, £).	2.1.7
Insert and Modify Comments in a Document		
View Comments		
Track Changes in a Document		

Knowledge Assessment

Multiple Choice

Select the best response for the following statements.

1. The proofing option, Correct TWo INitial CAPitals, is found in which option?
 - a. CorrectCaps
 - b. AutoCorrect
 - c. Grammar Settings
 - d. Exceptions
2. Which command(s) activate the Spelling & Grammar feature?
 - a. F7
 - b. Shift+F7
 - c. Spelling and Grammar button
 - d. a and c
3. Exceptions can be added to AutoCorrect:
 - a. by not capitalizing the first letter of an abbreviation.
 - b. by ignoring the INitial CAPs.
 - c. from the Other Corrections tab.
 - d. All of the above

4. Comments are used to add _____ to Word documents.
 - a. concerns
 - b. questions
 - c. reminders
 - d. All of the above
5. The Comments ScreenTips appear in which view?
 - a. Showing Revisions in Balloons
 - b. Show All Revisions Inline
 - c. Show Only Comments and Formatting in Balloons
 - d. ScreenTips display only on the Ribbon
6. How do you display only one reviewer's comments in a Word document containing multiple reviewers' comments?
 - a. Leave the check mark in the All Reviewers check box.
 - b. Deselect the All Reviewers check box and place a check mark beside only that one reviewer's name.
 - c. This feature displays only all reviewers' comments.
 - d. This feature cannot display one reviewer's comments.
7. The Vertical Reviewing Pane displays:
 - a. to the right of the document.
 - b. below the Ribbon.
 - c. to the left of the document.
 - d. above the status bar.
8. A summary of the total number of comments and revisions in a document will appear in the:
 - a. Vertical Reviewing Pane.
 - b. Horizontal Reviewing Pane.
 - c. status bar.
 - d. a and b
9. The Personalizing your copy of Microsoft Office options:
 - a. are located in the Word Options dialog box from Backstage view.
 - b. are located in the Tracking group.
 - c. cannot be changed.
 - d. automatically change when Word is launched.
10. You can insert comments in which of the following types of documents?
 - a. Research papers
 - b. Resumes
 - c. Marketing plans
 - d. All of the above

True/False

Circle T if the statement is true or F if the statement is false.

- T F 1. The Proofing pane in the Word Options dialog box contains options to change how Word corrects and formats text.
- T F 2. You can change your name and initials from the Tracking group.
- T F 3. You should always proof documents before sharing them.
- T F 4. The AutoCorrect Settings can be found in the Word Options dialog box from the Backstage view Display screen.
- T F 5. By default, comments are shown inline.
- T F 6. AutoCorrect cannot be turned off.
- T F 7. Inline comments are placed in brackets.
- T F 8. You can right-click on a comment and use the shortcut menu to delete the comment.
- T F 9. The default Writing Style setting is Grammar & Style.
- T F 10. The status bar contains a proofing error button for quick access.

Competency Assessment

Project 9-1: Proofing a Research Paper

You have agreed to help your friend proof her reference letter.



GET READY. LAUNCH Word if it is not already running.

1. **OPEN** the *Reference Letter* document from the lesson folder.
2. **SAVE** the document as *9-1 Reference Letter* in the lesson folder on your flash drive.
3. Click the **File tab** to open Backstage, and then click **Options**.
4. Select **Proofing** and under the *When correcting spelling and grammar in Word* section. Beside the Writing Style command box select **Grammar Only**.
5. Click **OK**.
6. On the Review tab in the *Proofing* group, click the **Spelling & Grammar button**.
7. The Spelling task pane opens and will stop on the words/phrases listed in the following table; for each misspelled word, take the action indicated in the table. Also, if you are unsure of how a word is pronounced, click the Sound button.
8. When the prompt appears stating that the spelling and grammar check is complete, click **OK**.

Misspelled Word	Corrected Word	Action to Take
emplyed	employed	Change All
suprvision	supervision	Change All
demstrated	demonstrated	Change All
recomend	recommend	Change All

9. Click **Word Count** on the Proofing group to review the information on the document then close.
10. **SAVE** the document in the lesson folder on your flash drive, and then **CLOSE** the file.

LEAVE Word open for the next project.

Project 9-2: Books and Beyond Handbook

You work for Books and Beyond, and the manager needs your assistance in using the AutoCorrect Options in Word. Your task is to manually proof the document and locate the three occurrences of *B & B*. You have learned that the AutoCorrect command can save you time in typing text and adding special symbols in a document.



GET READY. LAUNCH Word if it is not already running.

1. **OPEN** the *Handbook Acknowledge* document in the lesson folder.
2. **SAVE** the document as *9-2 Handbook Acknowledge Update* in the lesson folder on your flash drive.
3. Click the **File tab** to open Backstage, and then click **Options**.
4. In the Proofing section, click the **AutoCorrect Options button**.
5. In the Replace box, type **B & B** and in the With box, type **Books and Beyond**.
6. Click the **Add button**.
7. Click **OK** to close the *AutoCorrect* dialog box.
8. Click **OK** to close the *Word Options* dialog box.
9. In the first paragraph, locate and select *B & B*, and then press **Delete**.
10. In the same location, type **B & B**, and then press the **spacebar**.

11. Locate the second occurrence, select **B & B** and press **Delete**. Then type **B & B** and press the **spacebar**.
12. Locate the third occurrence, select **B & B** and press **Delete**. Then type **B & B** and press the **spacebar**.
13. In the first paragraph, first sentence, place your insertion point after *d* in *Beyond*. Type **(c)** to insert the copyright symbol in the document.
14. In the first paragraph, second sentence, place your insertion point after *d* in *Beyond*. Type **(c)** to insert the copyright symbol in the document.
15. In the second paragraph, second sentence, place your insertion point after *d* in *Beyond*. Type **(c)** to insert the copyright symbol in the document.
16. Repeat steps 3 and 4 to open the AutoCorrect dialog box.
17. In the Replace box, type **B & B**. The text should appear in the list below.
18. Click the **Delete button**.
19. Click **OK** to close the *AutoCorrect* dialog box.
20. Click **OK** to close the *Word Options* dialog box.
21. **SAVE** the document in the lesson folder on your flash drive.

LEAVE the document open for the next project.

Proficiency Assessment

Project 9-3: Books and Beyond Handbook Review

Sonny is one of the managers at Books and Beyond and has asked you to comment on the document that you completed for the Project 9-2 Handbook Acknowledge Update.

GET READY. LAUNCH Word if it is not already running.

1. **SAVE** the document as **9-3 Handbook My Comments** in the lesson folder on your flash drive.
2. For every occurrence of Books and Beyond, add the following comments: **Format text by bolding and applying a font color**.
3. Use the Find command and locate the title, *Vice President of Operations*, and add the following comment: **The Vice President of Operations title has been changed to Vice President of Support Services**.
4. **SAVE** the document in the lesson folder on your flash drive.

LEAVE the document open for the next project.

Project 9-4: Showing Comments as Inline

Sonny is out of town and is interested in reviewing any comments you might have regarding the handbook. You will email this document to him with comments displayed as inline. You will work with the previous document from Project 9-3 to show comments as Inline.

GET READY. LAUNCH Word if it is not already running.

1. **SAVE** the document as **9-4 Handbook Inline Comments** in the lesson folder on your flash drive.
2. If necessary, change the Show Markup settings to display comments as inline only. Also, change the view to **All Markup**.
3. **SAVE** the document in the lesson folder on your flash drive, and then **CLOSE** the file.

LEAVE the document open for the next project.

Mastery Assessment

Project 9-5: Blue Yonder Airlines Stock Agreements

The job description for flight attendants has arrived and you are ready to review the comments from the flight attendants. Use the track changes command to make changes in the document.



GET READY. LAUNCH Word if it is not already running.

1. **OPEN** the *Flight Attendant Job Description* document from the lesson folder.
2. **SAVE** the document as *9-5 Job Description* in the lesson folder on your flash drive.
3. Turn on Track Changes and change the user name to **Margaret Wright** and initials to **mw**.
4. Under the *Responsibilities* heading, add a new bullet item at the end and type **Prepare for emergency landings and the evacuation of passengers**.
5. Under the *Requirements* heading, add two new bullets at the end and type **Excellent interpersonal communication skills** and **Able to work as part of a team**.
6. Under the *Responsibilities* heading, add a new bullet as the first bulleted item. Type **Safety of the passengers should be a priority**.
7. Select the bulleted item that you typed in step 6.
8. Insert a new comment from Margaret Wright and type **The order of the list should be changed**.
9. Display the markup in Simple Markup.
10. To prevent anyone from turning off Track Changes in the document, use the Lock Tracking command and use the password **JobDES**.
11. **SAVE** the document in the lesson folder on your flash drive.

LEAVE the document open for the next project.

Project 9-6: Job Description

A week has passed and you are ready to continue working on the job description for the flight attendants from Project 9-5. These changes will be the final changes made to the job descriptions.

GET READY. LAUNCH Word if it is not already running.

1. **SAVE** the document as *9-6 Job Description Final* in the lesson folder on your flash drive.
2. Unlock the tracking.
3. Delete all comments.
4. Accept all changes and stop tracking.
5. **SAVE** the document in the lesson folder on your flash drive, and then **CLOSE** the file.

CLOSE Word.