

CHAPTER EIGHT: USING GRAMMAR AND RESEARCH TOOLS

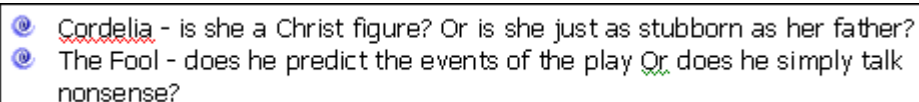
Microsoft Word contains useful features for correcting spelling and grammar, looking up words in a thesaurus, and finding text, among other things. These features can help provide accuracy to your document.

This Chapter Will Include:

- Using the Spelling and Grammar Check
- Using the Thesaurus
- Finding and Replacing Words

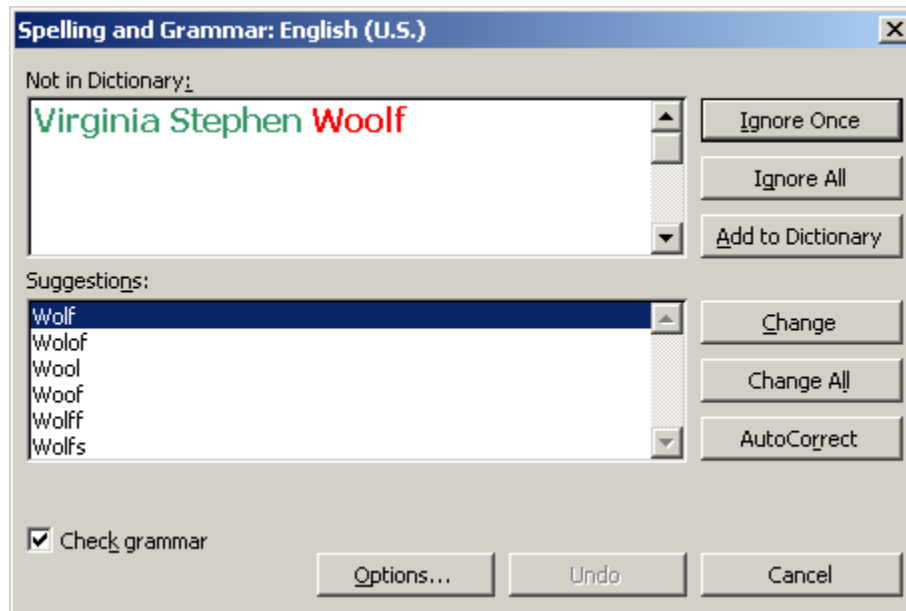
Using the Spelling and Grammar Check

The **Spelling and Grammar** tool checks the spelling and grammar in your document against a dictionary built in to Microsoft Word. When a word is misspelled, a **red squiggly line** appears beneath it. When Word detects a grammar error, a **green squiggly line** appears.



To correct spelling and grammar, follow these steps:

1. To check the entire document for errors, find the **Spelling and Grammar** button on the **Menu toolbar** and click it.
2. If there are no errors, a dialog box will tell you the check is complete. If there are errors, however, the **Spelling and Grammar Dialog Box** will appear with suggestions for correcting each misspelled word or grammatical error.

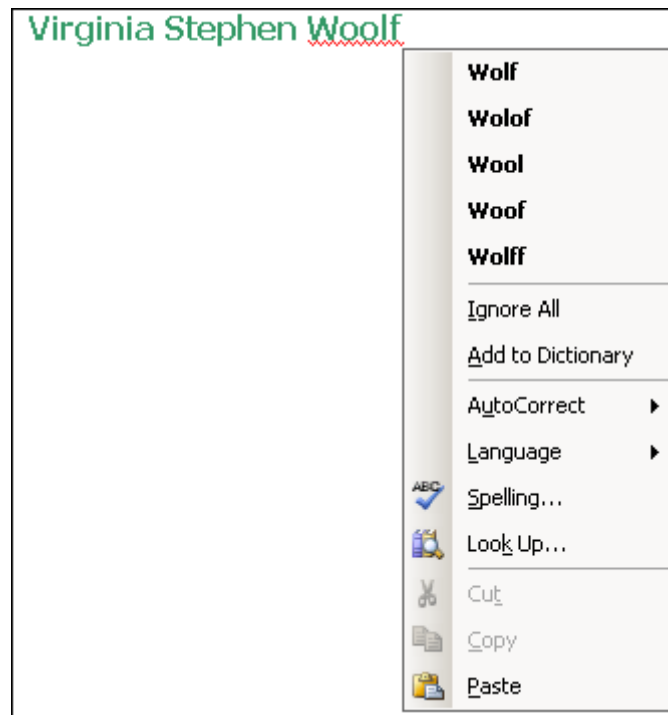


3. To correct an error, select the suggestion from the list and click **Change**.
4. If you want to add a word to the dictionary, click **Add to Dictionary**.
5. To ignore an error, click **Ignore Once** to have the Spelling and Grammar check skip over the error once, or **Ignore All** to have the Spelling and Grammar check ignore all appearances of this error.
6. When the check is complete, a dialog box will tell you so.

As you type, you may notice that Word flags spelling and grammar errors as soon as they appear.

To correct these errors as you type, and not all at once, follow these steps:

1. Right-click on a word or group of words with a red or green squiggly line beneath it.
2. A drop-down menu will appear beside the word. This menu strongly resembles the Spelling and Grammar Dialog Box in compact form.



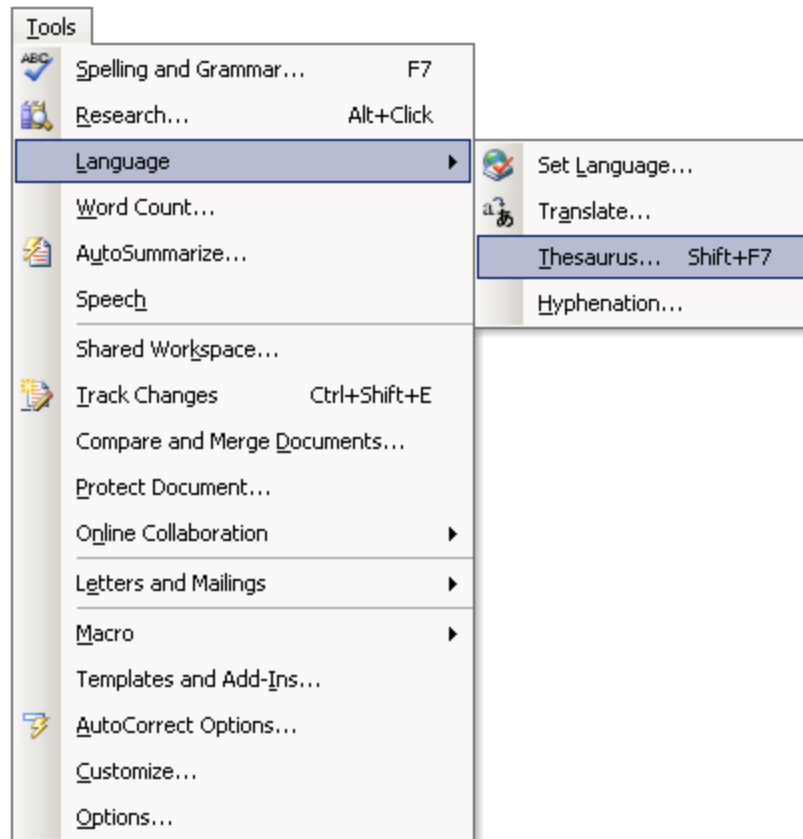
3. To make changes, select the correct word from the list or choose either **Ignore All** or **Add to Dictionary**.
4. In this menu, only a select number of spelling or grammar suggestions appear. If you are looking for more suggestions, you can open the Spelling and Grammar Dialog Box by choosing **Spelling** from the drop-down menu.
5. When you have made a change, the red or green line will disappear and the drop-down menu will close.

Using the Thesaurus

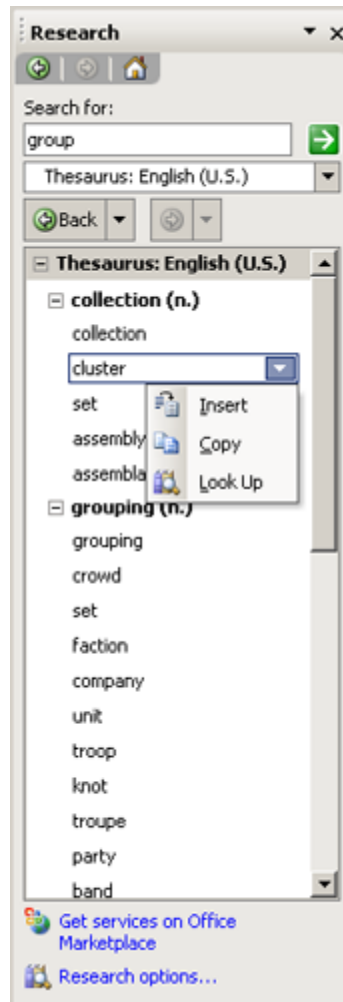
The **thesaurus** is a tool that can be used to find synonyms and antonyms for a selected word.

To use the thesaurus, follow these steps:

1. In your document, select the word you want to look up or replace using the thesaurus.
2. Click on **Tools** in the **Menu toolbar** and hover your mouse over **Language**. In the menu that appears, click **Thesaurus**.



3. The thesaurus menu should appear in the task pane. The word you selected should be in the **Search for** box at the top, with a list of synonyms and antonyms appearing below it.
4. When you click on a word in the task pane, it will replace the current selected word and give you new synonyms and antonyms.
5. To replace the selected word with one from the list, hover your mouse over the word in the task pane and a down arrow should appear. Clicking on it gives you three options: **Insert**, **Copy**, and **Look Up**.
 - a. **Insert**: inserts the word into the document. The word will replace any text already selected. To insert a word without replacing any text, deselect the current text.
 - b. **Copy**: copies the word
 - c. **Look Up**: finds new synonyms and antonyms for that word



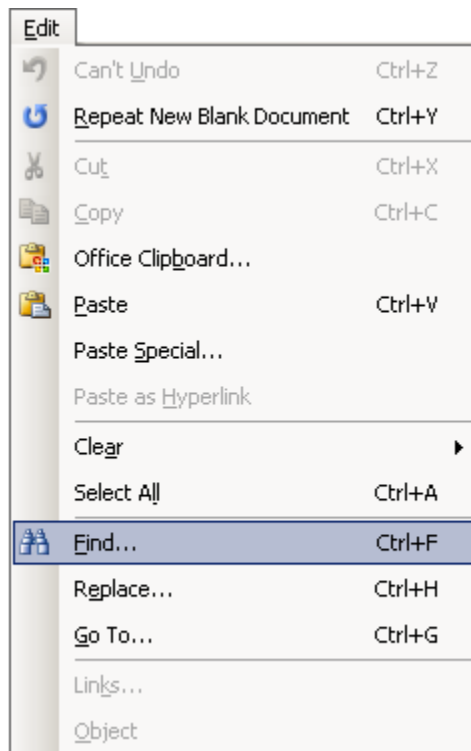
6. When you are finished with the thesaurus, close the window by deselecting the **Research** icon on the **Standard toolbar**, or by clicking the **Close** button in the top right corner of the task pane.

Finding and Replacing Words

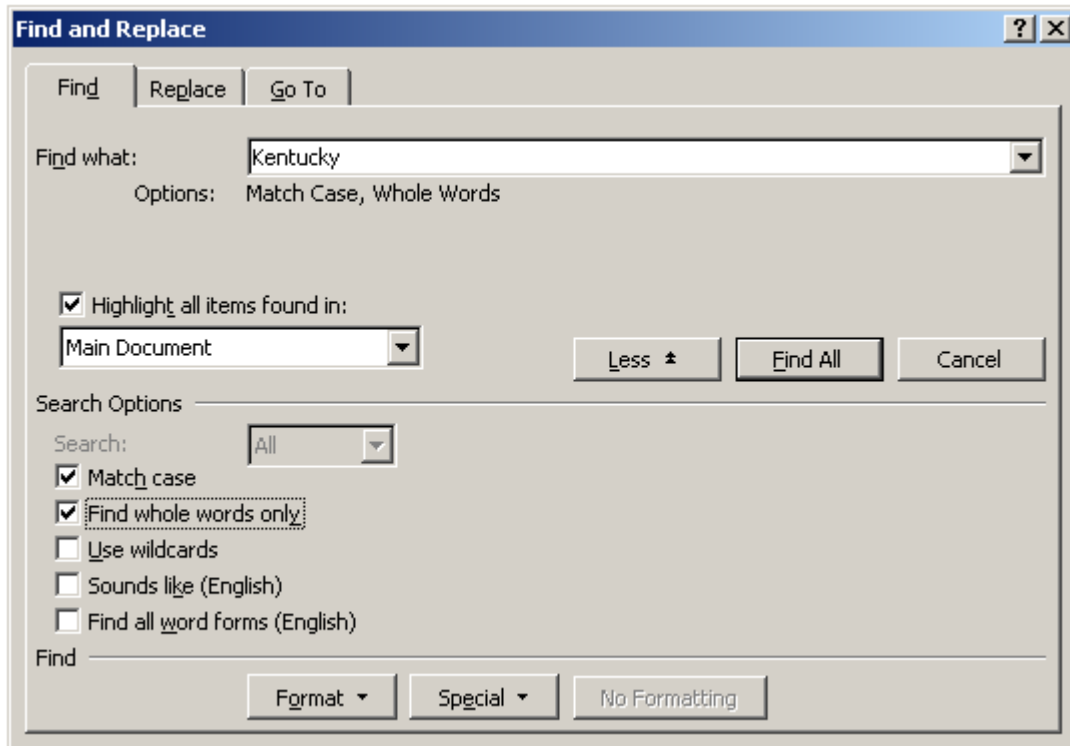
The **Find and Replace** tool can be used when looking for specific words in a document. You can choose to simply find the words, or you can replace a specific word with another word.

To use the **find** tool, follow these steps:

1. On the **Menu toolbar**, click **Edit** and then choose **Find**.



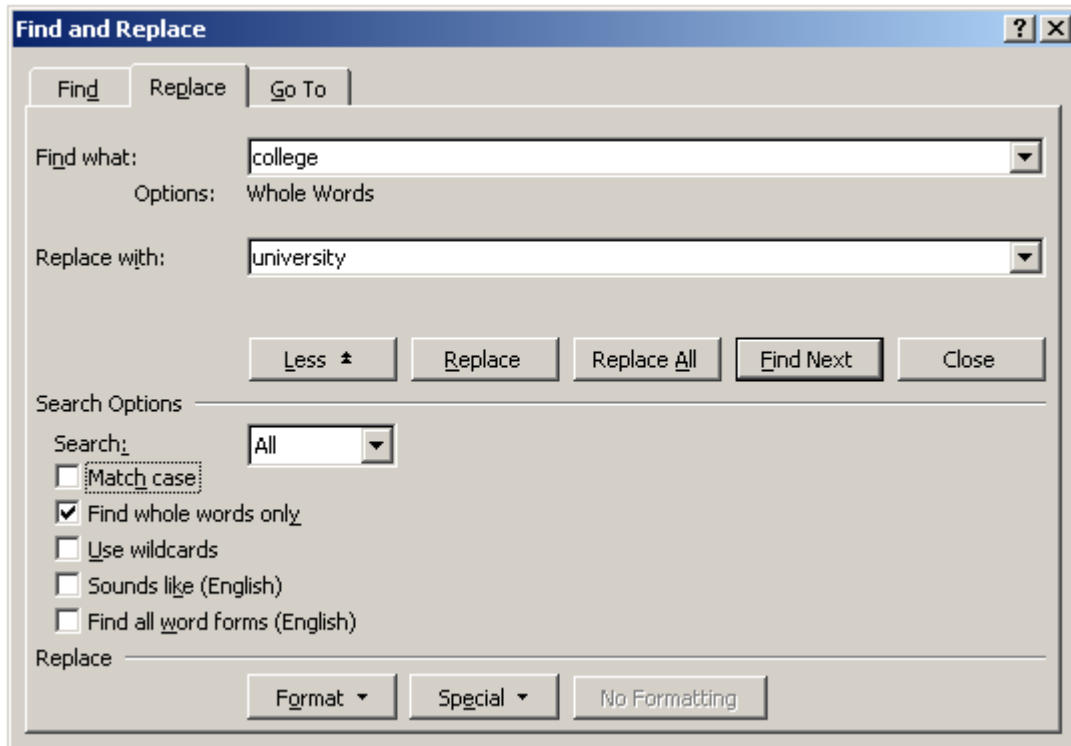
2. In the **Find and Replace Dialog Box** that appears, make sure the **Find** tab is selected.
3. In the **Find what** box, type in a word that can be found in your document.
4. Check the box next to **Highlight all items found in** and make sure **Main document** is selected.
5. At the bottom of the window, click the **More** box to display additional options for searching the document. There are a number of options here.
 - a. **Match Case:** finds words only if they have the same upper and lowercase letters as they appear in your word typed into the Find what box
 - b. **Find Whole Words Only:** this is useful if you are looking for small words such as "in" or "of." By checking this box, words such as "intelligence" or "officer" will be ignored.
 - c. **Use Wildcards:** wildcards are characters used to assist in your search. Clicking on the **Special** box at the bottom of the window displays the characters you can use in a wildcard search.
 - d. **Sounds Like:** looks for words that sound the same (in the English language) as the word in the Find what box, but are spelled differently.
 - e. **Find All Word Forms:** looks for all forms of the word, including plural and singular as well as past, present, and future tenses.



6. When you have defined your search, click the **Find All** button. Your word will be highlighted wherever it appears in the document.

To use the **Replace** tool, follow these steps:

1. Return to the **Find and Replace Dialog Box** and make sure the **Replace** tab is selected.
2. Type a word into the **Find what** box and the word you want to replace it with in the **Replace with** box.
3. The options for refining your search are the same here as when you used the Find function.



4. When you have refined your search, click the **Replace All** button. This will replace all instances of the word you chose with word you wanted to replace it with.