

Managing Document Changes

Lesson Skill Matrix

Skill	Exam Objective	Objective
Inserting and Modifying Comments in a Document	Add comments.	1.3.4
	Manage comments.	1.3.5
Tracking Changes in a Document	Track changes.	1.3.1
	Manage tracked changes.	1.3.2
	Lock or unlock tracking.	1.3.3
Merging Documents	Compare and combine multiple documents.	1.1.4
Using Advanced Find and Replace	Find and replace text by using wildcards and special characters.	2.1.1
	Find and replace formatting and styles.	2.1.2
Modifying Templates	Modify existing templates.	1.1.1

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 1-1.

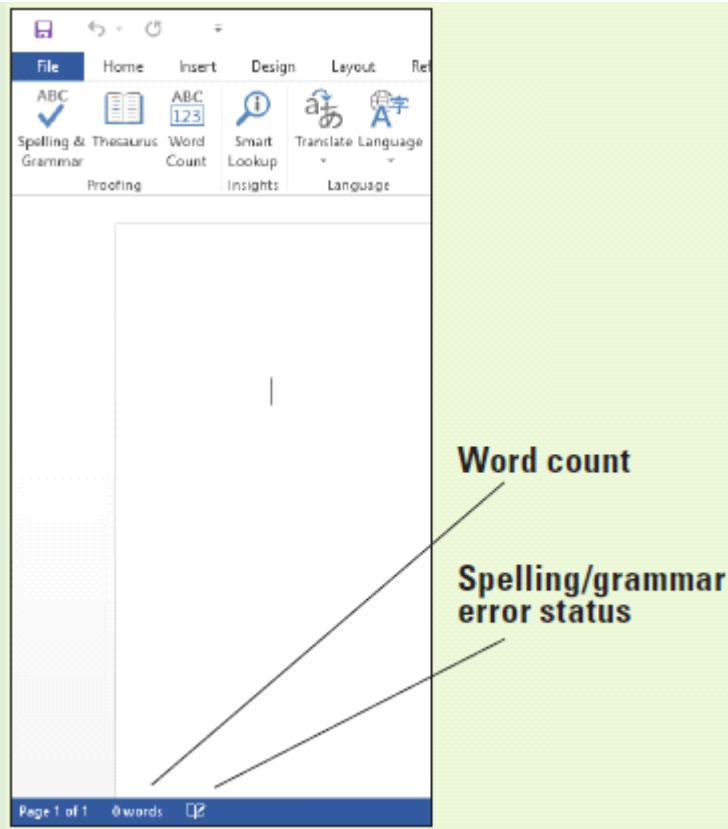


Figure 1-1
Proofing and Language groups

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

Using spelling and grammar checking

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. 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 activated by default and checks the spelling and grammar in every 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 Word will often underline them 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 personal 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, in the Proofing group, click the **Spelling & Grammar** button. The Spelling pane appears. 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 (see Figure 1-2).

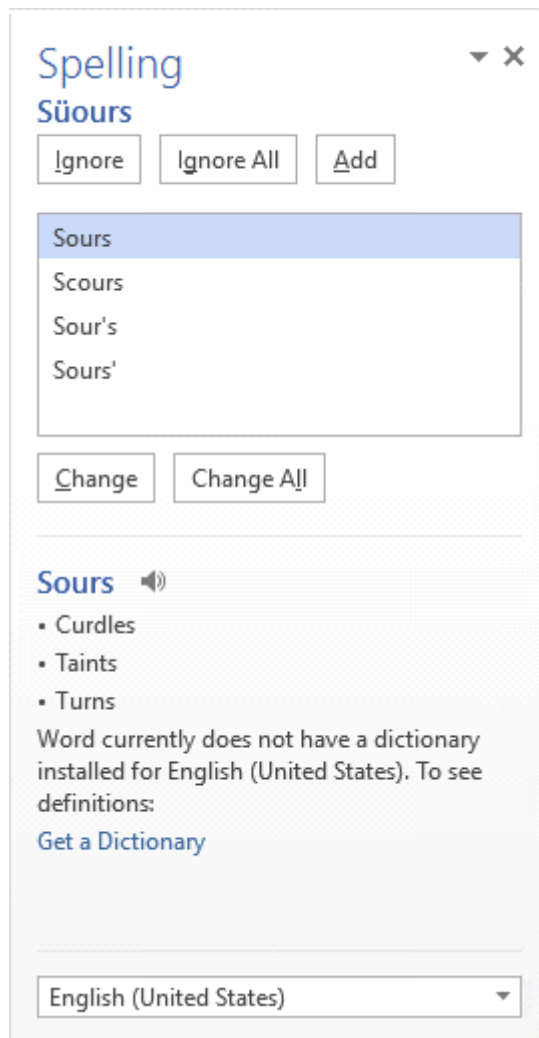


Figure 1-2
Spelling task pane

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.
4. The word **cofim** is misspelled. The correct spelling is the second option. 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 assistance. Click the **Change All** button.
8. A grammar error appears in the task pane. Click **Ignore**. This is covered later in the lesson.
9. A prompt appears when the Spelling and Grammar check is complete. Click **OK**.
10. 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.

Configuring AUTOCORRECT SETTINGS

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

Step by step Configure AutoCorrect Options

GET READY. USE the document from the previous exercise.

1. Click the **File** tab 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 1-3. Notice that the dialog box title indicates that the program is set to check and correct text based on U.S. English.

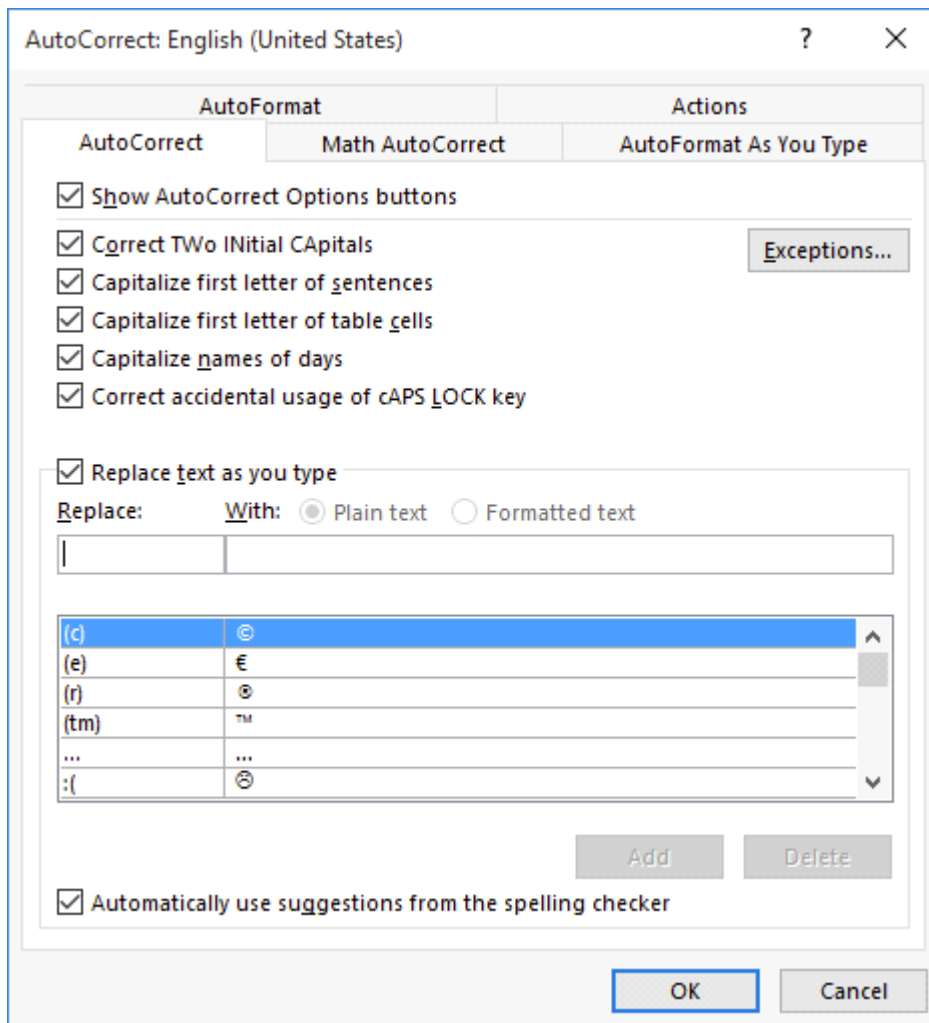


Figure 1-3
AutoCorrect dialog box

4. In the Replace box, type **BYA**.
5. Type **Blue Yonder Airlines** in the With box.
6. Click the **Add** button. The abbreviation and the spell-out you added appear in the list.
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 then press the **Spacebar** once.
9. Type **BYA** and then press the **Spacebar** once. *BYA* is automatically replaced with *Blue Yonder Airlines*.
10. Delete the extra space before the punctuation.

Take Note

Adding acronyms or other text to AutoCorrect can save you time from having to type additional characters. This is particularly true with frequently typed, long words or words that are difficult to type.

11. Repeat steps 1 to 3 to open the *AutoCorrect* dialog box again.

12. In the Replace box, type **BYA**. **BYA** and *Blue Yonder Airlines* are highlighted in the list of AutoText corrections, as shown in Figure 1-4.
13. Click the **Delete** button to remove the highlighted entries. Click **OK** twice to close both dialog boxes. Now, if you type **BYA** in your document and then press the **Spacebar**, no action will occur.

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

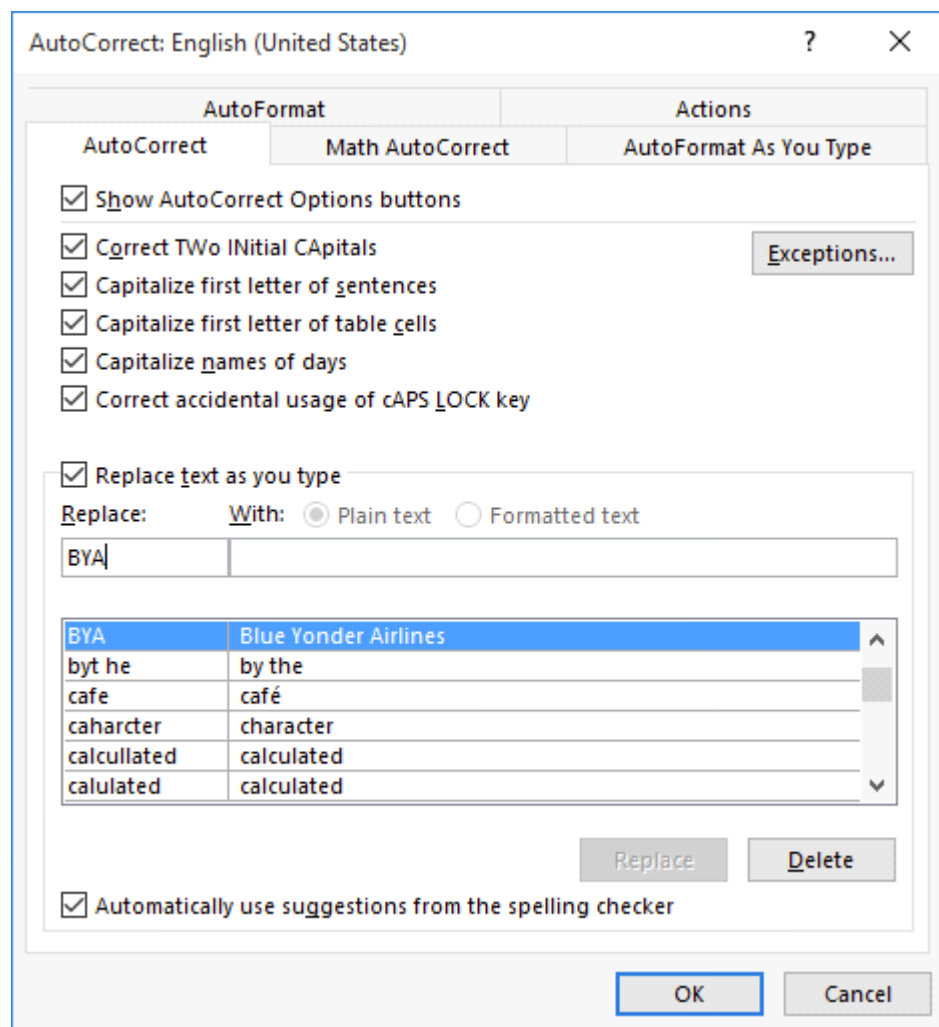
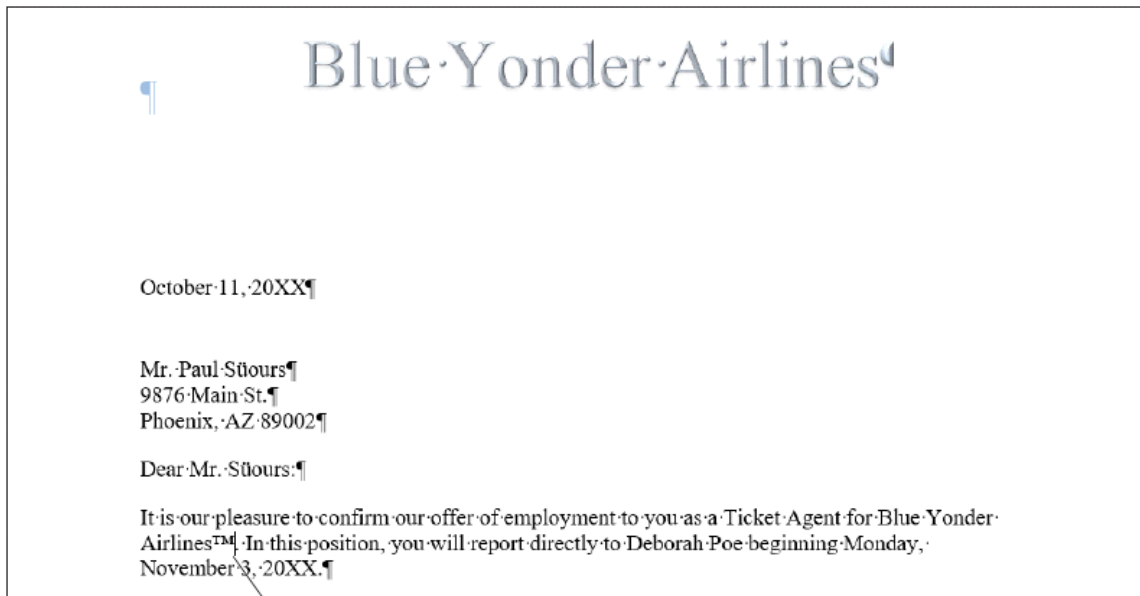


Figure 1-4
AutoCorrect dialog box with custom entry in the AutoCorrect list

Step by step Insert Special Characters Using AutoCorrect

GET READY. USE the document from the previous exercise.

1. In the first body paragraph, position the insertion point after the *s* in *Airlines*. *Blue Yonder Airlines* is the trademark name for the company and requires the trademark symbol.
2. Type **(tm)** to insert the trademark symbol after *Airlines*. The trademark symbol appears in the document as a superscript element (see Figure 1-5).



Trademark symbol

Figure 1-5
Document with trademark symbol inserted

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

Step by step **Disable AutoCorrect**

get ready. USE the document from the previous exercise.

1. By default, AutoCorrect is enabled. To disable AutoCorrect, open the *AutoCorrect* dialog box again, as you did earlier in the *Configure AutoCorrect Options* section.
2. Clear the *Replace text as you type* checkbox. The feature is now disabled and the *Automatically Use Suggestions from the Spelling Checker* checkbox, located at the bottom of the dialog box, is grayed out to show that it is unavailable.
3. To enable AutoCorrect, select the *Replace text as you type* checkbox again. A check mark appears in the box and the *Automatically Use Suggestions from the Spelling Checker* checkbox again becomes available. Click **OK** twice to close both dialog boxes.
4. **SAVE** the file as **Employment Offer 1** 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

Word's Comment feature enables reviewers to integrate people and communication in different settings. The visual look catches your attention with the 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 enables you to check whether the person is available and communicate with them through IM, voice, video, or social media.

The default view for comments in Word 2016 is the Simple Markup, which gives the document a more polished look, with a balloon in the right margin for each comment. This way, you can read the document without the clutter of markups displayed on your screen—which makes for easier reading.

Inserting, Editing, and Deleting a Comment

The commands in the Comments group on the Review tab (see Figure 1-6) enable you 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 on to one of the Office 2016 applications. When you add a comment to the document, the person's profile appears as a card when comments are displayed. Microsoft has improved the comments feature by enabling you to communicate with individuals who have commented on your document by providing the options in the Person Card. Another feature in Word 2016 is the ability to mark a comment as done—instead of deleting it.

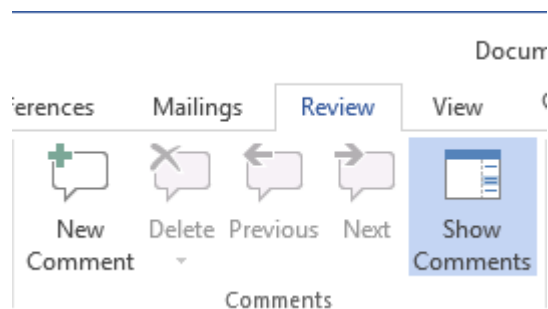


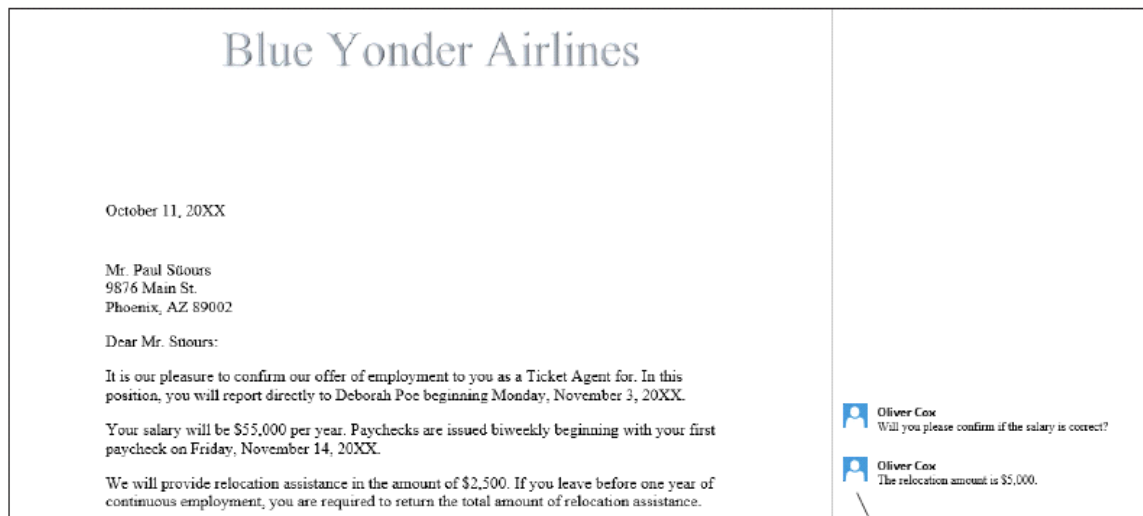
Figure 1-6
Comments group

You can easily add comments to selected text by using the New Comment button on the Review tab, the Comment button on the Insert tab, or by using the New Comment command on the selection's context menu. Once created, you can edit comments, delete them, and mark them as done. You can move through a document with comments by using the Previous and Next buttons on the Review tab. In this exercise, you learn to insert, navigate, edit, delete, and mark a comment as done.

Step by step Insert a Comment

GET READY. 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—eventually this will change to the date the comment was added after the document is shared.
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 the selection and then select **New Comment** from the context menu. A second comment appears in the right margin.
6. In the new comment, type **The relocation amount is \$5,000**. Figure 1-7 displays both comments as balloons. If your screen is not displaying as shown in the figure, click Simple Markup in the Tracking group.



Small comment balloon

Figure 1-7

Document with comments displayed with Simple Markup

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

GET READY. 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 it.
2. Place the insertion point at the end of the text in the first comment and then type **I**

would appreciate a response by 5:00 PM today.

3. **SAVE** the document as **Employment Offer Comments 2** in the lesson folder on your flash drive.

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

Step by step Show Comments

GET READY. USE the document from the previous exercise.

1. Click the **Show Comments** button to display comments in the document. The Show Comments button is a toggle to show and hide comments. The comments appear on the right side of the document, and if you hover over them, you see how long ago the comment was added. If the creator of the comments has signed into his or her Microsoft account, you also see his or her name and picture.

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

Step by step Delete and Mark Comments as Done

GET READY. USE the document from the previous exercise.

1. In the Comments group, click the **Next** button to move to the second comment balloon.
2. In the Comments group, click the **drop-down arrow** on the **Delete** button and then select **Delete** from the drop-down menu. The comment is removed.
3. In the Quick Access Toolbar, 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.
5. You can also reverse the action by right-clicking the comments individually and clicking **Mark Comment Done** to reactivate them. Reactivate both comments
6. **SAVE** the document as **Employment Offer Comments 3** in the lesson folder on your flash drive.

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

Viewing Comments

As you learned earlier in this lesson, Word displays comments as balloon icons in the document when the default Simple Markup is enabled. Comments can also appear inline in the document or as balloons. Balloons are markups in which comments are shown and 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 you place the mouse pointer over the inline comment. Both the balloons and inline comments can be used with track changes, as discussed later in the lesson.

The Show Markup menu enables you to change how comments appear and specify which reviewers' comments Word should display. When Word is 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.

Step by step View Comments Inline

GET READY. USE the document from the previous exercise.

1. On the Review tab, in the Tracking group, click the [Track Changes](#) button to turn the feature on. The button is now highlighted to show that the feature is activated. 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 shown in Figure 1-8. The menu contains options that enable you to specify how markup should display in the document.

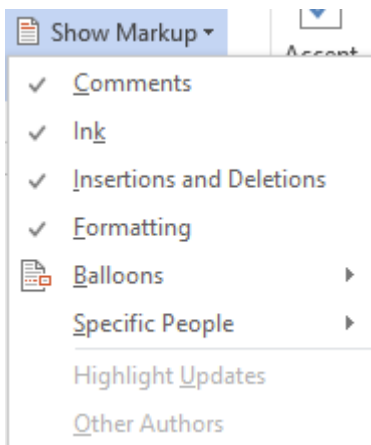


Figure 1-8
Show Markup menu

4. Select [Balloons](#) and then click [Show All Revisions Inline](#). Inline comments are hidden and indicated by bracketed reviewer initials beside the selected text. Position the mouse pointer over your initials in the second paragraph. The comment appears in a ScreenTip.
5. **SAVE** the document as [Employment Offer Comments 4](#) 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

GET READY. 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 Comments 5** 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

GET READY. OPEN the **Initial Employment Offer** document in the lesson folder. The document opens with the All Markup setting selected.

1. On the Review tab, in the Tracking group, change the markup to **Simple Markup**. In the Comments group, the **Show Comments** button is highlighted, displaying all of the comments by all reviewers.
2. Click the **Show Markup** button and select **Specific People**.
3. In the menu of reviewers, clear the *Paul Siouros* check box. All of the comments disappear from the document because Sheila Word's comments were responses to Paul's concerns.
4. **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 Revisions Pane

Comments and tracked changes appear in the Revisions pane, either vertically on the left side of the screen or horizontally across the bottom of the screen. When the Revisions 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 Revisions pane's display from vertical to horizontal.

Step by step Display the Reviewing Pane

GET READY. USE the document that is open from the previous exercise.

1. On 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 appears horizontally across the bottom of the Word window. It tracks and documents all changes.
2. To view the Revisions pane vertically, click the **Reviewing Pane** drop-down arrow and select **Reviewing Pane Vertical**. The Revisions pane displays vertically along the left side of the document (see Figure 1-9).

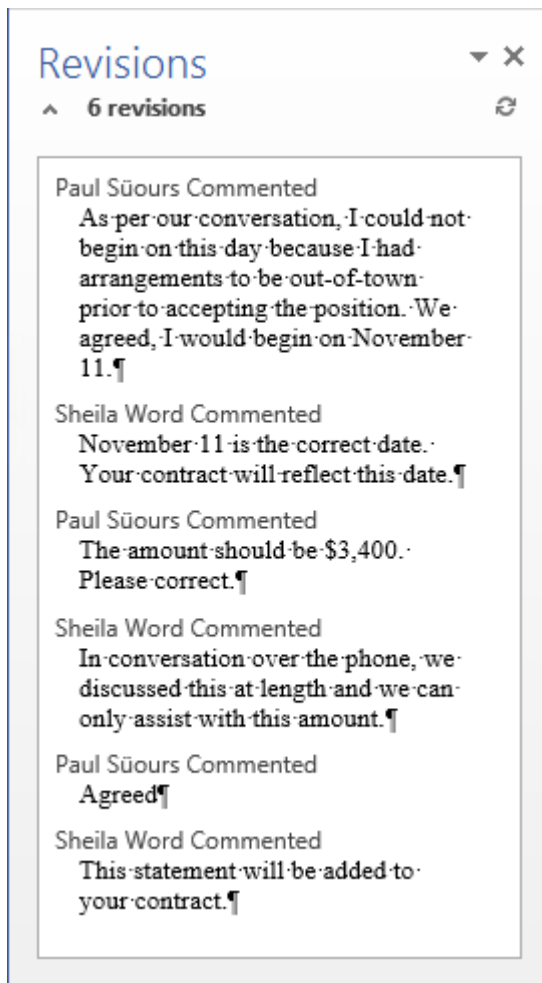


Figure 1-9
Revisions pane

3. Click the **X** on the vertical Revisions pane or click the **Reviewing Pane** button to close the pane.
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 Track Changes command enables reviewers to track revisions and feedback from other users. With the Person Card, you can easily identify who has made changes and where the changes were made in the document. With Simple Markup as the default, changes made in a document cause a vertical red line to appear near the left margin. When you click the red line, 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. The button is highlighted when activated. The button is a toggle, so to turn it off, click it again. Another feature in Track Changes is Lock Tracking—this prevents anyone from turning Track Changes off. After reviewing all the changes in the document, you can accept or reject the changes. For permanent changes, you need to accept or reject them and turn tracking off.

There are additional choices 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; and Original, which displays the original document with no markups.

As mentioned previously, the Show Markup menu enables you to alter the way that changes or comments appear in the document. The markups can appear as balloons, inline, or shown only with comments and formatting in balloons. You can modify the appearance of changes by disabling any combination of comments, ink, insertions and deletions, and formatting. By default, these are all 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. Earlier in this lesson, you learned to display the Revisions pane horizontally or vertically—this works the same way for track changes.

The Track Changes Options dialog box enables you to change the user name associated with your revisions. 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 1-10 shows the Tracking and Changes groups.

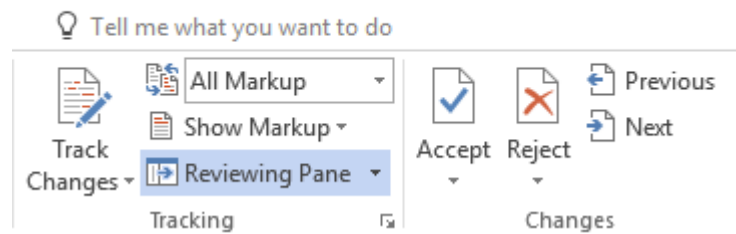


Figure 1-10
Tracking and Changes groups

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

Step by step **Change a User's Name**

GET READY. OPEN the **Handbook** document from the lesson folder.

1. Click the dialog box launcher in the Tracking group to open the *Track Changes Options* dialog box (see Figure 1-11).

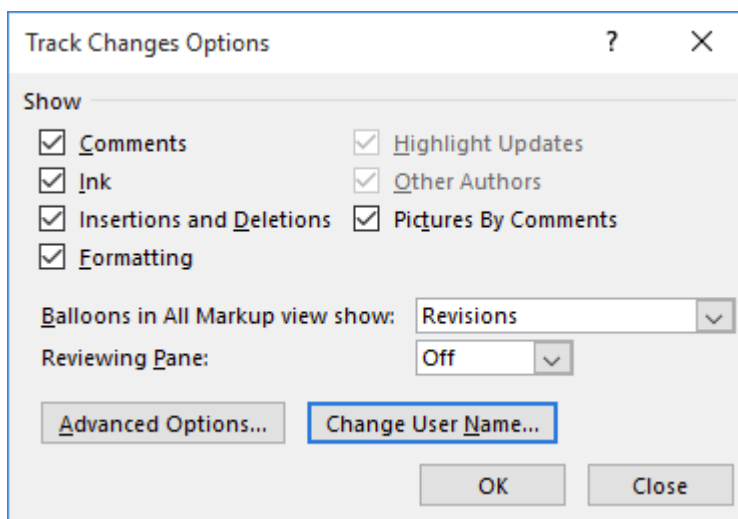


Figure 1-11
Track Changes Options dialog box

2. Click the **Change User Name** button. The *Word Options* dialog box appears.
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**

GET READY. USE the document from the previous exercise.

1. On the Review tab, in the Tracking group, 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 in the left margin, letting you know that a change has been made.
3. In the last sentence of the same paragraph, select **B & B**. In the pop-up formatting menu, click **Bold** and color the text **Dark Red**. The changes to the text appear in the document.
4. Position the insertion point in the second paragraph, in front of *B* in *B & B*, and then 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 (see Figure 1-12).

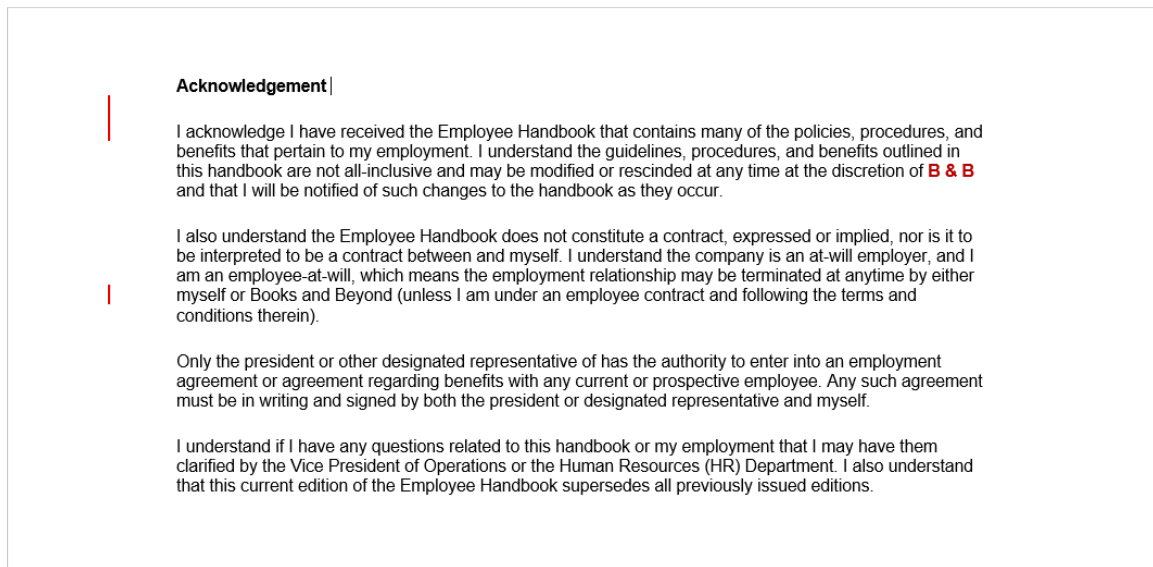


Figure 1-12

Tracked changes in Simple Markup

6. **SAVE** the document as **Handbook Draft 1** 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**

GET READY. 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 appear in the right margin, showing where text has been deleted, with a dashed line pointing to the location of the deletion. The name "Author" appears in the document, as shown in Figure 1-13. The inserted text is underlined and displays in

the default color for tracked changes.

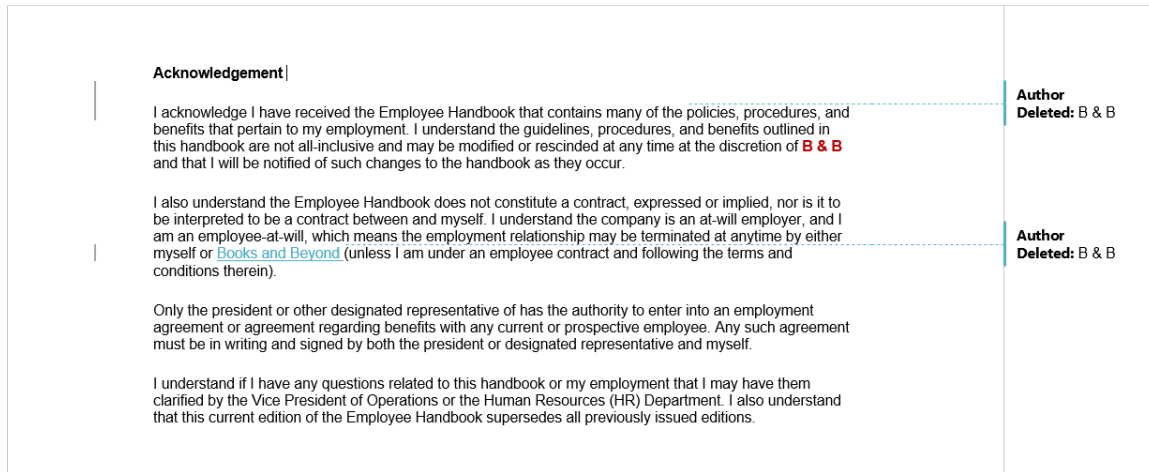


Figure 1-13
Tracked changes in All Markup

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 original appearance, without the changes you made. The changes are still there, but they do not appear on the screen.
4. Return the document back to display **Simple Markup**.
5. **SAVE** the document as **Handbook Draft 2** in the lesson folder on your flash drive.

PAUSE. LEAVE the document open for the next exercise.

Step by step **Show Markups in a Document**

GET READY. USE the document from the previous exercise.

1. Click the **drop-down arrow** by Show Markup to display the menu. The check marks indicate the markup features that 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 the document open for the next exercise.

Step by step **Display Markups in Balloons and Inline**

GET READY. USE the document from the previous exercise.

1. Click the **drop-down arrow** by Show Markup, point to **Balloons** and select **Show All Revisions Inline**. Notice that there are no changes in the appearance of the document. To view changes inline, the markup must be in All Markup view.
2. Change to **All Markup** view and then hover over the deleted text in the document to see markups inline (see Figure 1-14).

Acknowledgement

I acknowledge I have received the Employee Handbook that contains many of the ~~B & B~~ policies, procedures, and benefits that pertain to my employment. I understand the guidelines, procedures, and benefits outlined in this handbook are not all-inclusive and may be modified or rescinded at any time at the discretion of ~~B & B~~ and that I will be notified of such changes to the handbook as they occur.

I also understand the Employee Handbook does not constitute a contract, expressed or implied, nor is it to be interpreted to be a contract ^{Author inserted: Books and Beyond} and myself. I understand the company is an at-will employer, and I am an employee-at-will, ^{Author inserted: Books and Beyond} employment relationship may be terminated at anytime by either myself or ~~Books and Beyond B & B~~ (unless I am under an employee contract and following the terms and conditions therein).

Only the president or other designated representative of has the authority to enter into an employment agreement or agreement regarding benefits with any current or prospective employee. Any such agreement must be in writing and signed by both the president or designated representative and myself.

I understand if I have any questions related to this handbook or my employment that I may have them clarified by the Vice President of Operations or the Human Resources (HR) Department. I also understand that this current edition of the Employee Handbook supersedes all previously issued editions.

Figure 1-14

Inline revisions in All Markup

3. **SAVE** the document as **Handbook Draft 3** in the lesson folder on your flash drive. **CLOSE** the file.

PAUSE. LEAVE Word open for the next exercise.

Merging Documents

When two or more people edit separate copies of a document, you might need to combine the documents to incorporate all the changes in a single file.

Combining Documents

Combining documents merges the changes from two separate copies of a document into a single copy. One document is designated as the original version and the second document is the revised version. Word starts with the original and then uses revision marks to indicate the changes that come from the revised copy.

If the two documents define the same styles differently, such as having a different font assigned to the Normal style, Word prompts you to decide which definition should prevail.

Step by step Combine Documents

GET READY. OPEN a new blank document.

1. On the Review tab, in the Compare group, click **Compare** and then click **Combine**. The *Combine Documents* dialog box appears.
2. In the Original document section, click the folder icon to browse for the original document. The Open combo box appears.
3. Navigate to the data files for this lesson and then choose **Handbook**. Click **Open** to return to the *Combine Documents* dialog box.
4. In the Revised document section, click the folder icon to browse for the revised document.
5. Navigate to the data files for this lesson and then choose **Handbook Draft 3**. Click **Open** to return to the *Combine Documents* dialog box.
6. In the Revised document section, in the Label unmarked changes with text box, replace the default Author with **Editor** (see Figure 1-15).

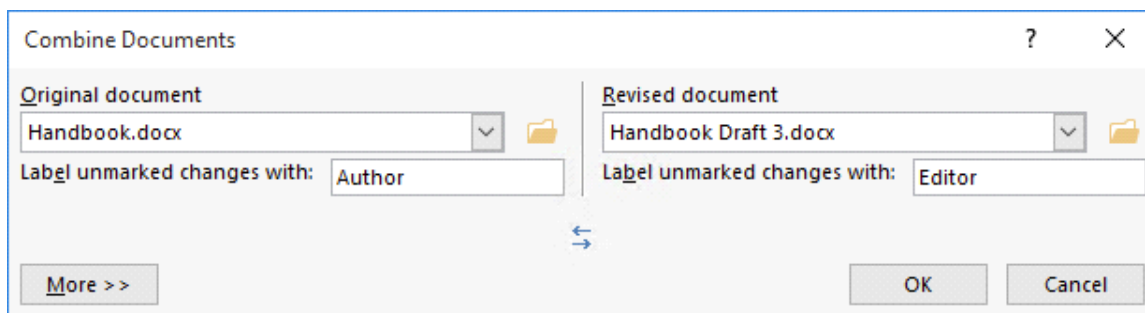


Figure 1-15
Combine Documents dialog box

7. Click **OK**. The Combined Document pane appears in the center. The Revisions pane appears on the left. The original and revised documents appear in smaller panes on

the right, as shown in Figure 1-16.

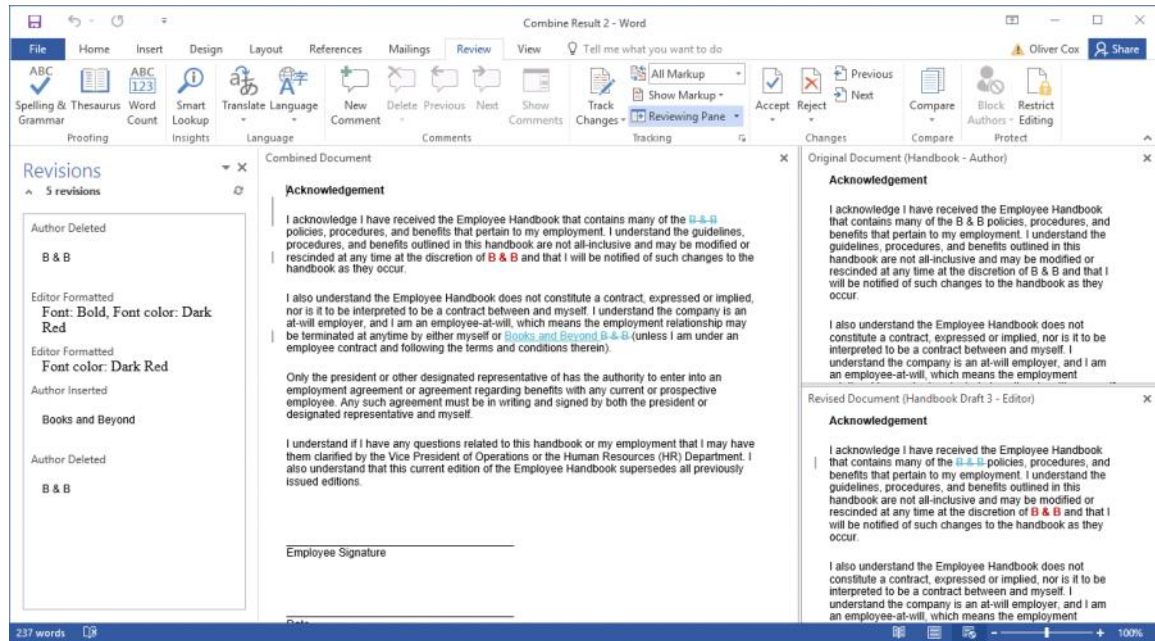


Figure 1-16

The combined, original and revised documents all visible on screen

8. In the Revisions pane, locate the first Author Deleted change and right-click it.
9. In the context menu, select **Reject Deletion**. The edit is reversed, restoring the phrase B&B in the Combined Document pane.
10. On the Review tab, in the Changes group, click the **Accept** drop-down arrow and then choose **Accept All Changes and Stop Tracking**. All of the modifications are applied in the Combined Document pane.
11. **CLOSE** the Revisions pane.
12. **CLOSE** the panes for Original Document and Revised Document.
13. **SAVE** the combined document as **Merged Contract** and then close the file.

PAUSE. LEAVE Word open for the next exercise.

Using Advanced Find and Replace Techniques

Located on the Home tab in the Editing group, the Replace command opens the Find and Replace dialog box. You can use the Replace command to replace one word or phrase with another. You can also use the Find and Replace command to search for and replace formatting—such as a specific font color, bolding, or italics. It is also possible to search for and replace special characters and document elements, such as page breaks and tabs. In this exercise, you learn to search for and replace words with a particular type of formatting and by using wildcards.

Step by step Formatting with Find and Replace

GET READY. OPEN the **Star Bright Satellite Proposal 1** document from the lesson folder.

1. Place the insertion point at the beginning of the document by pressing **Ctrl+Home**.
2. On the Home tab, in the Editing group, click the **Replace** button. The *Find and Replace* dialog box appears, with the Replace tab selected.
3. In the Find what text box, type **Montgomery, Slade, and Parker**.
4. In the Replace with box, type **Becker, Steele, and Castillo**.
5. Click the **More>>** button to expand the dialog box to include additional search and replace options (see Figure 1-17).

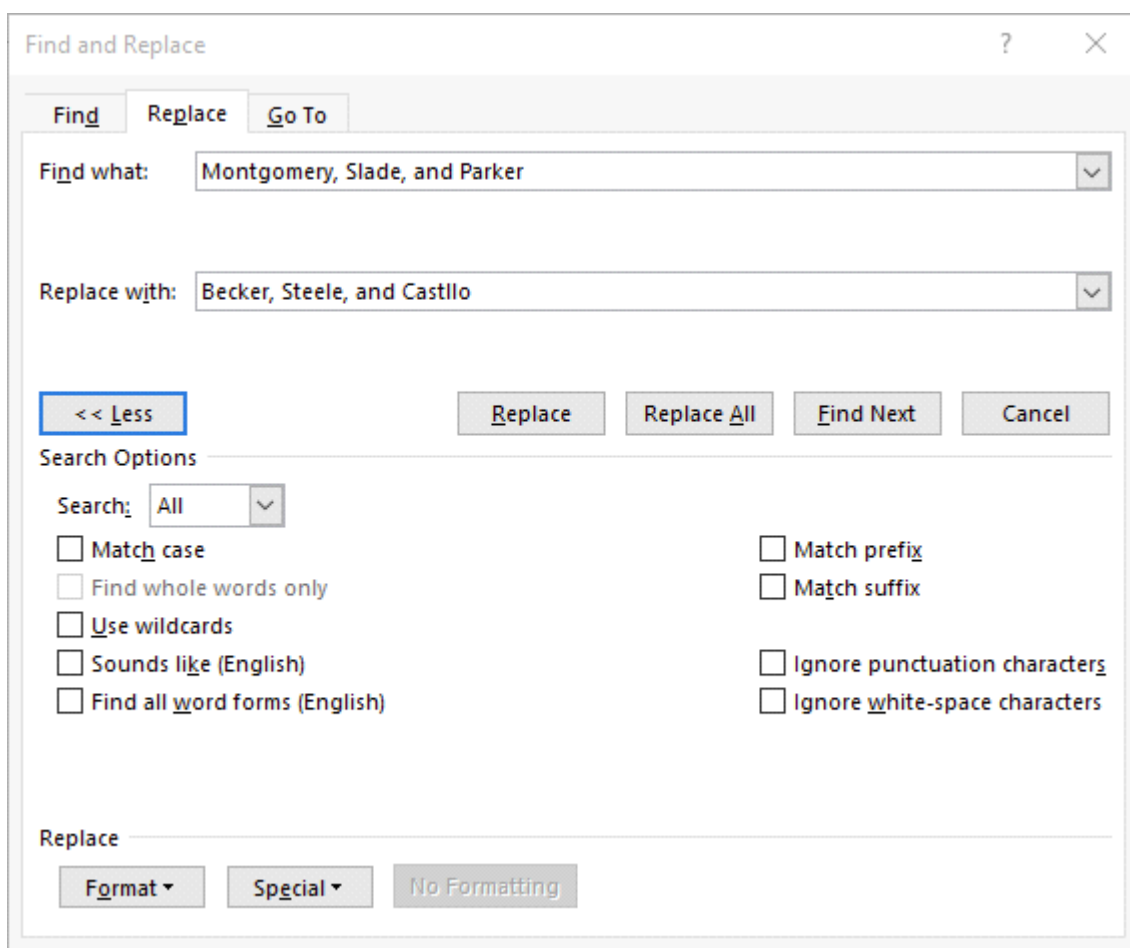


Figure 1-17

Find and Replace dialog box with Search Options

6. Click the **Format** button and select **Font** from the drop-down list. The *Replace Font* dialog box appears.
7. In the Font area, scroll down and select **High Tower Text**.
8. In the Font Style area, select **Italic**.
9. In the Size area, select size **14**.
10. Click the **Font Color** drop-down arrow and then select **Dark Red** in the Standard Colors and preview the results.
11. Click **OK**. Below the Replace with text box, you see the format selections.
12. Click **Replace All**. Word makes two replacements.
13. Click **OK** and then click **Close**. Inspect your document and notice that the replacements have been made with the formatting changes you specified.

PAUSE. LEAVE the document open for the next exercise.

Step by step Using Special Characters with Find and Replace

GET READY. USE the document that is open from the previous exercise.

1. Place the insertion point at the beginning of the document by pressing **Ctrl+Home**.
2. On the Home tab, in the Paragraph group, click the **Show/Hide** button to display the nonprinting characters.
3. In the Editing group, click **Replace**. The *Find and Replace* dialog box appears again.
4. Delete all of the text in the Find what text box.
5. Delete all of the text in the Replace with text box and then click the **No Formatting** button at the bottom of the screen—this removes all formatting in the Replace with text box.
6. Place your insertion point in the Find what text box and then click the **Special** button. In the list of searchable elements that appears, select **Section Break**; Word places the characters ^b in the text box.
7. Place your insertion point in the Replace with text box. Click the **Special** button and select **Manual Page Break**; ^m appears in the text box.
8. Click **Find Next** and notice that Word highlights the first occurrence. Click **Replace All**. Word makes three replacements in the document and the document now has Page Breaks instead of Section Breaks.
9. Click **OK** and then click **Close** to close the *Find and Replace* dialog box.
10. Review the page breaks in the document and leave the Show/Hide button on.

PAUSE. LEAVE the document open for the next exercise.

Step by step Using Wildcards with Find and Replace

GET READY. USE the document that is open from the previous exercise.

1. Place the insertion point at the beginning of the document by pressing **Ctrl+Home**.
2. Click the **Replace** button to open the *Find and Replace* dialog box, with the Replace tab selected.

3. Delete all of the text in the Find what text box and the Replace with text box.
4. Select the Use wildcards checkbox.
5. In the Find what text box, type **Option ?**. Be sure to leave a space between the word Option and the question mark.
6. Click the **Format** button and select **Style** from the drop-down list. The *Find Style* dialog box appears.
7. In the Find what style list, scroll down and select **Heading 1**. Click **OK**.
8. Place the insertion point in the Replace with text box.
9. Click the **Format** button and select **Font** from the drop-down list. The *Replace Font* dialog box appears.
10. In the Size area, select **18**.
11. In the Font color drop down menu, select **Dark Red**.
12. Click **OK** and then click **Replace All**. Click **OK** and then click **Close**. Word modifies all three of the Option headings (see Figure 1-18).

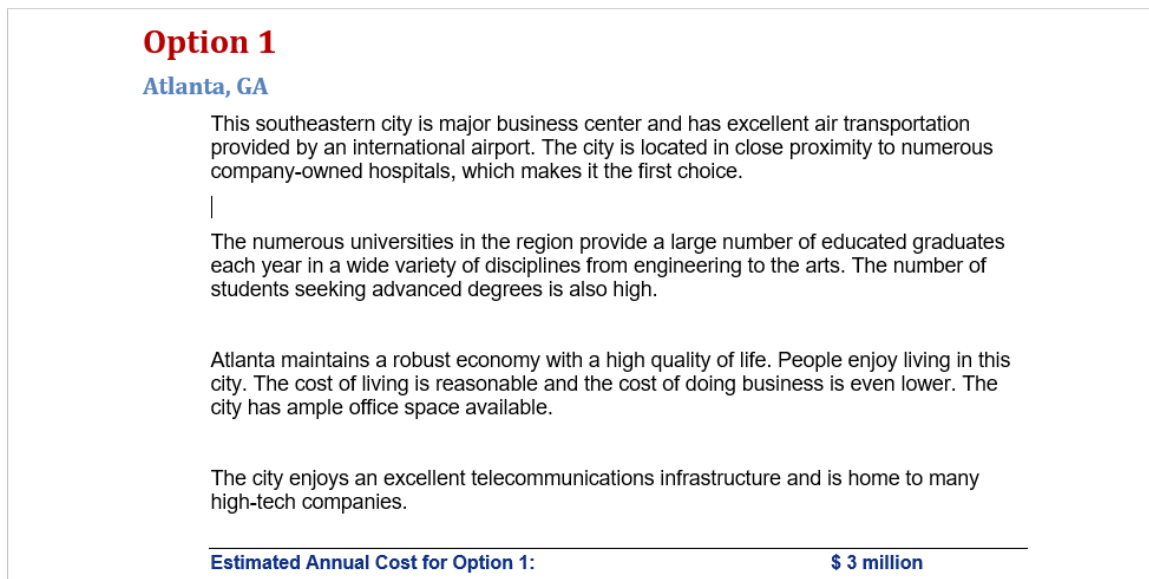


Figure 1-18

Find and Replace with wildcard results

13. **SAVE** the document on your flash drive as **Star Bright Satellite Proposal 2**.

PAUSE. CLOSE the document and leave Word running for the next exercise.

Modifying Templates

You might find that a template needs some changes to meet your needs. Rather than making those changes to the document every time you use it, you can choose to modify the template itself. So that you won't lose access to the original, it is a good idea to save the changed template with a new name.

Whenever you use one of the Microsoft-supplied templates, a copy of the template is stored in your personal Templates folder, located by default at C:\Users\username\AppData\Roaming\Microsoft\Templates. You can modify the template files in this location to create customized versions.

In the following exercise you will make changes to an existing template.

Step by step **Modify an Existing Template**

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

1. Click the **File** tab and then select **New**.
2. In the Search for online templates box, type **Annual Report** and then click the **Start Searching** button.
3. Select the **Annual Report (Timeless design)** template and then click **Create**. The template downloads and a new document appears.
4. Click **File** and then click **Save As**. In the *Save As* screen, click **This PC** and select your flash drive. A *Save As* combo box appears.
5. In the *Save as type* drop-down list, select **Word Template**. Notice that selecting the Word Template file type changes the location to the Templates folder on the computer. This is the default location for all Office templates.
6. In the File name text box, type **Annual Report** and then click **SAVE**.
7. Select the first five lines of text.
8. On the Home tab, in the Paragraph group, click **Center** to center the selected lines.
9. On the File tab, click **Save As**.
10. Click **Browse**. A *Save As* combo box appears, with the same Templates folder selected.
11. In the File name text box, change the name to **Annual Report Modified**.
12. Click **Save** and then **CLOSE** the document.
13. On the File tab, click **New**. Then click **PERSONAL** below the Suggested searches line to display your personal templates.



Troubleshooting

If you don't see **PERSONAL** as shown here, you will need to do a bit of setup to make it appear. On the File tab, click **Options** and then click **Save**. In the Default personal templates location, enter the following path: C:\Users\username\AppData\Roaming\Microsoft\Templates (where

username is your Windows account name) and then click OK. You should

14. Click [Annual report modified](#) to start a new document with that template.
15. **CLOSE** the new document without saving your changes.

STOP. CLOSE Word.

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. Comments are used to add to Word documents.
 - a. concerns
 - b. questions
 - c. reminders
 - d. All of the above
4. Which of the following statements best describes how to display only one reviewer's comments in a Word document containing comments from multiple reviewers?
 - 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.
5. 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 should always proof documents before sharing them.
- T F** 3. The AutoCorrect Settings can be found in the *Word Options* dialog box on the Display screen.
- T F** 4. AutoCorrect cannot be turned off.
- T F** 5. Find and Replace enables the use of wildcards by default.

Projects

Project 1-1: Spell-Checking a Reference Letter

In this project, you will help your friend proofread 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 **1-1 Reference Letter** in the lesson folder on your flash drive.
3. On the Review tab in the *Proofing* group, click the **Spelling & Grammar** button.
4. The Spelling task pane appears and will stop on the words/phrases listed in Table 1-1. For each misspelled word, take the action indicated in the table.

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

Table 1-1

Misspelled Words

5. When the prompt appears stating that the spelling and grammar check is complete, click **OK**.
6. Click **Word Count** on the Proofing group to review the information on the document then click **Close**.
7. **SAVE** the document in the lesson folder on your flash drive and then **CLOSE** the file.

Pause. LEAVE Word open for the next project.

Project 1-2: Using AutoCorrect

You work for Books and Beyond and the manager needs your assistance in using the AutoCorrect options in Word. In this project, you will proof the document and locate the occurrences of *B & B*.

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 **1-2 Handbook Acknowledge** in the lesson folder on your flash drive.
3. Click the **File** tab and then click **Options**.
4. Click **Proofing** and then 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 then press **Delete**. Type *B & B* and then press the **spacebar**.
12. Locate the third occurrence, select *B & B*, and then press **Delete**. Type *B & B* and then 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. Open the *AutoCorrect* dialog box again.
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.

CLOSE Word.