

Lesson 5

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Increasing Editing Productivity

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Learn how to:

- ◆ Identify and replace text
- ◆ Find and replace word forms
- ◆ Store and insert frequently used text
- ◆ Check grammar and spelling
- ◆ Locate objects in a document
- ◆ Look up alternative words

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Replacing Text

- ◆ To Replace a single occurrence of text or throughout the document
 - ✓ Edit | Replace
 - ✓ Options are Replace, Replace all, Find Next (ignore)
- ◆ Can Replace text along with the formatting
- ◆ Can also Replace just the formatting without changing the text
- ◆ Can Replace a word in all its tense forms

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Creating and Using AutoText

- ◆ Useful to insert commonly used text
- ◆ Create AutoText
 - ✓ Select the desired text
 - ✓ Insert | AutoText | New
 - ✓ Type the shortcut name for the AutoText entry
- ◆ Insert AutoText
 - ✓ Type the shortcut name
 - ✓ Press F3

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Checking Spelling & Grammar

- ◆ Use the Spelling and Grammar button on the Standard toolbar or
- ◆ Tools | Spelling & Grammar
 - ✓ identifies misspelled or unknown words
 - ✓ identifies sentences that have possible grammatical errors or nonstandard writing style
 - ✓ suggests ways to correct
 - ✓ you have the option to ignore the suggestions

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Using the Thesaurus

- ◆ Useful in choosing the most appropriate words
 - ✓ Tools | Language | Thesaurus
- ◆ Displays alternative words
- ◆ Also displays the meanings of the word
- ◆ Can also locate antonyms

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