

**Word Lesson 3**  
**Helpful Word Features**

**Microsoft Office 2007:**  
**Introductory**

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**Word – Lesson 3**

**Objectives**

- Use automatic features including AutoCorrect, AutoFormat As You Type, Quick Parts, and AutoComplete.
- Insert the current date and time.
- Check the spelling and grammar in a document.
- Use the Thesaurus.
- Insert symbols.

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**Word – Lesson 3**

**Vocabulary**

● AutoComplete	● Contextual spell checking
● AutoCorrect	● Format
● AutoFormat As You Type	● Quick Part
● Automatic grammar checking	● Quick Style
● Automatic spell checking	● Superscript
● Building block	● Thesaurus

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### Understanding Automatic Features

- Word offers many types of automated features that can help you create documents.
  - AutoCorrect: Corrects errors as you type.
  - AutoFormat As You Type: Applies built-in formats as you type.
  - Quick Parts: Create and use to insert frequently used text.
  - AutoComplete: “Guesses” days of the week and month names as you type, and then suggests the complete word.

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### Using AutoCorrect

- AutoCorrect corrects common capitalization, spelling, grammar, and typing errors as you type.
- The correction happens after you press the spacebar or Enter key.
- You can add or remove words from the AutoCorrect list, and change the AutoCorrect options.

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### Understanding Formatting

- Formatting means to change the look of text.
- Examples of text formatting are adding bold, italics, or underlining to words to emphasize them.
- Examples of paragraph formatting are indenting the first line of a paragraph or double-spacing the lines of text in a paragraph.
- Quick Styles are built-in formats for both text and paragraphs that you can apply by clicking a button in the Styles group on the Home tab.

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## Using AutoFormat As You Type

- The AutoFormat As You Type feature automatically applies built-in formats to text as you type.
- In a new paragraph, for example, if you type the number 1 followed by a period, and then press the Tab key, Word assumes that you are trying to create a numbered list.
- You can choose which automatic formatting options you want to use on the AutoFormat As You Type tab in the AutoCorrect dialog box.

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## Using Quick Parts

- Building blocks are document parts that you can create, store, and reuse.
- Quick Parts are building blocks you create from frequently used text, such as a name, address, or slogan, and then save for easy access.
- You can easily create building blocks using the Quick Parts menu and delete building blocks using the Building Blocks Organizer.
- Word comes with built-in building blocks that are organized into galleries.

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## Using AutoComplete

- AutoComplete is a feature in Word that automatically completes the spelling of days of the week and months of the year that have more than five letters in their names.
- After you type the first four letters, AutoComplete suggests the complete word.
- To insert the suggested word, press the Enter key, and AutoComplete automatically inserts the complete word for you. To ignore the suggested word, just keep typing.

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### Inserting the Date and Time

- To insert the current date and time into a word-processing document, on the Ribbon, click the Insert tab. Then, in the Text group, click the Date & Time button.
- The Date and Time dialog box opens. Select one of the available formats in the list.
- If you want to display the current date whenever you open the document, click the Update automatically check box to select it.

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### Checking Spelling and Grammar as You Type

- Automatic spell checking flags words that might be misspelled by underlining them with a red or blue wavy line immediately after you type them.
- A red, wavy underline indicates words that Word cannot find in its built-in dictionary, and that it might be misspelled.
- A blue, wavy underline indicates a possible misused word. Word identifies misuse by examining the context in which the word is used. This feature is called contextual spell checking.

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### Checking Spelling and Grammar as You Type (continued)

- The automatic grammar checking feature checks your document for grammatical errors. It underlines possible errors with a green, wavy line.
- To correct an error with a wavy underline, right-click the word or phrase to open a shortcut menu with a list of suggestions to replace the possible error.
- Automatic spelling and grammar checking can be turned on and off or adjusted in the Proofing section of the Word Options dialog box

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## Using the Spelling and Grammar Checker

- You can use the Spelling and Grammar dialog box to check a document after you finish typing.
- When an error is found, it is highlighted in the document and listed in the top box in the dialog box. Suggestions are listed in the bottom box in the dialog box.
- You can click in the document and correct the error, click in the top box in the dialog box and correct the error, or click a suggestion in the Suggestions box to correct the error.

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## Using the Thesaurus

- The Thesaurus is a useful feature for finding a synonym (a word with a similar meaning) for a word in your document.
- To use the Thesaurus, select the word you want to look up. On the Ribbon, click the Review tab. Then, in the Proofing group, click the Thesaurus button.
- The Research task pane returns with a list of synonyms for the word you selected. For some words, the Thesaurus also lists antonyms.

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## Inserting Symbols

- At times, you may need to use a letter or symbol that is not on the keyboard. For example, you might want to insert a symbol used in a foreign language, such as the tilde over the *n* in Spanish (*ñ*).
- To insert a symbol, on the Ribbon, click the Insert tab. Then, in the Symbols group, click the Symbol button.
- Click the symbol you want in the dialog box, and then click Insert. The symbol you selected appears in the document.

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## Summary

- AutoCorrect automatically corrects common capitalization and spelling errors as you type. The AutoFormat As You Type feature automatically applies built-in formats to text as you type.
- You can create Quick Parts to store frequently used text so you don't have to retype the text each time. Quick Parts are a type of building block.
- AutoComplete automatically completes the spelling of days of the week and months with more than five letters in their names.
- You can automatically insert the date and time in a document using the Date & Time button.

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## Summary (continued)

- Automatic spell checking identifies misspelled words and words that are not in Word's dictionary by underlining them with a red, wavy underline.
- Contextual spell checking identifies words that might be used incorrectly by underlining them with a blue, wavy line.
- Automatic grammar checking identifies grammatical errors by underlining the sentence with a green, wavy line.
- The Spelling and Grammar dialog box contains options that allow you to check the spelling and grammar of words, make changes, and add words to your own custom dictionary.

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## Summary (continued)

- You can use the Thesaurus to find a synonym for a word in your document. For some words, the Thesaurus also lists antonyms.
- You can insert symbols and special characters not found on the keyboard using the Symbol button on the Insert tab

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