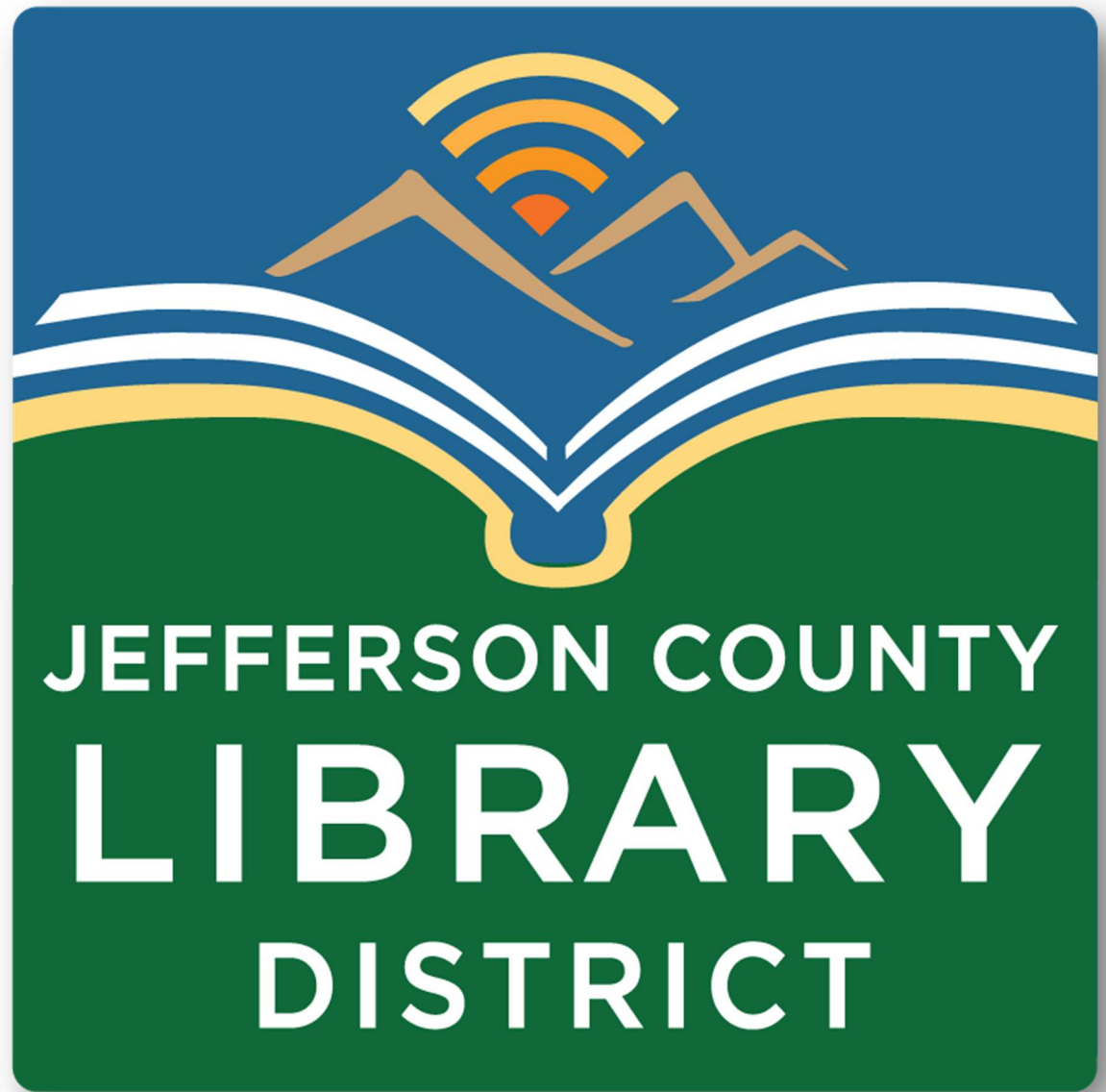


**Introduction to Microsoft Word:**

Proofing Your Work



## Contents

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## Spelling and Grammar

Spell check can be found under the **Review** tab.

Word will automatically detect misspellings and grammatical errors.

Misspellings will appear with a red underline.

Grammatical errors will appear with a blue line.

Here is an example with misspellings and grammatical errors:

When I oopens Microsoft Word, the red and blue squiggle lines make me nervus. I typed "definately" and Word yelled at me with a squiggly red underline. Then I tryed to fix it but accidently made it "definatelyly." My grammer is also not good, because I says "He don't has no pencil," and Word just sighs. Sometime I think the computer is judging me, but atleast it helps me rite better (eventually).|

To correct misspellings and grammatical errors.

Click on **Review – Spelling & Grammar**

The screenshot shows the 'Proofing' task pane in Microsoft Word. The title bar says 'Proofing' with a close button. Below it, the section is titled 'Spelling' and indicates 'Not in Dictionary'. A text box contains the sentence: 'Sometime I think the computer is judging me, but atleast it helps me rite better (eventually)'. The word 'atleast' is underlined with a red squiggly line. Below the text box, the 'Suggestions' section lists two options: 'at least' (with the definition 'as a minimum, at any rate') and 'atheist' (with the definition 'nonbeliever, disbeliever, unbeliever'). At the bottom of the pane are three buttons: 'Ignore Once', 'Ignore All', and 'Add to Dictionary'. Two callout boxes with orange arrows provide instructions: one points to the 'at least' suggestion, and another points to the 'Ignore Once' button.

**Proofing**

Spelling  
Not in Dictionary

Sometime I think the computer is judging me, but atleast it helps me rite better (eventually).

Suggestions

**at least**  
as a minimum, at any rate

**atheist**  
nonbeliever, disbeliever, unbeliever

Ignore Once  
Ignore All  
Add to Dictionary

A sidebar will appear.  
It will have suggested corrections.  
Choose a suggested correction.

Sometimes Word doesn't recognize a word. It may think it is a misspelling.  
This is common with names for example.  
Tell Word to ignore these words so it won't think they are misspellings.

## Saving documents as a PDF

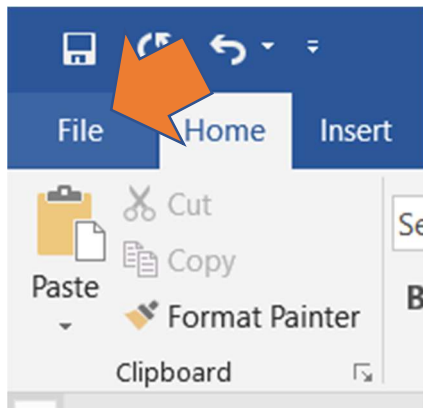
Sometimes you may want to share a document as a **PDF**.

PDF stands for **Portable Document Format**.

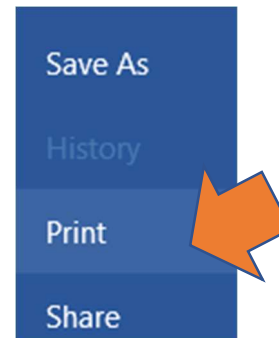
People save documents as PDFs usually so others can read them but not make changes to them.

To save a document as a PDF:

1. Click on **File**.

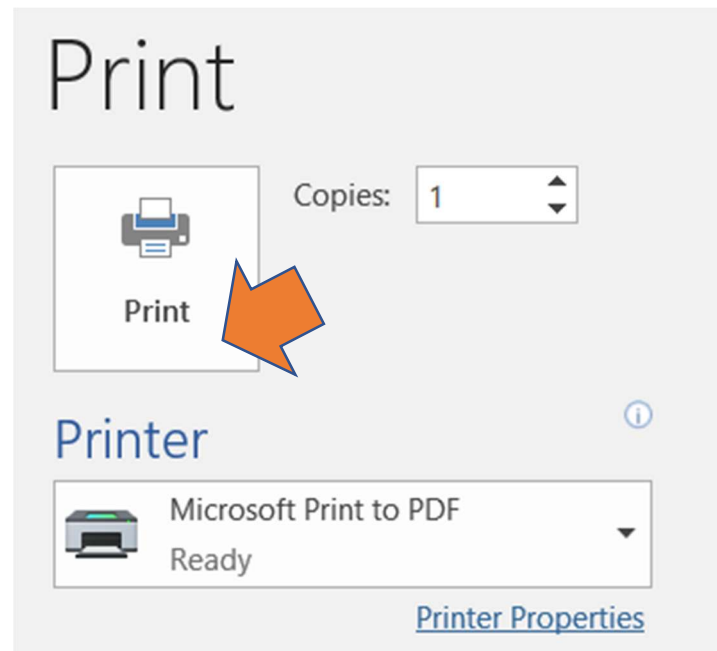
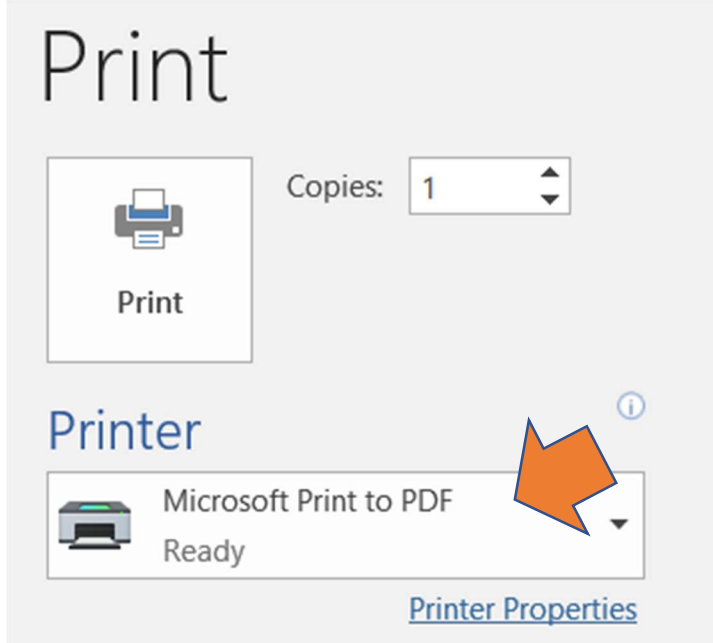


2. Then **Print**



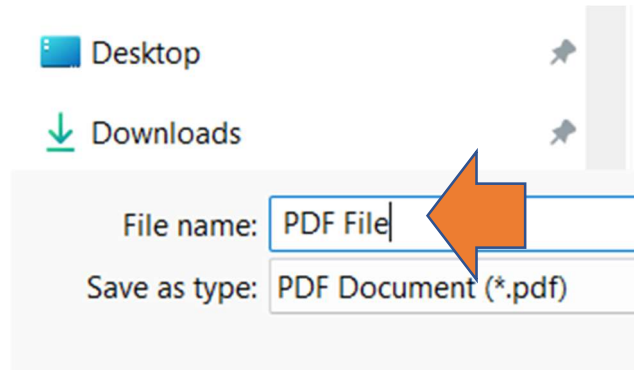
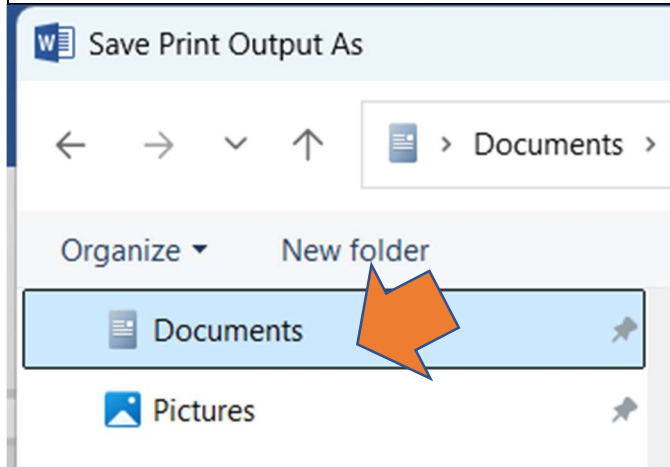
3. Under **Printer** – Select **Microsoft Print to PDF**

4. Click **Print**



5. Choose a **location**.

6. Enter a **file name**.



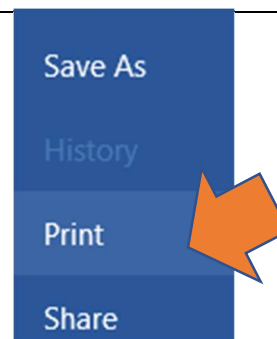
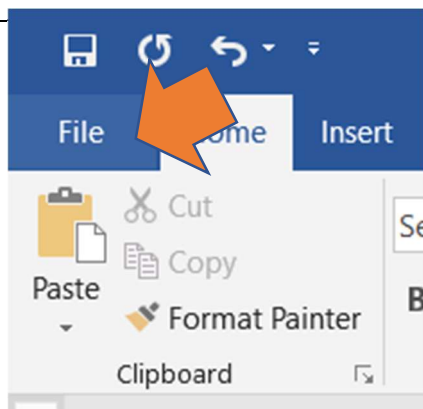
7. Click **Save**.



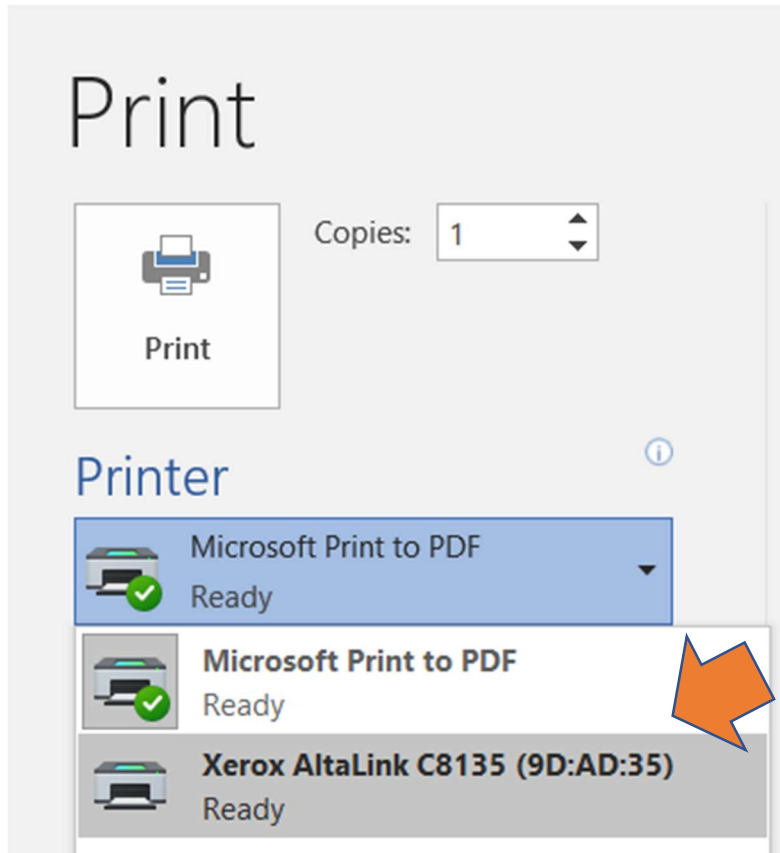
## Printing

To print a document:

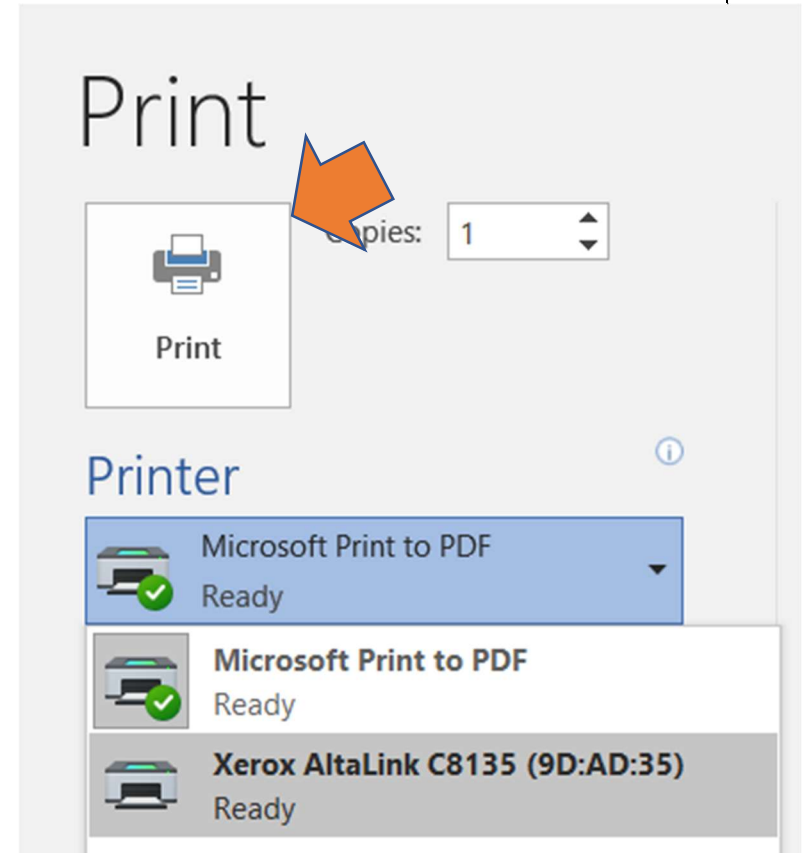
1. Click on <b>File</b> .	2. Then <b>Print</b>
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3. Select the **Printer**.



4. Click Print



## Creating a Table of Contents

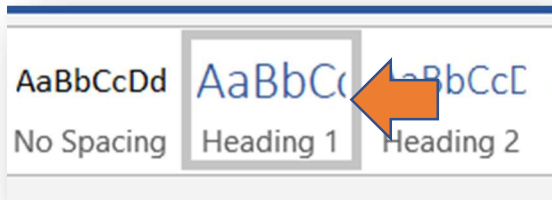
### Steps

1. **Select** the titles you want to be listed in your Table of Contents.

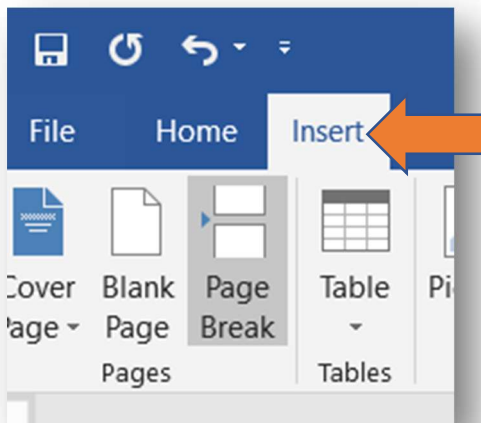


2. Go to **Home – Styles**.

3. Select a **Heading style**. **Note:** you are required to select a Heading style when creating a Table of Contents.



4. Insert a **page break** in your document where you want the table of contents to be.





5. Go to **References – Table of Contents.**

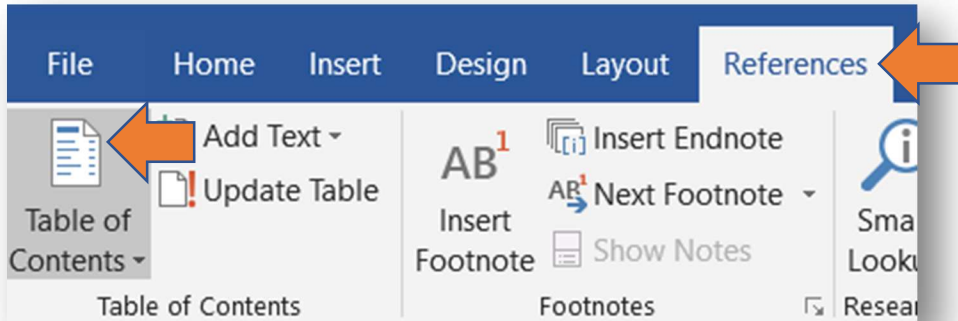


Table of Contents



**Contents**

The Book That Wouldn't Stay Shut .....	2
The Quietest Loud .....	3
The Case of the Missing Bookmark.....	4
The Bookworm's Dilemma.....	5
The Library's Secret Code .....	6

To create a table of contents for your document:

1. Go to References – Table of Contents	2. Select a style of TOC
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The image shows two steps for creating a table of contents in Microsoft Word. Step 1 shows the 'References' ribbon selected, with an orange arrow pointing to the 'Table of Contents' button. Step 2 shows the 'Table of Contents' task pane with 'Automatic Table 1' selected, indicated by an orange arrow. The task pane displays a preview of the table of contents structure, including 'Contents', 'Heading 1', 'Heading 2', and 'Heading 3'.

## **Next Class**

### *Introduction to Microsoft Excel*

When: Thursdays, 10:30 am – Noon

09/4 – Getting Started – An introduction to Excel basics such as layout, navigation, entering data, and basic formatting. We'll set up a fictional company and create our first spreadsheet.

09/11 – Managing Income and Expenses – We'll create a spreadsheet tracking income and expenses to help students learn how to use Autosum and basic formulas.

09/18 – Simple Analysis – Students will continue to explore basic formulas, along with how to sort data, and add charts.

09/25 – Planning and Customization – Students will learn how to create template spreadsheets for future use, and how to customize and print their spreadsheets.