Lesson 5

Increasing Editing Productivity

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
**Lesson 5**

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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

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