CHAPTER 3: WORD

Editing the Business Etiquette Column

Editing documents in Word is an easy task, and Word provides many automatic features to assist you. The Undo feature lets you back out of a mistake instead of trying to fix it. The Spelling & Grammar checker keeps an eye out as you type and alerts you to possible errors. And Word will find terms you are looking for and even replace them automatically if you like. In this chapter, you will learn useful techniques for editing your Word documents.

LEARNING OBJECTIVES

- Use a variety of techniques for selecting text
- Edit documents and use Undo, Redo, and AutoCorrect
- Use the Spelling & Grammar checker
- Move and copy text
- Automatically find and replace text in a document

🗀 Project: Using the Spelling & Grammar Checker and the Find Feature

Tyrone Williams writes a monthly business etiquette column for the *Windy Hills University Review* so graduating students can start thinking about the human relations skills that are so important in the corporate environment. Tyrone finds Word's Spelling & Grammar checker to be a great aid in helping him write an error-free column. The checker constantly monitors spelling, allowing him to correct errors as he types.
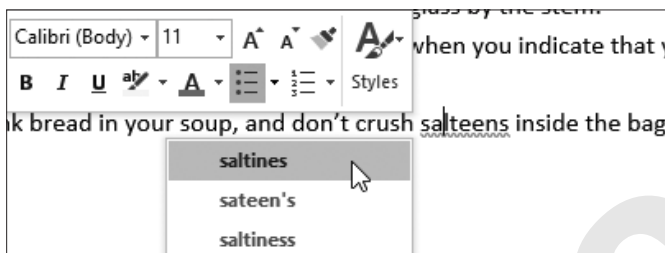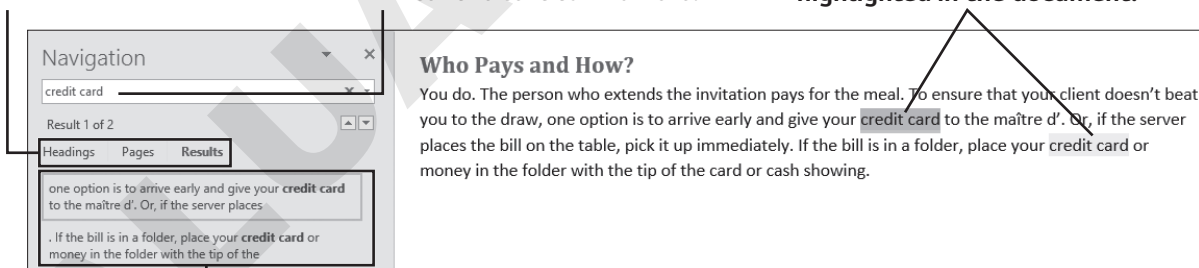
Word's Find feature allows Tyrone to move around quickly in his business etiquette column.

There are three ways to browse through a document.

Enter the text to find here.

The search results terms are highlighted in the document.

The search results list displays all occurrences of the term. Clicking an item in the list jumps to the location of the item in the document.

Selecting Text

In Word, you select (highlight) text in order to do something to it. For example, you select text before moving or copying it. You also select text when you want to replace or format it.

You work with two different areas of the screen when selecting text:

- The selection bar (in the left margin of a document)
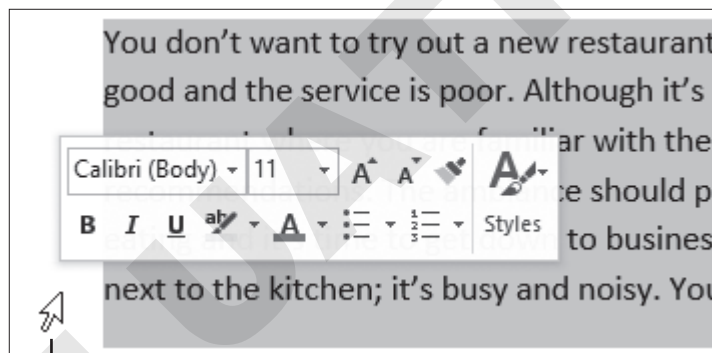- The typing area (between the margins)

When you select text, the Mini toolbar appears. You can ignore it in this chapter. The Mini toolbar contains commands for formatting text, which you will learn more about later in this course.
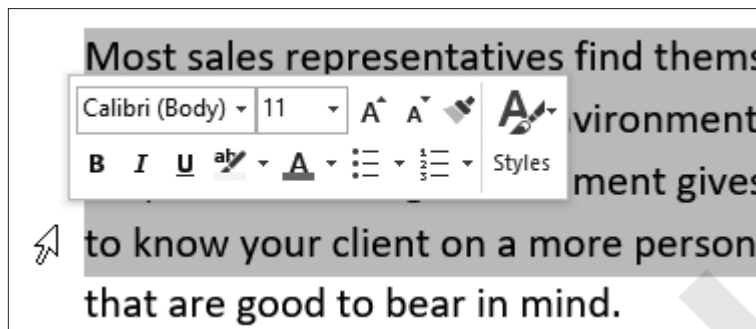
Selection Bar

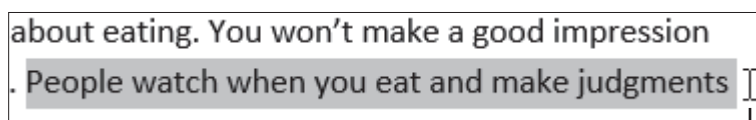The selection bar is in the left margin of a document. When the mouse pointer is in the selection bar, it looks like a white, right-tilting arrow.

The mouse pointer is in the selection bar.

Typing Area

The mouse pointer looks like an I-beam $\boxed{\text{I}}$ when you select text in the typing area, which is the area between the margins.

The mouse pointer is in the typing area.

Selection Techniques

A primary method for selecting text is to click and drag the mouse pointer. In addition, Word provides mouse and keyboard shortcuts for selecting text.

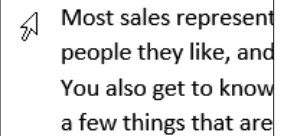| SELECTING TEXT		
Item to Be Selected	**Mouse Procedure**	**Keyboard Procedure**
One word	Double-click the word.	Click at the beginning of the word and press Shift + Ctrl while tapping →.
Continuous block of text	Press the left mouse button while dragging the mouse pointer over the desired text.	Click at the beginning of the text and tap Shift while tapping an arrow key. Or, click at the beginning of the text, tap Shift, and click at the end of the text.
A line	Place the mouse pointer in the selection bar and click.	Press Shift + End to select from the insertion point to the end of the line. Press Shift + Home to select from the insertion point to the beginning of the line.
A sentence	Hold down Ctrl and click the mouse pointer in the sentence.	
One paragraph	Triple-click anywhere in the paragraph or position the mouse pointer in the selection bar and double-click.	
Multiple paragraphs	Drag the I-beam over the desired paragraphs or position the mouse pointer in the selection bar and drag to select.	
Entire document	Triple-click in the selection bar or tap Ctrl and click in the selection bar.	Press Ctrl + A.
Nonadjacent areas	Select the first block of text and then tap Ctrl while dragging over additional blocks of text.	

HANDS-ON 3.1 Select Text

In this exercise, you will select text from the selection bar and the typing area using both mouse and keyboard techniques. You'll start with the selection bar.

1. Start Word.

2. Click the **Open Other Documents** link at the bottom of the left side of the Start screen.

3. Navigate to your **Chapter 03** folder and click the **Professional Polish** file to select it.

4. Click the **Open** button in the bottom-right corner of the dialog box.
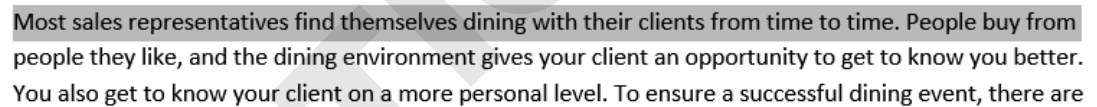
Select Text from the Selection Bar

5. Place the mouse pointer in the selection bar at the left edge of the screen just to the left of the first line of the first paragraph.

   The mouse pointer changes to a right-tilting arrow.

   > Most sales represent
   > people they like, and
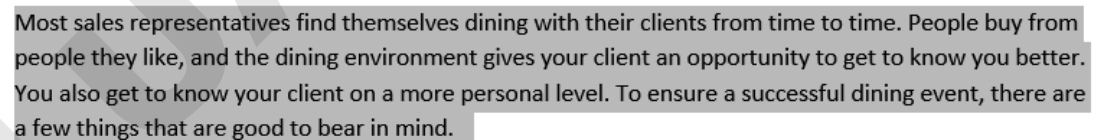   > You also get to know
   > a few things that are

6. Click once to select the first line.

   > Most sales representatives find themselves dining with their clients from time to time. People buy from people they like, and the dining environment gives your client an opportunity to get to know you better. You also get to know your client on a more personal level. To ensure a successful dining event, there are

   The Mini toolbar appears when you select text. Ignore it for now; it will fade away.

7. Double-click in the **selection bar** to select the entire paragraph.

   > Most sales representatives find themselves dining with their clients from time to time. People buy from people they like, and the dining environment gives your client an opportunity to get to know you better. You also get to know your client on a more personal level. To ensure a successful dining event, there are a few things that are good to bear in mind.

8. Triple-click in the **selection bar** to select the entire document.

   If you find triple-clicking difficult, press ⌨Ctrl+A to select the entire document.

9. Position the mouse pointer in the typing area and click once to deselect (remove the highlighting).
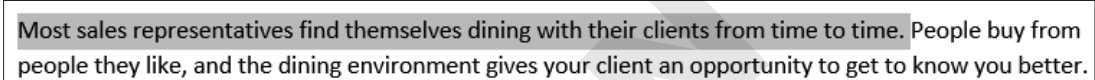
   Remember, clicking once in the selection bar selects an entire line. To remove all highlighting, you must click in the typing area.

Select Text in the Typing Area

10. Position the mouse pointer over the word *Most* at the beginning of the first line of the first paragraph.

11. Double-click to select the word.

> Most sales representatives
> people they like, and the di
> You also get to know your c
> a few things that are good t
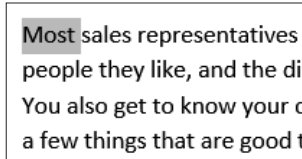
12. Click once in the **typing area** to deselect the text.

13. Position the mouse pointer somewhere in the first sentence; hold Ctrl and click.

This selects the entire sentence.

> Most sales representatives find themselves dining with their clients from time to time. People buy from
> people they like, and the dining environment gives your client an opportunity to get to know you better.

14. Click once in the **typing area** to deselect the highlighted text.

Select Text with the Keyboard

15. Position the insertion point at the beginning of the first line of the first paragraph.

16. Press Shift and then click at the end of the paragraph.

This selects everything from the insertion point to the Shift -and-click position.

17. Release Shift and then click once in the **typing area** to deselect the text.

18. Position the insertion point at the beginning of the first paragraph again.

19. Press Ctrl + Shift and then tap → several times to select one word at a time.

20. Release Ctrl + Shift and then tap any **arrow key** to deselect the text.

Always leave your document open unless directed otherwise.

Editing Techniques

You know that the Delete and Backspace keys delete one character at a time. Word has several other ways you can edit text, including adding, deleting, and replacing selected blocks of text. Word will even help you edit with its AutoCorrect feature.

Add, Delete, and Replace Text

To add text to an existing document, simply position the insertion point where you want the new text to appear and begin typing. Word will make room for the new text as you type, while Word Wrap keeps the paragraph nicely organized.

You can delete a block of text all at once by selecting the text and tapping [Delete]. Word Wrap then closes up the gap and rewraps the text.

To replace existing text, select the text to replace and type the new text in its place. It doesn't matter if the selected text block is larger or smaller than the text replacing it. The surrounding text expands or collapses to accommodate the new text.

QUICK REFERENCE: Editing Text

Task	Procedure
Add text	Position the insertion point where you want the new text to appear and begin typing.
Delete text	Position the insertion point where you want to delete text and then tap [Backspace] (erase to the left) or [Delete] (erase to the right). Or, select a block of text and tap [Delete].
Replace text	Select the text to be replaced and then type the new text in its place.

AutoCorrect

Word has a wonderful feature called AutoCorrect that automatically corrects misspelled words and typos for you as you type. For example, if you type *aboutthe*, AutoCorrect changes it to *about the*. It corrects other errors, too, such as incorrect capitalization if you accidentally tap [Caps Lock] while typing.

HANDS-ON 3.2 Use AutoCorrect and Edit Text

In this exercise, you will work with AutoCorrect and add, delete, and replace text. You will begin by adding a bullet point at the end of page 2. You will purposely make mistakes so you can watch Word automatically correct them for you.

1. Scroll down to page 2 and position the insertion point at the end of the last bulleted item.

2. Tap [Enter] to generate a new bullet.

3. Type **Turn offf** and tap [Spacebar].
   Word corrects the word off.

4. Type **teh**, tap ⌷Spacebar⌷, and watch Word change it to *the*.

5. Finish typing the bulleted item as shown:

Turn off the cell phone. You insult your guests when you indicate that your phone call is more important than they are.

6. Press ⌷Ctrl⌷ and tap ⌷Home⌷ to position the insertion point at the top of the document.

7. Position the insertion point at the beginning of the second sentence in the first paragraph.

Most sales representatives find themselves dining with their clients from time to time. People buy from people they like, and the dining environment gives your client an opportunity to get to know you better.

8. Type this sentence:

Sharing a meal provides a more relaxed environment than the typical conference room.

9. Tap ⌷Spacebar⌷.
Notice how Word makes space for the new text and how Word Wrap keeps things in order.

10. Follow these steps to select and delete text in the first paragraph:

Most sales representatives find themselves dining with their clients from time to time. Sharing a meal provides a more relaxed environment than the typic**B** conference **C** om. People buy from people they like, and the dining environment gives your cl**A** ~~an opportunity~~ to get to know you better. You also get to know your client on a more personal level. To ensure a successful dining event, there are a few things that are good to bear in mind.

Ⓐ Position the I-beam to the left of *an*.

Ⓑ Press the mouse button and drag right through the space following *opportunity*. Release the mouse button.

Ⓒ Tap ⌷Delete⌷
The insertion point should appear to the left of to.

than the typical conference
your client to get to know y
ure a successful dining even

11. Type **a chance** and tap ⌷Spacebar⌷ in place of the deleted words.

Replace Selected Text

12. Position the mouse pointer over the word *perceive* in the first line of the second paragraph; double-click to select the word.

> Why? You don't want people to perceive that you
> the business lunch or dinner is all about business,

13. Type: **think**

The word you just typed replaced the selected word.

14. Save your document.

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Spelling & Grammar Checker

Word helps you with your editing tasks. If you make a typo and AutoCorrect isn't sure how to fix it, the Spelling & Grammar checker comes to the rescue. It monitors your spelling as you type and underlines words it suspects are misspelled with a squiggly red line. Right-clicking the underlined word displays a pop-up menu with suggestions of possible correct spellings. You only need to choose the correct spelling from the menu.
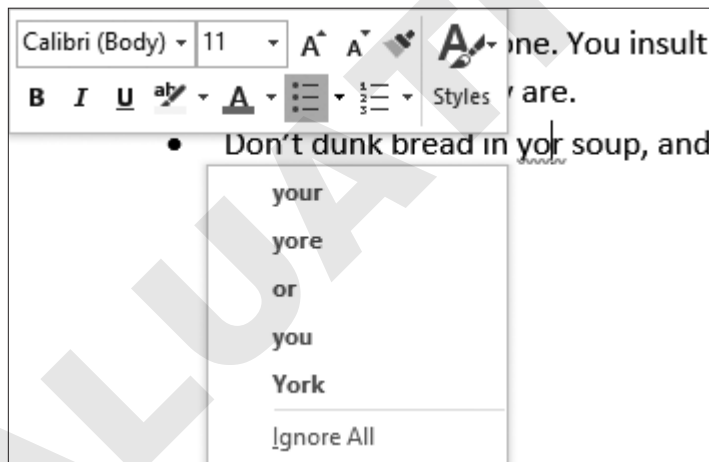
Sometimes the Spelling & Grammar checker marks a word as a possible misspelling when it's correct. Some proper names fall into that category, although the checker has many common proper names in its dictionary and does not mark them. If Word marks a term incorrectly, you can ignore the underlining (it won't print), choose Ignore All, or choose Add to Dictionary from the pop-up menu.

Grammar and Context Checking

Word checks for possible grammatical and contextual errors and marks them with a squiggly blue underline. As you'll find with the Spelling checker, you can ignore the underline, right-click the term and choose a replacement, or choose Ignore.

Undo and Redo

The Undo and Redo buttons appear on the Quick Access toolbar. You've likely had a little experience with Undo by now. If you undo something and then change your mind, that's where Redo comes in. You can redo what you undid!
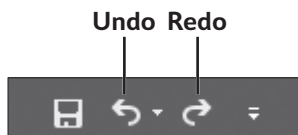
Undo Redo

How Undo Helps You

Clicking Undo reverses your last action. If you click Undo again, the next-to-last action is reversed, and then the next-to-last from that, and so forth. Essentially, you are backing your way out of the problem. If you go too far or change your mind, just use Redo.

You can get out of most any catastrophe if you click Undo enough times. If you get into a mess, don't try to fix it; just undo it!

What Undo Can and Cannot Undo

Undo works for things you do that make modifications to a document: inserting text, editing text, formatting text, and so on. Undo cannot reverse actions like saving a document or selecting text. Once you close a document, it's too late to undo. If you want to make changes when you open the document again, you have to use editing techniques instead of the Undo feature.

HANDS-ON 3.3 Proof and Use Undo/Redo

In this exercise, you will purposely make some typos so you can see the Spelling & Grammar checker in action. You will replace a word, undo the replacement, and then redo the action.

1. Press ⎡Ctrl⎤+⎡End⎤ to move the insertion point to the end of the document.

2. Make sure the insertion point is at the end of the last bullet point and then tap ⎡Enter⎤ to generate the next bullet.

3. Type this sentence, taking care to purposely misspell *your* and *saltines*:

    Don't dunk bread in yor soup, and don't crush salteens inside the bag and dump them in your soup.

    Notice the squiggly red lines under yor *and* salteens, *indicating possible spelling errors.*

4. Place the mouse pointer over *yor* and click the right mouse button to display the pop-up menu.

5. Choose the correct spelling of *your* from the menu.

6. Right-click **salteens** and choose **saltines** from the pop-up menu.
    Now you'll use Undo and Redo.

7. Press ⃞Ctrl⃞+⃞Home⃞ to return to the top of the document.

8. Double-click **representatives** in the first line of the first paragraph to select it.

    > Most sales representatives find themselves provides a more relaxed environment than

9. Type **people** to replace the selected word.
    Hmmm, maybe representatives *was better.*

10. Click **Undo** ↶ on the Quick Access toolbar as many times as necessary to return to the original word.
    Now you decide you prefer people.

11. Click **Redo** ↷ on the Quick Access toolbar as many times as necessary to return to *people*.

12. Save your document.

Moving and Copying Text

When you move text, you remove it from its original position and place it in a new location. When you copy text, the original text remains intact and a copy is placed in the new location—it's in both places. You can use the Cut, Copy, and Paste buttons in the Clipboard group on the Home tab to move and copy text.
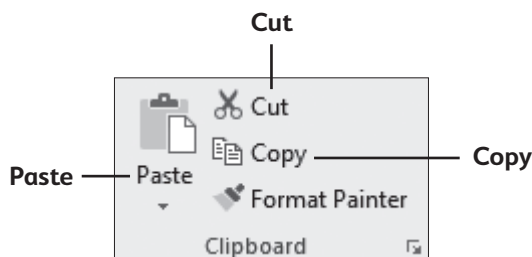
There are also handy keyboard shortcuts you can use to cut, copy, and paste.

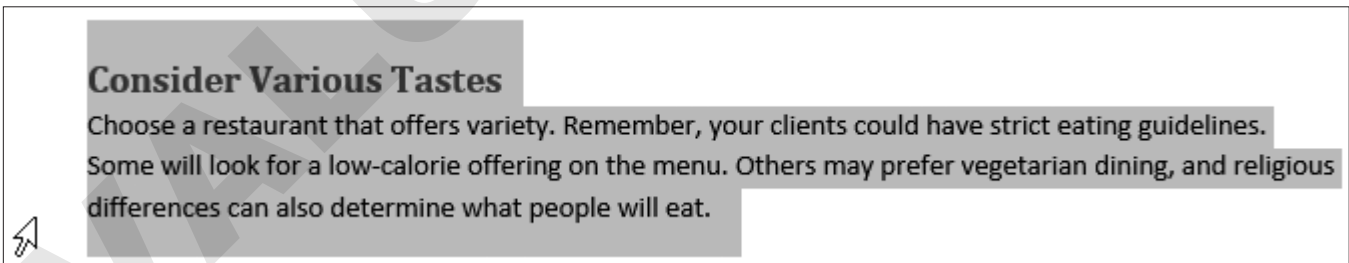**QUICK REFERENCE: Moving and Copying Text**

Task	Procedure (Ribbon)	Procedure (Keyboard)
Move text	▪ Select the desired text and then choose Home→Clipboard→Cut. ▪ Click at the destination and then choose Home→Clipboard→Paste.	▪ Select the desired text and then press Ctrl + X to cut. ▪ Click at the destination and then press Ctrl + V to paste.
Copy text	▪ Select the desired text and then choose Home→Clipboard→Copy. ▪ Click at the destination and then choose Home→Clipboard→Paste.	▪ Select the desired text and then press Ctrl + C to copy. ▪ Click at the destination and then press Ctrl + V to paste.

HANDS-ON 3.4 Move and Copy Text

In this exercise, you will move and copy text using both Ribbon and keyboard techniques. You'll start by moving the *Consider Various Tastes* paragraph above the *Eat Before Dinner* paragraph.

1. Position the mouse pointer in the selection bar to the left of the *Consider Various Tastes* heading and then press the mouse button and drag down through the last line of the paragraph.

Consider Various Tastes
Choose a restaurant that offers variety. Remember, your clients could have strict eating guidelines. Some will look for a low-calorie offering on the menu. Others may prefer vegetarian dining, and religious differences can also determine what people will eat.

2. Choose **Home→Clipboard→Cut** ✂.

3. Position the insertion point to the left of the *Eat Before Dinner* heading.

4. Choose **Home→Clipboard→Paste** 📋.

Eat Before Dinner
Why? You don't want people to

Now you'll use keystrokes to move the Choose a Familiar Restaurant *paragraph above the* Eat Before Dinner *paragraph.*

5. Position the mouse pointer in the **selection bar** to the left of the *Choose a Familiar Restaurant* heading.

6. Click the mouse button and drag down through the last line of the paragraph.

7. Press Ctrl+X to cut the paragraph.

8. Position the insertion point to the left of the *Eat Before Dinner* heading.

9. Press Ctrl+V to paste the paragraph in the new location.

Copy Text with the Mouse and the Keyboard

10. Scroll to the end of page 2 and place the insertion point at the end of the last bullet point.

11. Tap Enter three times to set off an area where you will copy information to.

12. Click and drag in the **selection bar** to select the first bullet point.

13. Choose **Home→Clipboard→Copy** .

14. Position the insertion point at the bottom of the page.

15. Choose **Home→Clipboard→Paste** .

    That information now appears in two places on the page.

16. Position the mouse pointer in the selection bar to the left of the second bullet point and click to select the line.

17. Press Ctrl+C to copy the information.

18. Position the insertion point at the bottom of the page.

19. Press Ctrl+V to create a copy of the information.

20. Press Ctrl+Home to move back to the top of the document.

21. Save your document.

Finding and Replacing Text

What do you do when you need to locate a specific word or phrase in a long document? Let Word locate it for you with the Find feature! There is also a slightly more advanced Find and Replace feature that helps you find existing text and automatically replace it with new text. As an example, this is a handy tool if you accidentally misspell a
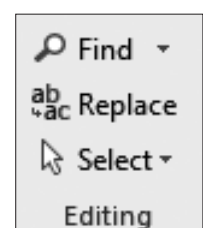
proper noun throughout a document. The Find and Replace commands appear in the Editing group at the right end of the Home tab.

Find with the Navigation Pane

The Find command opens the Navigation pane on the left side of the screen. When you search for a term, the items found conveniently appear in the results list, giving you an overview of everywhere the term appears. Clicking an item in the search results list causes Word to jump to that location in the document. The search terms are also highlighted in the document.

There are three ways to browse through a document.
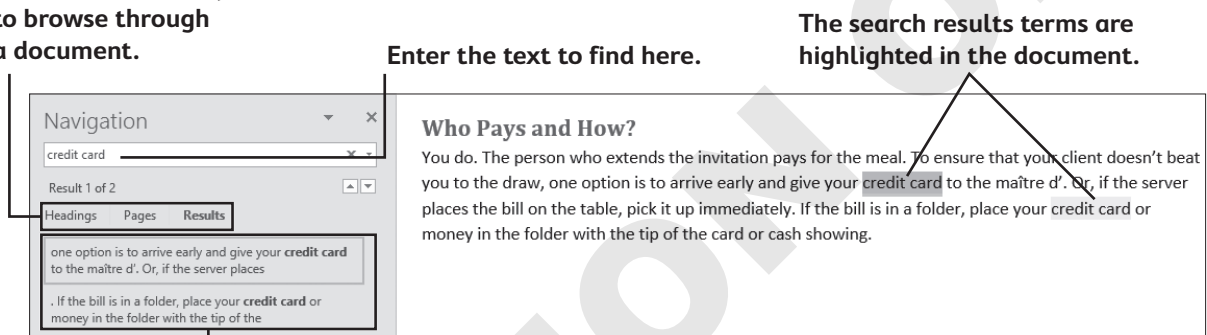
Enter the text to find here.

The search results terms are highlighted in the document.

The search results list displays all occurrences of the term. Clicking an item in the list jumps to the location of the item in the document.

The Find and Replace Dialog Box

The Replace option in the Editing group on the Home tab displays the Find and Replace dialog box, where you can enter the text you want to find and the replacement text.

You type the term you want to find here.

You type the term you want to replace it with here.
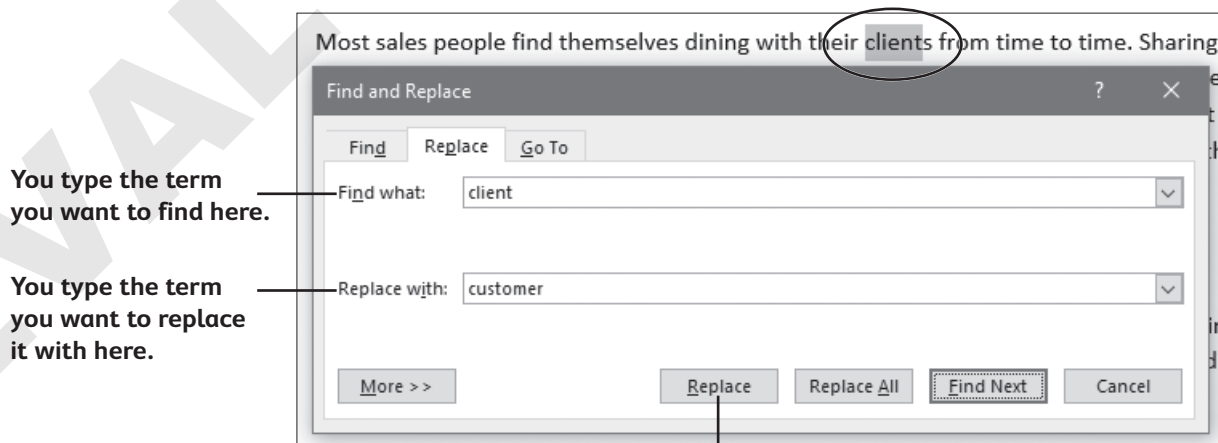
Clicking the Replace button makes the replacement.

Although the search term is *client*, notice in the previous figure that Word found the plural form *clients*. That's because the word *client* is embedded in the word *clients*. Word will make the replacement, maintaining the plural form when appropriate.

QUICK REFERENCE: Finding and Replacing Text

Task	Procedure
Find text	▪ Choose Home→Editing→Find and then type the search term in the search box.
	▪ Click an item in the search results list to scroll the document to that occurrence of the term.
Replace text	▪ Choose Home→Editing→Replace and then type the search term in the Find What box.
	▪ Type the replacement term in the Replace With box and then click Find Next.
	▪ Click Replace to replace the first instance of the text or click Find Next to skip to the next occurrence of the search term. Or, click Replace All to make all replacements at once.

Warning! Be confident about the changes that will occur when you use Replace All. If you are unsure, use Replace to monitor each replacement.

🖱 HANDS-ON 3.5 Use Find and Find and Replace

In this exercise, you will use Find to locate the term credit cards. Then you'll use Find and Replace to locate the word client and replace it with customer.

1. If necessary, make sure the insertion point is at the top of the document.

2. Choose **Home**→**Editing**→**Find** 🔍 to open the Navigation pane.

Tip! Click directly on the button face of the Find button. Clicking the menu button (▼) on the right side of the Find button opens a menu that you won't use in this chapter.

3. Type **credit card** in the box at the top of the Navigation pane.
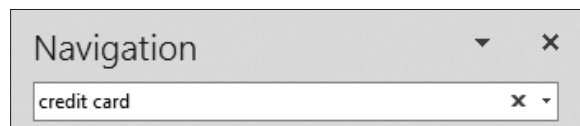
Both occurrences of the term appear in the search results list of the Navigation pane and both terms are highlighted in the document.

4. Click **Close** ⊠ in the upper-right corner of the Navigation pane to close it.

   Now you will find the word client *and replace it with* customer.

5. Position the insertion point at the top of the document.

6. Choose **Home→Editing→Replace** 🔤.

   The Find and Replace dialog box opens. Word remembers the last term you searched for and places it in the Find What field. You will just ignore it and type the new term you are searching for over the top of the old search term.

7. Follow these steps to begin replacing *client* with *customer*:
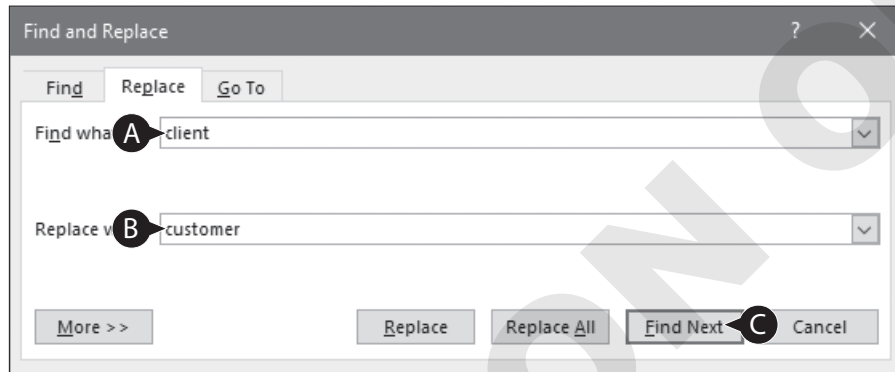
A Type **client** in the Find What box.

B Type **customer** in the Replace With box.

C Click **Find Next**.

Word highlights the first occurrence of the word. You may have to move the Find and Replace dialog box to see the highlighted word. If so, place your mouse pointer on the title bar of the top of the dialog box, press the mouse button, and drag the dialog box to a new location.

8. Click the **Replace** button at the bottom of the dialog box.

   Notice that Word made customer *plural like* clients, *which it is replacing. Word also highlights the next occurrence of the word.*

9. Click the **Replace** button again.

10. Continue clicking **Replace** as each term is highlighted until you see a message indicting that Word has finished searching the document.

11. Click **OK** to close the message.

12. Click the **Close** button in the Find and Replace dialog box.

13. Save and close your document.

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Self-Assessment

Check your knowledge of this chapter's key concepts and skills by completing the Self-Assessment.

Page number

1. You select text in order to do something with it, such as move or copy it. **true false** _____

2. When you use the Undo feature, you are essentially backing your way out of a problem. **true false** _____

3. When you copy text, the original text remains intact and a copy is placed in the new location. **true false** _____

4. When you delete a block of text within a paragraph, you must manually rewrap the lines using Enter. **true false** _____

5. When you use the Replace feature, Word always knows the correct replacements to make when you use the Replace All button. **true false** _____

6. The Find feature uses the Navigation pane to help you locate terms in your documents. **true false** _____

7. The Spelling & Grammar checker _____.

    A. underlines misspelled words with a squiggly green line

    B. corrects all misspelled proper names

    C. is a subset of the AutoCorrect feature

    D. underlines misspelled words with a squiggly red line

    Page number: _____

8. To select a single word with the mouse, _____.

    A. triple-click it

    B. press Ctrl and click it

    C. double-click it

    D. position the mouse pointer in the selection bar and drag up or down

    Page number: _____

9. The AutoCorrect feature _____.

    A. automatically inserts the date

    B. is located on the Quick Access toolbar

    C. corrects line spacing

    D. automatically corrects misspelled words and typos

    Page number: _____

10. Undo works for _____.

    A. things you do that make modifications to a document

    B. printing

    C. saving a document

    D. selecting text

    Page number: _____

Skill Builders

SKILL BUILDER 3.1 Select Text and Use Undo and Redo

In this exercise, you will select text using both the mouse and the keyboard. You will also use the Undo and Redo features.

1. Open **sb-Options** from your **Chapter 03** folder.

Select Text with the Mouse

2. Place the mouse pointer in the selection bar to the left of the first main paragraph and then double-click to select the entire paragraph.

3. Place the mouse pointer in the typing area and click once to deselect the text.

4. Select the paragraph again, but this time click and drag in the **selection bar** to select it.

5. Click in the **typing area** to deselect.

6. Double-click the word *option* in the first sentence of the first paragraph to select it.

7. Click in the **typing area** to deselect.

Select Text with the Keyboard

8. Position the insertion point at the beginning of the *Interest Rate Options* paragraph.

9. Press ⟨Shift⟩ and then click at the end of the paragraph to select the entire paragraph.

10. Release ⟨Shift⟩.

11. Tap any **arrow key** on the keyboard to deselect.

12. Click at the beginning of the *Interest Rate Options* paragraph.

13. Press ⟨Shift⟩+⟨End⟩ to select the entire line.

14. Tap any **arrow key** to deselect.

### Use Undo and Redo

15. Hold down ⟨Ctrl⟩ and click the first sentence of the *Equity Options* paragraph to select the entire sentence.

16. Tap ⟨Delete⟩.

17. Click **Undo** ↶ on the Quick Access toolbar to undo the deletion.

18. Click **Redo** ↪ on the Quick Access toolbar to delete the sentence again.

19. Click **Undo** ↩ to undelete the sentence again.

20. Save your file and keep it open for the next exercise.

SKILL BUILDER 3.2 Move and Copy Text

In this exercise, you will move and copy text. To begin, you will move the Equity Options paragraph above the Interest Rate Options paragraph.

1. Select the *Equity Options* heading and its following paragraph.

2. Choose **Home→Clipboard→Cut** ✂.

3. Position the insertion point in front of the *Interest Rate Options* heading.

4. Choose **Home→Clipboard→Paste** 📋 to move the text to the new location.

5. Scroll down to page 2.
Now you will copy text.

6. Select the *Interest Rate Swap* heading and its following paragraph.

7. Choose **Home→Clipboard→Copy** 📑.

8. Press ⎡Ctrl⎤+⎡End⎤ to place the insertion point at the end of the document.

9. Choose **Home→Clipboard→Paste** 📋 to place a copy of the paragraph at the end of the document.

10. Scroll to the top of the page and select the *Interest Rate Swap* heading and its following paragraph again.

11. Tap ⎡Delete⎤ to remove the original paragraph.

12. Save and close the file.

SKILL BUILDER 3.3 Add, Delete, and Replace Text

In this exercise, you will open a document and make editing changes to it. You will add, delete, and replace text.

1. Open **sb-Ripe Fruit** from your **Chapter 03** folder.
Locate the paragraph that begins with Apples, bananas, avocados…. *This is where you will make the first editing changes.*

2. Position the insertion point between the word *tomatoes* and the comma in the first line of the paragraph.

3. Tap $\boxed{\text{Spacebar}}$ and type this text: **(yes, tomatoes are fruits)**

4. Toward the beginning of the next line, double-click to select the word *vine* and type **plant** in its place.

Apples, bananas, avocados will ripen off the vine. In fa tropical fruits will ripen off

5. Toward the end of the third line, position the insertion point just after the word *yields*, tap $\boxed{\text{Spacebar}}$, and type this text: **(but is not mushy)**

6. In the second-to-last line of the same paragraph, position the insertion point between the word *gas* and the comma, tap $\boxed{\text{Spacebar}}$, and type this text: **(ripening agent)**

7. In the last sentence of the paragraph, click to the left of the word *bag*, type **paper**, and tap $\boxed{\text{Spacebar}}$.

8. In the first bullet point, double-click the word *broken* and replace it with: **split**

9. In the second bullet point, double-click the word *wrinkled* and replace it with **shriveled**.

10. In the second sentence of the fifth bullet point, position the insertion point between the word *pull* and the comma.

11. Tap $\boxed{\text{Spacebar}}$ and type: **off**

12. In the last sentence on the page, double-click the word *usually* and tap $\boxed{\text{Delete}}$.

13. Save and close the file.

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SKILL BUILDER 3.4 Use Find and Find and Replace

In this exercise, you will use Find to locate a term. You will also use Find and Replace to make changes to the document.

1. Open **sb-Energy Inspection** from your **Chapter 03** folder.

2. Choose **Home→Editing→Find** $\boxed{\mathcal{P}}$ to open the Navigation pane.

3. Type **esl** in the search box at the top of the Navigation pane.
   Word locates the term in the document.

4. Click **Close** $\boxed{\times}$ in the upper-right corner of the Navigation pane.

5. Make sure the insertion point is positioned at the top of the document.

Use Find and Replace

6. Choose **Home→Editing→Replace** 🔳.

7. Type **offenders** in the **Find What** box and **wasters** in the **Replace With** box.

8. Click the **Find Next** button.
   The word Offenders *is highlighted.*

9. Click the **Replace** button to replace *Offenders* with *Wasters*.
   Word highlights the next occurrence of offenders.

10. Click the **Replace** button again.
    A message appears to let you know that Word has finished searching the document.

11. Click **OK** to close the message.

12. Type **recent** in the **Find What** box and **the latest** in the **Replace With** box.

13. Click the **Find Next** button.

14. Click the **Replace** button to replace *Recent* with *The latest*.

15. When the message appears, click **OK**.

16. Click the **Close** button to close the Find and Replace dialog box.

17. Save and close the file.

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SKILL BUILDER 3.5 Use the Spelling & Grammar Checker

You're heading up a green construction project and are looking for volunteers to participate in the project. In this exercise, you will correct errors the spelling checker found in your project file.

1. Open **sb–Green Construction** from your **Chapter 03** folder.
   Notice the misspelled words, as indicated by the red squiggly underlines.

2. Right-click the word *Fluoorescent* in the sixth bullet point and select the correct spelling at the top of the pop-up menu.

3. Right-click the word *matterials* in the eighth bullet point and select the correct spelling at the top of the pop-up menu.

4. Correct the word *sustaainable* in the next bullet point.

5. Correct *Construcion* in the last line.

6. Save and close the file.

7. Exit Word.

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