

Microsoft Word

Lesson 3: Advanced Editing

Overview-Lesson Learning Objectives:

This lesson presents some additional editing features that are available in Word 2002. Students will be introduced to the text-level formatting such as font styles and size, paragraph-level formatting such as alignment, indents, line spacing, etc., and document-level formatting such as page margins, headers and footers, page numbering, etc. Also working with multiple documents I covered and other editing tools such as AutoCorrect, Spelling and Grammar checker, Thesaurus and Find and Replace feature. The students will learn the following skills:

- Setting up a Page
- Inserting Page Numbers
- Inserting Footnotes and Endnotes
- Applying Paragraph Indents
- Changing Line Spacing
- Inserting Page Breaks
- Working with Multiple Documents
- Using the Format Painter
- Checking Spelling and Grammar
- Using AutoCorrect
- Inserting Frequently Used Text
- Using the Word Thesaurus
- Finding and Replacing Text

Teaching Tips and Strategies:

Setting up a Page (WD 3.2)

Margins:

Page margins are white spaces around the edges of the document text to the edge of the paper. A normal document has four margins – left, right, top and bottom. By default, the left and right margins are 1.25 inches and top and bottom margins are 1 inch wide.

If you are creating a facing page or double-sided document (Mirror Margins), then the side margins are called the inside and outside margins.

Gutter Margins add extra space to the side or top margin of a document for binding purposes. A gutter margin ensures that the binding doesn't obscure text.

Page Orientation:

Word allows the document to be printed in a Portrait or Landscape page layout. Portrait orientation means that the vertical length of the page is longer than the horizontal length. The reverse is true in case of Landscape page layout.

Inserting Page Numbers: (WD 3.4)

Microsoft Word 2002 allows the user to insert page numbers either at the top or the bottom of the page. The top of the page numbers appears in the header section and the bottom of the page numbers appears in the footer section. By default, Word places page numbers at the bottom of the page as a footer.

One can also align the page numbers to either left, right or center relative to the left and right margins, or inside or outside relative to the inside and outside edges of pages that will be bound. Word by default will place the page number in the lower right corner of the page.

Viewing Page Number:

The page number is not visible in the Normal view of the document. It is visible in the Print Layout or the Print Preview mode of the document.

Formatting:

The Format option allows you to change the display of page numbers as either Roman numerals, letters, etc. Also, one can start the page numbering with a different number. This is useful when different teams are working to one main document, but different sections.

Inserting Footnotes and Endnotes: (WD 3.6)

Footnotes are additional comments, explanation or references for text in a document that are printed at the bottom of the page, while Endnotes are used for similar purposes, but appears at the end of the document or at the end of each section as specified. Normally, footnotes are used for detailed comments and endnotes are used for citation of reference sources.

A footnote or an endnote consists of two linked parts – the note reference number and the corresponding note text. Microsoft Word 2002 separates footnotes and endnotes from the document text by a short horizontal line called a note separator.

Note: A footnote can be deleted by deleting the corresponding number in the document. A footnote can be moved by cutting the footnote number and pasting it to a new location. Footnote numbers will be adjusted automatically.

Applying Paragraph Indents: (WD 3.8)

Indentation helps in offsetting the paragraph from the rest of the document. Basically, there are four types of indents—left, right, first line and hanging.

- Left indent indents the entire paragraph from the left margin.
- Right indent indents the entire paragraph from the right margin.
- First Line indent indents first line of the paragraph only from the left margin.
- Hanging indent indents all lines after the first line.

Changing Line Spacing: (WD 3.10)

Line spacing is a very good command for students who are doing research project. Most of the research projects might require double spacing. Line spacing can be changed for the whole document or just between paragraphs as needed.

Table 3-1 in the textbook describes different line spacing options available in Word.

The spacing between paragraphs should be entered in points. Remember that 72 points make an inch.

Inserting Page Breaks: (WD 3.12)

Word inserts an automatic page break when the page is filled with text and/or graphics. This automatic pagination is called the soft break. Normally, one may not want to break a paragraph or table for readability and appearance of the document. In such cases, one is forced to insert a manual page break at the specified location.

You insert the manual page break, by clicking on the Insert menu and then clicking on Break command.

Working with Multiple Documents: (WD 3.14)

Microsoft Word allows the user to work on multiple documents at one time. The advantage of working on two or three documents is that one can cut and paste or copy and paste from one document to another, without reentering. Thus, it is a very time-consuming feature.

Normally, the number of documents one can work on depends on the user's computer memory. But, generally, there are no problems encountered if two or three documents are open. Only document with the insertion point and is visible in the document window is the active document. The active document's title bar should have a blue color. The inactive documents have their title bar in gray color.

Moving among documents is very easy. Either you can use the Window menu and pick the document you would like to make active or click on the inactive document to make it active.

Using the Format Painter: (WD 3.16)

The Format Painter allows you to copy many formatting settings from selected text to another section of text.

Checking Speller and Grammar: (WD 3.18)

In Word, the default is to check the spelling and grammar as we type. If Word does not find the correct spelling in the dictionary then that word is flagged with a red underline. If the sentence structure is not correct, then the sentence is flagged with a green line.

The best option is to check the spelling and grammar after you have completed the document. This way, you can check the whole document at once. The spelling checker is sophisticated and can identify capitalization and repeat words errors.

Using AutoCorrect: (WD 3.22)

Word's AutoCorrect feature automatically detects and corrects typos, misspelled words, and incorrect capitalization. Also, AutoCorrect allows you to add your own common misspellings and related corrections.

Inserting Frequently Used Text: (WD 3.26)

Similar to AutoCorrect, Word allows to store and quickly insert text, graphics, and other items that you use frequently by using the AutoText feature of Word. Word comes with a number of built-in AutoText entries, such as salutations and closings for letters, and you can create your own AutoText entries.

Using the Word Thesaurus: (WD 3.30)

Thesaurus is a reference tool that allows you to choose synonyms (words that have similar meanings) and antonyms (words with opposite meanings). It provides a list of synonyms for the text you look up, and highlights the one that is closest to what you have typed.

Word Count:

Microsoft Word can count words in the document through its Word Count feature. It also tells you how many pages, paragraphs, and lines are in your document, as well as the number of characters, either including or not including spaces.

Finding and Replacing Text: (WD 3.32)

Microsoft Word's find and replace command allows you to search a document text formatting, paragraph marks, page breaks, and other items and replace it with alternative text. It is a powerful editing tool to make many document changes quickly and accurately.

For example: If you have a document that contains many occurrence of the word "Ave." and you would like to replace it with "Avenue". Then Word's find and replace text is one of the fastest and most accurate way to change the whole document quickly.

Table 3-3 in the text shows the different search options available to find the specified text. Also, you can extend the search by using wildcards - * and ?. The descriptions of these two wild characters are described in Lesson Two – Searching for files.

Lecture Notes**Setting up a page**

- File Menu – Page Setup
- Page Setup dialog box
 - Margins Tab
 - Paper Tab
 - Layout tab
 - Page Orientation
 - Portrait
 - Landscape

Inserting Page Numbers

- Insert Menu – Break
- Position
- Alignment
- Formatting – Number Style

- Viewing
 - Print Layout
 - Print Preview
- Inserting Footnotes and Endnotes
 - Footnotes vs. Endnotes
 - Insert Menu – Reference – Footnote
 - Footnote and Endnote dialog box
 - Position
 - Number Format
 - Continuous Numbering
- Applying Paragraph Indents
 - Left indent
 - Right indent
 - First Line indent
 - Hanging indent
 - Tab Key to Indent
 - Horizontal Ruler
 - Changing markers
 - Format Menu – Paragraph
 - Paragraph dialog box
- Changing Line Spacing
 - Line Spacing options
 - Format Menu – Paragraph
 - Paragraph dialog box
 - Indents and Spacing Tab
- Inserting Page Breaks
 - Soft Page Breaks
 - Hard or Manual Page Breaks
 - Insert Menu – Break
 - Break Dialog box
 - Break Types
 - Section Break Types
 - Removing Page Breaks
- Working with Multiple Documents
 - Copying text using Office Clipboard
 - Moving text using Office Clipboard
 - Window Menu – Click File
- Using the Format Painter
 - Select Text
 - Click Format Painter
 - Double-Click to Copy Format
- Checking Spelling and Grammar
 - Automatic Spell Check
 - Red Wavy Lines for Spelling Errors
 - Green Wavy Lines for Grammar errors
 - Right-Click for spelling pop-up menu
 - Tools Menu – Spelling and Grammar
 - Spelling and Grammar Dialog box
 - Spelling and Grammar Tab of Options dialog box
- Using AutoCorrect
 - Tools Menu – AutoCorrect
 - AutoCorrect dialog box
 - AutoCorrect Exceptions dialog box
 - AutoFormat as you type dialog box
 - Smart Tags dialog box
- Inserting Frequently Used Text

- AutoText
- Tools Menu – AutoCorrect – AutoText Tab
- Using the Word Thesaurus
 - Tools Menu – Language – Thesaurus
 - Thesaurus dialog box
 - Tools Menu – Word Count
 - Word Count dialog box
 - Word Count toolbar
- Finding and Replacing Text
 - Edit Menu – Replace
 - Find and Replace dialog box
 - Replace Tab
 - Find tab
 - Go To Tab
 - Search Options

Text Solutions

A. Identify Key Features

1. First line indent (WD 3.9)
2. Hanging indent marker (WD 3.9)
3. Right indent marker (WD 3.9)
4. Note Reference mark (WD 3.7)
5. Paragraph with first line indent (WD 3.9)
6. Spelling errors not recognized by Word dictionary (WD 3.19)
7. Normal view (WD 3.5)

B. Select the Best Answer

8. b (WD 3.9)
9. g (WD 3.23)
10. f (WD 3.24)
11. e (WD 3.31)
12. d (WD 3.2)
13. a (WD 3.30)
14. c (WD 3.7)

C. Complete the Statement

15. c (WD 3.2)
16. d (WD 3.12)
17. a (WD 3.6)
18. a (WD 3.22)
19. d (WD 3.10)
20. b (WD 3.4)
21. c (WD 3.14)
22. b (WD 3.16)
23. d (WD 3.8)
24. b (WD 3.23)

