



# Microsoft Word 2016

Working Smarter

INFOCUS COURSEWARE

Designed to fast-track you through the process of learning about computers and information technology, the *In Focus* range is a unique and innovative concept in learning.

A quick reference summary of key procedures is provided at the bottom of each page together with handy tips and additional information.

Each title in the *In Focus* series can be used as:

- a classroom workbook for instructor-led teaching and training;
- a self-study guide for self-paced learning;
- a tutorial guide for distance education programs;
- a resource collection of just-in-time support and information for help desk users and support staff;
- a handy, desk-side reference for computer users.

This publication has been created using EngineRoom Desktop™ document management and publishing software developed by Watsonia Publishing.

Microsoft Word 2016  
Working Smarter

# MICROSOFT WORD 2016

## WORKING SMARTER

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Published by Watsonia Publishing



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Product Code WorkingSmarter

Build: 10/07/17

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# READ ME FIRST

In case you're not familiar with the terminology, *Read Me First* is quite often the name given to a computer file that contains important information for people to know prior to using an application.

This section contains some important information to help you use this book so we thought we'd start with a *Read Me First* section.

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## What skills and knowledge you will acquire...

The skills and knowledge acquired in Microsoft Word 2016 - Working Smarter are sufficient to be able to use and operate the software effectively.

## What you'll need to know before beginning this course...

Microsoft Word 2016 - Working Smarter assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

## The objectives of this guide...

At the completion of this course you should be able to:

- use a range of document proofing features
- use **AutoCorrect** to automatically correct words and phrases
- create and use building blocks
- create and use **AutoText** entries

## What you get in a chapter...

Each chapter begins with a summary page listing the topics covered in that chapter. The chapter then consists of single-page topic sheets pertaining to the theme of the chapter.

## What you'll need to have before commencing this course...

Many of the topics in this learning guide require you to open an existing file with data in it. These files can be obtained from your instructor and need the product code for this course which is WorkingSmarter.

## As you work through this guide...

It is strongly recommended that you close all open files, if any, prior to commencing each new chapter in this learning guide. Each chapter, where relevant, has its own set of exercise files and any from a previous chapter are no longer required.

## Where to from here...

Have a look at the next page which explains how a topic page works, ensure that you have access to the exercise files (see above), and you're ready to make a start.

# WORKING WITH TOPIC SHEETS

The majority of this book comprises single-page topic sheets. There are two types of topic sheets: **task** and **reference**. The layout of both is similar – an *overview* at the top, *detail* in the centre and

*additional reference* (optional) material at the bottom. *Task* sheets contain a *Try This Yourself* step-by-step exercise panel in the detail area as shown below.

Word Processing Simple Documents

**1** **OPENING A DOCUMENT**

Although there are a number of different ways to open a Word file, which include using the **Start** menu or clicking directly on an icon of the file, perhaps the best and simplest way to do it is from within the Word program itself using the **File > Open** command. The **Open** dialog box has tools that help you to identify file types and location.

**3** **Try This Yourself:**

Before you begin ensure that *Word 2000* has started.

- 1** Select **File > Open** to display the **Open** dialog box.
- 2** Click on the drop arrow for **Look in** to display a list of possible locations available to your computer where documents may be found.
- 3** Click on **Drive C (C:)** or its equivalent on your computer.
- 4** The contents of drive C: will now be displayed in the **Open** dialog box...
- 5** Double-click on **Course Files For Word 2000** – this is the folder where files for this course can be found.
- 6** The contents of the folder **Course Files For Word 2000** will now be displayed...
- 7** Click on **W002 Document Essentials\_1.doc** to select it as the file that you wish to open, then click on **[Open]** to open the document on the screen.

**5** **For Your Reference...**

To open a document in Word:

1. Select **File > Open** to display the **Open** dialog box.
2. Locate the file and folder (if necessary)
3. Click on **[Open]**

**6** **Handy to Know...**

There is more than one way to open a document in Word. Alternatively you could:

- Click on the **Open** tool
- Select a recently opened file from the **File** menu.

Skillgate Learning Centres      Page 10      Chapter 2: Working With A Document

- 1** Topic name
- 2** General topic overview provides an introduction to the topic
- 3** *Try This Yourself* (Task-based topic sheets) is a detailed step-by-step practice exercise for you to work through. In *Reference* topic sheets this is usually replaced by a box with reference information.
- 4** In *Task* topic sheets screen shots and graphics provide a visual clue as to what will happen when you work through the *Try This Yourself* practice exercise. In *Reference* topic sheets the screen shots and graphics are used to visually represent information and concepts.
- 5** The *For Your Reference* (optional) element provides a quick summary of the steps required to perform a task. These usually only appear in Task-based topic sheets.
- 6** The *Handy To Know* (optional) element provides additional information such as alternate ways of accomplishing a task or further information providing handy tips.

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## NOTES:



The **Spelling & Grammar** checker is probably the most commonly used proofreading feature in Microsoft Word. But it is only one of the techniques and features that you can use to proofread your documents.

### In this session you will:

- ✓ gain an understanding of proofreading
- ✓ gain an understanding of proofreading marks
- ✓ learn how to disable the automatic spelling and grammar checker
- ✓ learn how to customise the spelling checker
- ✓ learn how to customise the grammar checker
- ✓ learn how to use the thesaurus
- ✓ learn how to set a different proofing language
- ✓ learn how to translate selected text
- ✓ learn how to set the default language.

# PROOFREADING YOUR DOCUMENT

It is not enough to use Word's **Spelling & Grammar** checker to proofread your work. The Spelling & Grammar checker may not be able to differentiate between words that are said the

same but have different meanings, for example. Nor will it always detect the correct context for your grammar. All documents should be printed and proofread manually before distributing.

## The Proofreading Process

Authors are often too close to their work. As a result, it is best if a person other than the author proofreads the copy. Otherwise, leave it as long as possible between writing and proofing your work.

When you find errors, use the standard proofreading marks (as shown in the table on the right).

Place all corrections in the left or right margins immediately adjacent to the line of text with the error – never place them between the lines of text as they could be missed by the author.

If you find a line of text with more than one error, mark the corrections in the margin (from left to right) separating each one with a / symbol. For example, ital/s/. Remember that each mark in the margin requires a mark in the line of text and vice versa.










For a large document, make a checklist of the things to look for, and to be really careful, you should read through the document looking for only one thing on the checklist at a time. In other words, you should read the document as many times as the number of checklist items. Items to consider for your checklist could include:

- spelling and punctuation (including consistency of capitalisation)
- end-of-line hyphens (no more than two successive lines)
- consistent spacing between lines and paragraph indentation
- page numbers (check that none are missing and that they run in sequence)
- consistency of lists and tables
- headings (check that appropriate levels, typeface and size have been used)
- accuracy of table of contents and indexes (accuracy of names and page number references)

After the corrections have been made, don't forget to re-read the document against the marked-up copy!

## Standard Marks

The following standard proofreading marks have been developed over many years and are now widely recognised.

Instruction	Text Mark	Margin Mark
Insert the text as written		New text followed by /
Delete	<del>Strikethrough characters to be deleted</del>	
Delete and close up	Above and <del>below</del> the letters to be removed	
Leave as is	<u>Underlined letters to remain</u>	<i>stet</i>
Change to capital letter	underlined letter to be changed	<i>caps</i>
Change to italics	<u>Underlined text to be changed</u>	<i>ital</i>
Change to bold	<u>Under text to be changed</u>	<b>bold</b>
Change to lower case	Strikethrough TExt to be changed	<i>l.c.</i>
Delete space between letters	Lin } king letters	
Insert space		#
Transpose letters or words	cha <del>cters</del> words <del>on</del>	<i>trs</i>
Begin as new paragraph	 Before first word for new paragraph	<i>n.p.</i>
Not new paragraph	Between > < paragraphs	<i>run on</i>
Substitute or insert comma	/ through character or  where required	<i>, /</i>
Substitute or insert full stop	/ through character or  where required	<i>⊙ /</i>
Insert hyphen		<i>/-</i>
Spell out abbreviation or figure in full	Circle word or figs to be changed	<i>spell out</i>



# USING PROOFREADING MARKS

The proofreading process helps determine the ultimate credibility of your document. If your document is printed with spelling mistakes and editorial and design inconsistencies, your readers

may question the accuracy of the subject matter. As a result, ensure that someone proofreads your document using the standard **proofreading marks** so that you can then include their changes.

The best way to learn how to use the proofreading marks is by looking at an example of a marked-up document. An example of the document that incorporates the changes is also shown.

**The Founding Directors**

Alpheus Global enterprises was founded by three people: Annabel <sup>caps/</sup> Lewis, Aaron Laversonn, and Adele Lee. <sup>run on/</sup>

All three founders share remarkably similar backgrounds. <sup>n.p./</sup> They were all <sup>7/7/7</sup> nominally born on Tuesday, February 29, 1972. We say <sup>ital/</sup> //nominally// because this was the day that all three were left as very tiny <sup>ital/</sup> new-born babies on the steps of the orphanages run by the Holy Sisters of Divine Benevolence. The very peculiar thing is that Annabel was left on the steps of the orphanage in Clonmel, Ireland, Aaron on the steps of the orphanage in Dunedin, New Zealand, and Adele on the steps of the <sup>a/caps/</sup> orphanage in Guiyang, China.

Each had a similar note enclosed in the basinet which instructed the good sisters to look after the child until February 29, 1992. An envelope was also enclosed with a wad of cash <sup>stet/</sup> ~~notes~~ equivalent to 2 million US dollars. The note for each further instructed the orphanage to educate each child up to <sup>s/7/</sup> but not including university level and to then put each child to work tending the poor, <sup>trv/</sup> ~~the~~ sick, and the elderly until the child turned 20. During their education each child was to become fluent <sup>#/</sup> in at least ~~3~~ languages, one of which was to be English. At the end of the period and if ~~if~~ the orphanage had complied another envelope would be sent to the orphanage with a further 2.5 million US dollars – 2 million for the orphanage and the rest for the child. <sup>o/</sup>

## The Founding Directors

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# DISABLING THE SPELLING & GRAMMAR CHECKER

The **Spelling & Grammar** checker is enabled by default, and Word uses squiggly underlining to flag words or phrases that may have problems. Words that are not in the dictionary are

underlined in red, words used in the wrong context are underlined in blue, and grammatical errors are underlined in green. You can disable automatic spelling and grammar check.

## Try This Yourself:

Open File

Before starting this exercise you **MUST** open the file *Proofing Features\_1.docx...*

1

Examine the document  
Notice the red, blue and green squiggly lines indicating spelling and grammatical errors...

2

Click on the **File** tab and click on **Options** to open the **Word Options** dialog box

3

Click on **Proofing** in the left pane to display the spelling and grammar checking options

4

Under **When correcting spelling and grammar in Word** click on **Check spelling as you type** and **Mark grammar errors as you type** until the options appear *without* a tick

The first setting checks for spelling and contextual errors, while the second checks for grammatical errors...

5

Click on **[OK]**  
All of the squiggly lines in the document will be removed...

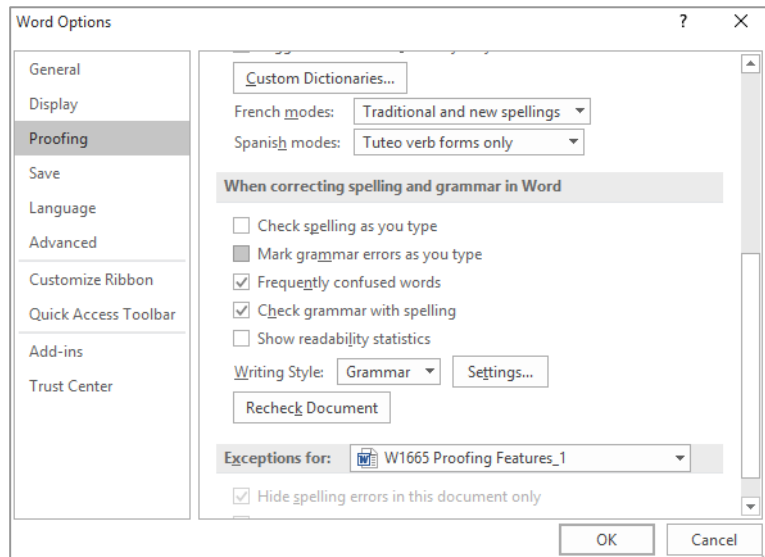
6

Repeat steps 2 to 5 to restore the two default settings

final project would have a negligible influence on there biophysical ecosystem. Environmental administration measures and mitigation activities would be put into practice during both formation and active stages of the project in order to protect an biophysical ecosystem. These is outlined in Section\_12 of the Environmental Impact Statement.

The road user benefit cost ratio (BCR) is estimated to be 1.53 for the basline scenario, 1.73 for the short term scenario and 2.37 for the long term scenario. The BCR increases perceptibly under both the short term and long tern scenarios, demonstrating there are important rewards in including the proposed Upgrade as part of the Bypass Upgrading Program. Additionally, road user fiscal benefits in the framework of the Bypass Upgrading are higher in their entirety. This application to the general collective advantage of upgrading the Bypass.

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4

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5

## For Your Reference...

To **disable** the **Spelling & Grammar checker**:

1. Click on the **File** tab and click on **Options**, then click on **Proofing**
2. Click on **Check spelling as you type** and **Mark grammar errors as you type** until they appear *without* a tick
3. Click on **[OK]**

## Handy to Know...

- Whether Word picks up a particular spelling or grammatical error will depend on both the dictionary being used (such as English U.S. or English U.K.) and the applied grammar settings (that is, what Word has been instructed to look for).

# CUSTOMISING THE SPELLING CHECKER

You can control what Word will highlight as spelling errors by telling Word to ignore particular formats and structures. By default, Word will ignore capitalised words, words that contain

numbers, and internet addresses. If your document contains many abbreviations, for example, you can disable this setting so that you can check the accuracy of abbreviated text.

## Try This Yourself:

Same File

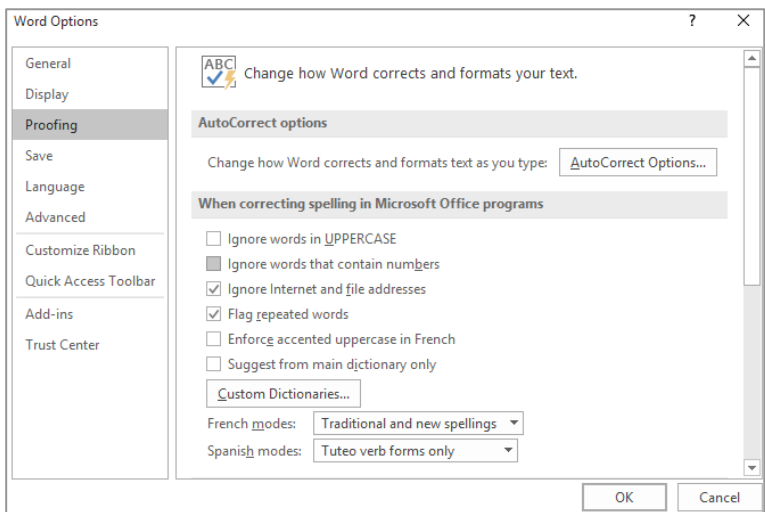
Continue using the previous file with this exercise, or open the file *Proofing Features\_1.docx...*

- 1 Examine the document  
*There are several capitalised abbreviations and acronyms, such as BUP and BCR, which are currently ignored. At the end of the first paragraph, 'Section\_12' includes a number and is also not flagged as an error...*
- 2 Click on the **File** tab, click on **Options** to open the **Word Options** dialog box, then click on **Proofing**
- 3 Click on **Ignore words in UPPERCASE** and **Ignore words that contain numbers** until both options appear without a tick
- 4 Click on **[OK]**  
*The Spelling checker now recognises capitalised words and words containing numbers as errors. Let's restore the default settings...*
- 5 Repeat steps 2 to 4 to restore the two default settings  
*Leave this document open for the next exercise*

and active stages of the project in order to protect an biophysical ecosystem. These is outlined in *Section\_12* of the Environmental Impact Statement.

The road user benefit cost ratio (BCR) is estimated to be 1.53 for the *baseline* scenario, 1.73 for the short term scenario and 2.37 for the long term scenario. The BCR increases perceptibly under both the short term and long term scenarios, demonstrating there are important rewards in including the proposed Upgrade as part of the Bypass Upgrading Program. Additionally, road user fiscal benefits in the framework of the Bypass Upgrading are higher in their entirety. This application to the general collective advantage of upgrading the Bypass.

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4

## For Your Reference...

To **customise** the **spelling checker**.

1. Click on the **File** tab and select **Options**, then click on **Proofing**
2. Click on the desired options under **When correcting spelling in Microsoft Office programs** to enable or disable these settings, then click on **[OK]**

## Handy to Know...

- When you modify the spelling and grammar settings in **Word Options**, these changes will be applied to all Microsoft Office programs. Similarly, if you were to modify the spelling and grammar settings in Excel the changes would be applied to all Microsoft Office programs, including Word.

# CUSTOMISING THE GRAMMAR CHECKER

The **grammar checker** in Microsoft Word is quite sophisticated and has a wide range of options that you can apply to search for specific grammatical errors. For example, Word can

check that you've used plurals correctly, that noun and verb phrases are complete, and possessive words are used appropriately. It can also check for correct use of capitalisation and punctuation.

## Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Proofing Features\_1.docx...*

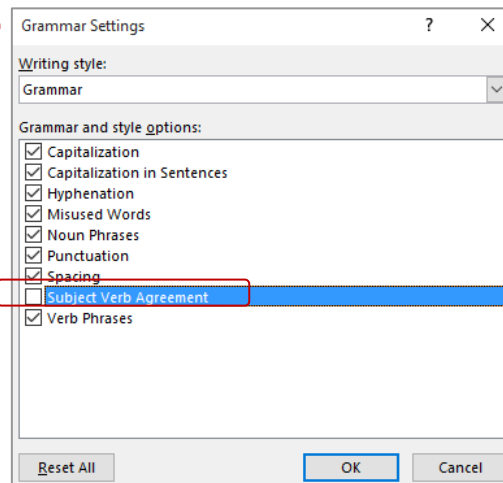
- 1 Examine the document  
*Grammatical errors have blue underlining. Part of the first sentence is underlined...*
- 2 Click on the **File** tab and select **Options**, then click on **Proofing**
- 3 Click on **[Settings]** next to **Writing style** to open the **Grammar Settings** dialog box
- 4 Click on the tick box next to **Subject Verb Agreement** so it appears without a tick
- 5 Click on **[OK]**, then click on **[OK]** to close both dialog boxes  
*Notice that the blue squiggly line has disappeared from 'are' in the first sentence. With this option disabled, you may never notice the error...*
- 6 Repeat steps 2 to 4 to enable **Subject Verb Agreement**, then click on **[OK]** to close the **Grammar Settings** dialog box
- 7 Under **Writing Style**, click on **[Recheck Document]**, then click on **[Yes]** and click on **[OK]** to recheck the grammar

### Bypass Upgrade Program

The projected improvement are a key part of the Bypass Upgrading Program, (BUP). The accident record for this section of road is appalling and includes many multiple fatalities resulting from single vehicle incidents and other accident types. Comprehensive ecological assessment of the projected Upgrade was undertaken concurrently with first round conception modelling to guarantee that the final project would have a negligible influence on there biophysical ecosystem. Environmental administration measures and mitigation activities would be put into practice during both formation and active stages of the project in order to protect an biophysical ecosystem. These is outlined in *Section\_12* of the Environmental Impact Statement.

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4



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## For Your Reference...

To **customise** the **grammar checker**.

1. Click on the **File** tab and select **Options**
2. Click on **Proofing**, then click on **[Settings]**
3. Select or deselect the settings as required
4. Click on **[OK]**, then click on **[OK]**

## Handy to Know...

- If you modify spelling or grammar settings, click on **[Recheck Document]** to check the document with the new settings applied.
- When you disable settings in the **Grammar Settings** dialog box, Word will not look for these errors when you run the **Spelling & Grammar** check.



# USING THE THESAURUS

Whether you want to improve a sentence or simply have a mental blank, the **Thesaurus** can help you find the exact word you're looking for. A thesaurus is a dictionary of **synonyms** (words

that are similar in meaning) and **antonyms** (words that are opposite in meaning). The **Thesaurus** will give you a list of possible alternatives for a selected word.

## Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Proofing Features\_2.docx...*

- 1 In the fifth line of the first paragraph, click in the word **negligible**

This tells Word which word you want to look up...

- 2 Click on the **Review** tab, then click on **Thesaurus** in the **Proofing** group, to display the **Thesaurus** pane

A list of words similar in meaning to 'negligible' will be displayed. Notice also the antonym 'significant'. Let's search further...

- 3 Under **insignificant (adj.)** click on **insignificant** to display a list of alternatives

Or you can go backwards...

- 4 Click on the **Back** arrow to return to the previous list, then point to **minor** and click on the drop arrow to display a list of options

- 5 Select **Insert**
- The word 'negligible' will be replaced by 'minor'...

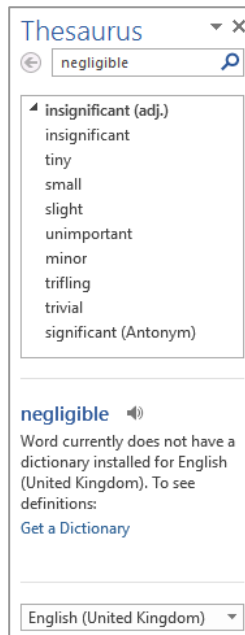
- 6 Click on **Close** to close the **Thesaurus** pane

### Bypass Upgrade Program

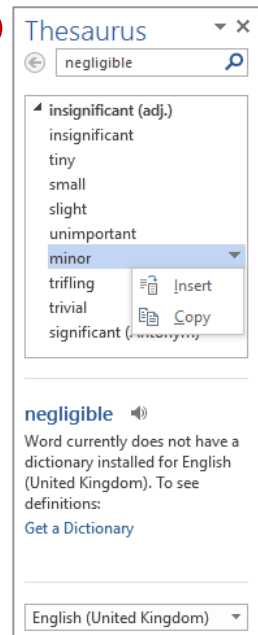
The projected improvement is a key part of the Bypass Upgrading Program (BUP). The accident record for this section of road is appalling and includes many multiple fatalities resulting from single vehicle incidents and other accident types. Comprehensive ecological assessment of the projected Upgrade was undertaken concurrently with first round conception modelling to guarantee that the final project would have a negligible influence on there biophysical ecosystem. Environmental

1

2



4



### Bypass Upgrade Program

The projected improvement is a key part of the Bypass Upgrading Program (BUP). The accident record for this section of road is appalling and includes many multiple fatalities resulting from single vehicle incidents and other accident types. Comprehensive ecological assessment of the projected Upgrade was undertaken concurrently with first round conception modelling to guarantee that the final project would have a minor influence on there biophysical ecosystem. Environmental

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## For Your Reference...

To **use** the **thesaurus**:

1. Click on a word
2. Click on the **Review** tab, then click on **Thesaurus** in the **Proofing** group
3. Hover over the desired synonym, click on the drop arrow and select **Insert**

## Handy to Know...

- You can also right-click on a word and select **Synonyms** to display a list of synonyms. It may not be as comprehensive as the **Thesaurus** pane, but it may just provide the word you're looking for.
- You can also press **Shift** + **F7** to display the **Thesaurus** pane.

# SETTING A DIFFERENT PROOFING LANGUAGE

There may be situations where you have to use languages in a document other than your default language. The text may be translations, quotes or just part of a conversation that you are writing.

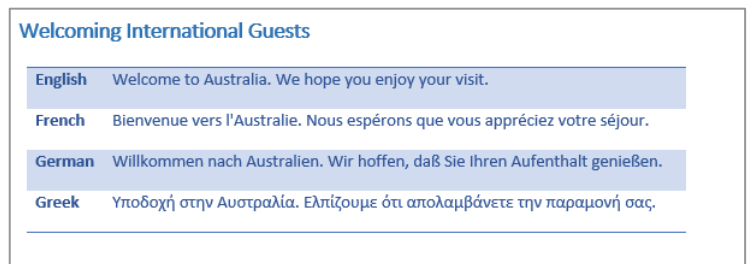
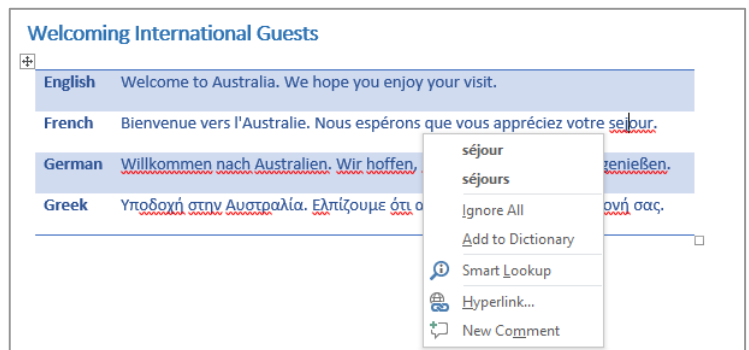
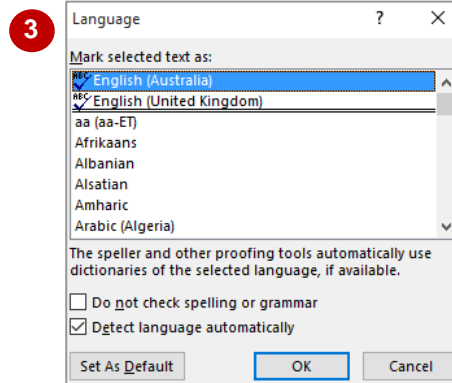
Unless you change the language that the text is typed in, the foreign language will be flagged as misspelled because the words probably won't appear in the default dictionary.

## Try This Yourself:

**Open File**

Before starting this exercise you **MUST** open the file *Proofing Features\_3.docx...*

- 1 Examine the document  
*This table contains text examples from four languages, including English. Notice that the text in the non-English languages is flagged as misspelled...*
- 2 Select the line of text in the table next to **French**
- 3 Click on the **Review** tab, then click on **Language** in the **Language** group and select **Set Proofing Language** to open the **Language** dialog box
- 4 Scroll down and click on **French (France)**
- 5 Click on **[OK]** to apply the language to the selected text, then click elsewhere in the document  
*Word has checked for spelling errors in the set language...*
- 6 Right-click on **sejour** to display the shortcut menu  
*French spelling alternatives will be displayed...*
- 7 Click on **séjour** to accept it
- 8 Repeat steps 2 to 5 to apply the appropriate language to the **German** and **Greek** text



## For Your Reference...

To **set** a **different language**:

1. Select the text (if it has been already typed)
2. Click on the **Review** tab, then click on **Set Language** in the **Language** group
3. Locate and click on the desired language, then click on **[OK]**

## Handy to Know...

- If you plan to do a lot of work in another language, Word recommends that you change the keyboard layout according to the language you are using. Search **Help** for **Change the default language for Office programs**.

# TRANSLATING SELECTED TEXT

If your document contains text that is in a language you are not familiar with, you can use Word's **Translate** feature to translate it for you. It helps if you have already applied the correct

proofing language to the text to be translated. Word can then use the correct dictionary to interpret it. Otherwise, you will need to select the correct language in which to translate.

## Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Proofing Features\_4.docx...*

- 1 Select the text in the cell next to **French**
- 2 Click on the **Review** tab, then click on **Translate** in the **Language** group

There are several options to choose from depending on whether you want to translate the entire document, selected text or just a word...

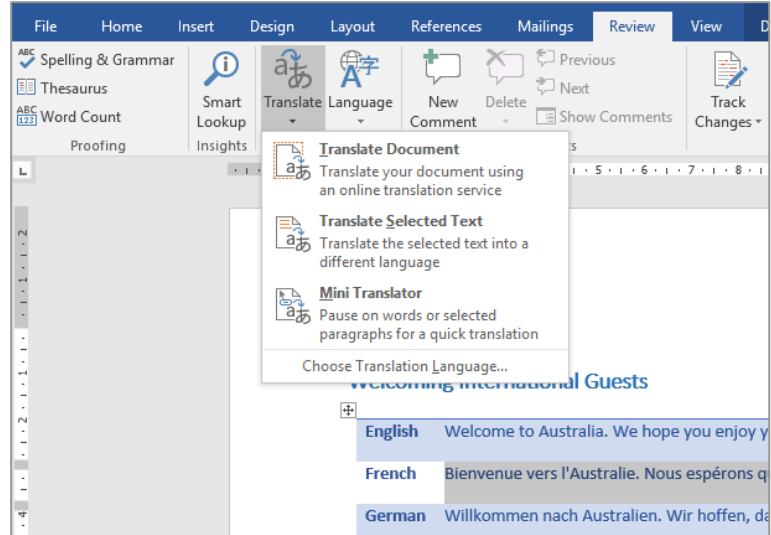
- 3 Select **Translate Selected Text**

A message will appear asking if you wish to proceed. Click on [Yes] to display the Research task pane with the original text in Search for. You might need to adjust the From and To fields...

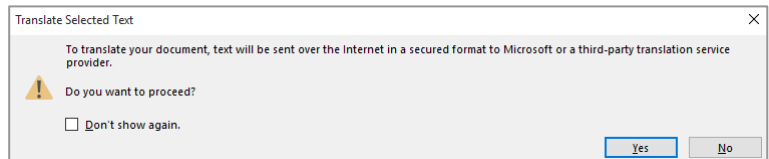
- 4 Ensure that **French (France)** is selected in **From** and that **English (United States)** is selected in **To**

The translated text will appear in the Research task pane...

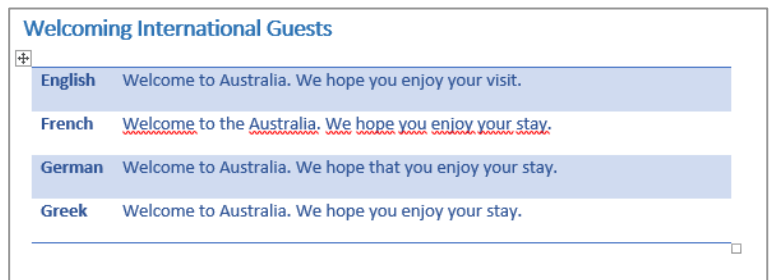
- 5 Click on [Insert] to replace the selected text with the translated text
- 6 Repeat steps 1 to 3 for the other languages



2



3



6

## For Your Reference...

To **translate selected text**:

1. Select the text to translate
2. Click on the **Review** tab, then click on **Translate** in the **Language** group and select **Translate Selected Text**
3. Set the **To** language as required

## Handy to Know...

- As well as inserting the translated text, you can **copy** the translated text. To do this, translate the text, then click on the drop arrow for [Insert] and select **Copy**. Position the insertion point in the document, then press **Ctrl + V** to paste the translated text.

# SETTING THE DEFAULT LANGUAGE

The **default language** used in Word will depend on the language set when Office was installed. This language determines which dictionary is used to verify the spelling and grammar in your

document. If you need to work in a different language you can **change the default language**. Office will then automatically refer to this dictionary when checking spelling and grammar.

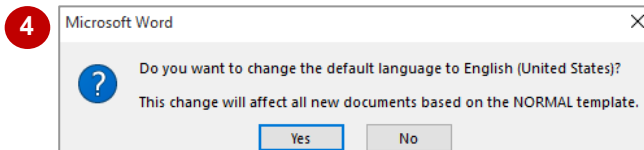
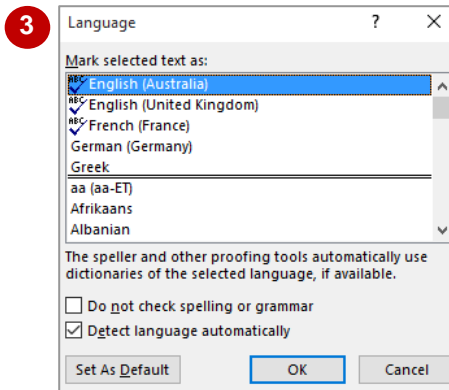
## Try This Yourself:

Open  
File

Before starting this exercise ensure that you have a blank document open on the screen...

- 1 Examine the status bar at the bottom of the window  
*This should tell you that the default language is English (Australia)...*
- 2 Type **We realised that we'd chosen the perfect colour for our program.**  
*The spelling is correct...*
- 3 Click on the **Review** tab, click on **Language** in the **Language** group and select **Set Proofing Language** to open the **Language** dialog box
- 4 Press **[E]** to navigate to the languages starting with **E**, scroll down and click on **English (United States)**, then click on **[Set As Default]**  
*You will be prompted to confirm the change...*
- 5 Click on **[Yes]**, then click on **[OK]** to close the dialog box  
*The spelling will now be incorrect as it doesn't match the words in the US dictionary...*
- 6 Select the text, then repeat steps 2 to 5 to reset **English (Australia)** as the default language

2 We realised that we'd chosen the perfect colour for our program.



5 We realised that we'd chosen the perfect colour for our program.

## For Your Reference...

To **set a default language**:

1. Click on the **Review** tab, then click on **Language** in the **Language** group and select **Set Proofing Language**
2. Click on a language, click on **[Set As Default]**, click on **[Yes]**, then click on **[OK]**

## Handy to Know...

- You can set the default language in **Word Options**. Simply click on **File > Options > Language**. Click on the language under **Choose Editing Languages**, click on **[Set As Default]**, click on **[Yes]**, then on **[OK]**, and **[OK]** again. You must close all Office programs for the changes to take effect.



## CHAPTER 2 **AUTOCORRECT**

### InFocus

**AutoCorrect** is a time-saving feature that automatically corrects commonly misspelled or mistyped words as you type. AutoCorrect contains a repository of commonly mistyped phrases, words and symbols, and you can also add your own AutoCorrect entries for words or phrases that you frequently misspell or use.

AutoCorrect also includes features such as **Math AutoCorrect**, which enables you to insert symbols by typing a character or two, instead of going through the steps to insert a symbol. **AutoFormat** is another feature of AutoCorrect and can be used to automatically format text.

#### In this session you will:

- ✓ gain an understanding of **AutoCorrect**
- ✓ learn how to use **AutoCorrect**
- ✓ learn how to add **AutoCorrect** entries
- ✓ learn how to use **Math AutoCorrect**
- ✓ gain an understanding of **AutoFormat**
- ✓ learn how to use **AutoFormat** and **AutoFormat As You Type**
- ✓ learn how to apply **AutoFormat As You Type**.

# UNDERSTANDING AUTOCORRECT

AutoCorrect automatically corrects words and symbols that you might misspell or mistype frequently and repeatedly. AutoCorrect contains a library of these commonly mistyped words and

phrases, and you can edit the existing entries, or create entries of your own.

## Automatically Correct Typing Errors

As well as fixing common typing errors, AutoCorrect offers a range of options that you can choose to determine what you do and don't want Word to automatically correct. Many of these options relate to capitalisation issues.

## Automatically Insert Common Symbols

AutoCorrect doesn't just fix typing errors; you can also use it to automatically insert commonly used text, symbols or characters. For instance, if you type **(c)**, Word will automatically replace the text with ©. Likewise **(r)** is replaced with ® and **(tm)** is replaced with ™. You can also add emoticons, such as ☺, ☹, and ☺ by typing the replacement text (e.g. :)

## Add Your Own Entries

AutoCorrect also has the option of adding your own replacements. For instance, there are many words that we might mistype that are not automatically amended through the spell checker (e.g. **wehre** instead of **where** or **int he** instead of **in the**) and that we might mistype regularly. By incorporating these instances into the AutoCorrect list, Word will correct them as we go, thereby saving time when spell checking.

*Create your own AutoCorrect*

*List of stored AutoCorrect entries*

*Click here to list words that you do not want corrected automatically*

# USING AUTOCORRECT

**AutoCorrect** is one of the best time-saving features that Word has to offer. We all mistype words, and quite often it's the same words over and over, for example, **teh** instead of **the**.

AutoCorrect will automatically insert commonly mistyped words, or insert symbols based on a specific string of characters that you type.

## Try This Yourself:

**Open File**

*Before starting this exercise you MUST open a new, blank document...*

- 1 Type the following text, complete with the (rather obvious) errors:  
**Sometimes a word can be typed rwongly. i often mudle words such as adn, teh and accross.**  
*Notice how the errors and capitalisation are corrected automatically when you press Space...*
- 2 Press Enter to start a new line and type **(c)**  
*Word corrects what it thinks is an autocorrect issue and (c) is replaced with ©...*
- 3 Point to © to reveal a small blue rectangle beneath it
- 4 Point to the blue rectangle to display **AutoCorrect Options** then click on it to display the menu
- 5 Select **Change back to "(c)"**
- 6 Save the document as **Autocorrecting.docx** in the course files folder

Sometimes a word can be typed wrongly. I often muddle words such as and, the and across.

1

Sometimes a word can be typed wrongly. I often muddle words such as and, the and across.

©

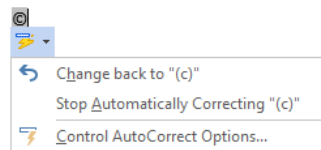
2

Sometimes a word can be typed wrongly. I often muddle words such as and, the and across.

©

3

Sometimes a word can be typed wrongly. I often muddle words such as and, the and across.



4

Sometimes a word can be typed wrongly. I often muddle words such as and, the and across.

(c)

5

## For Your Reference...

To **undo autocorrected** words:

1. Point to the corrected word
2. Point to the rectangle, then click on **AutoCorrect Options**
3. Select **Change back to...**

## Handy to Know...

- To disable **AutoCorrect** for a particular word, hover over the corrected word, hover over the rectangle, click on **AutoCorrect Options** and select **Stop Automatically Correcting "[word]"**.

# ADDING AUTOCORRECT ENTRIES

We all have particular words or characters that we frequently mistype. For certain words it seems that practice never makes perfect! Where Word does not have a relevant **AutoCorrect** entry for

words that you frequently mistype, you can add your own **AutoCorrect entries**. Who said you had to be perfect?

## Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *AutoCorrect\_1.docx...*

1 Click on the **File** tab, then click on **Options** to display the **Word Options** dialog box

2 Click on **Proofing**, then click on **[AutoCorrect Options]** in **AutoCorrect Options** to open the **AutoCorrect** dialog box

Let's add a new entry...

3 Click in **Replace** and type **Alpheius**

This is the misspelled text...

4 Click in **With** and type **Alpheius**

This is the correctly-spelled text...

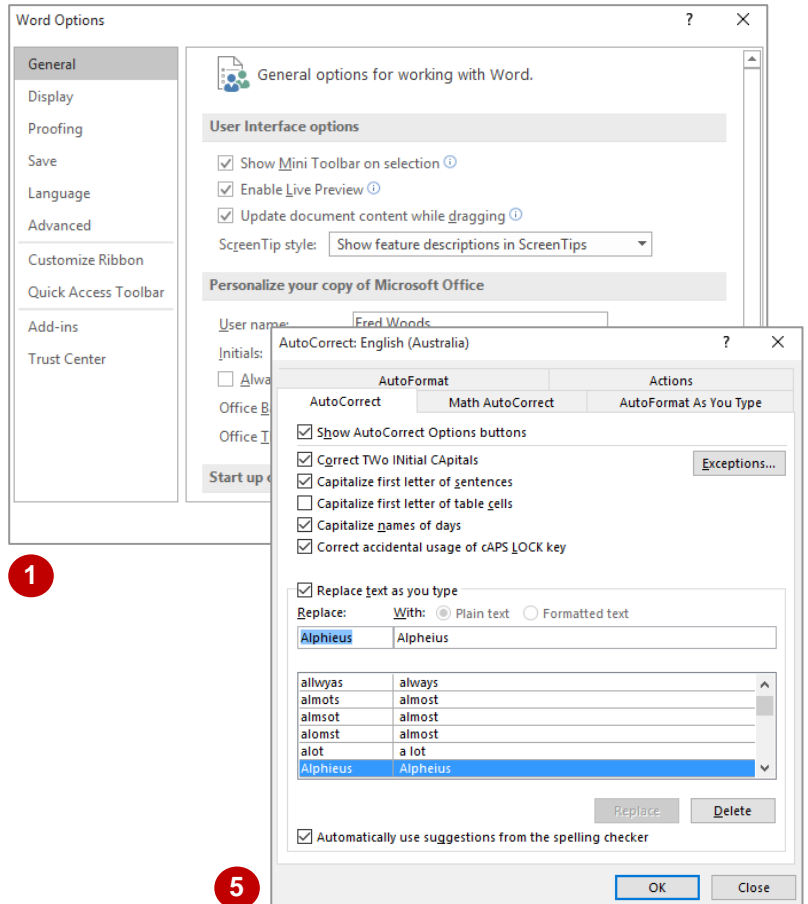
5 Click on **[Add]**

The new entry is added to the list...

6 Click on **[OK]**, then click on **[OK]** again to close both dialog boxes

7 Press **Ctrl + End** to move to the end of the document and type **I can now type Alpheius correctly.**

*Alpheius will be corrected to 'Alpheius' automatically*



Sometimes a word can be typed wrongly. I often muddle words such as and, the and across.  
(c)  
I can now type Alpheius correctly.

## For Your Reference...

To **add** an **AutoCorrect entry**:

1. Click on the **File** tab and click on **Options**
2. Click on **Proofing**, then click on **[AutoCorrect Options]**
3. Type the misspelling in **Replace** and type the correction in **With** then click on **[Add]**

## Handy to Know...

- Click on **[Exceptions]** in the **AutoCorrect** dialog box to specify your exceptions to the **AutoCorrect** rules.
- To update or edit an **AutoCorrect** entry, open the **AutoCorrect** dialog box, locate and click on the entry, type the new entry in the **With** box and click on **[Replace]**.

# USING MATH AUTOCORRECT

**Math AutoCorrect** includes a database of mathematical symbols, such as  $\neq$ ,  $\equiv$ ,  $\infty$ , which can be used to construct equations and the like. Using Math AutoCorrect, you can simply type the

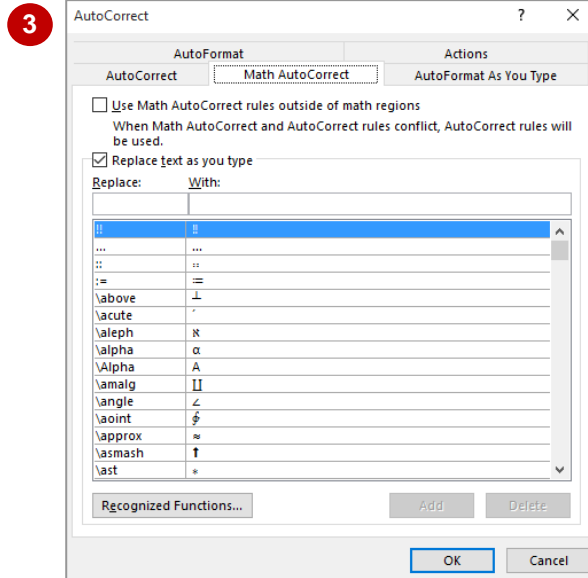
required string of characters assigned to a particular symbol, and Word will convert that string into the relevant character. This is quicker than using the **Symbols** dialog box to insert symbols.

## Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *AutoCorrect\_2.docx...*

- 1 Click on the **File** tab, then click on **Options** to open the **Word Options** dialog box
- 2 Click on **Proofing**, then click on **[AutoCorrect Options]** to display the **Auto Correct** dialog box
- 3 Click on the **Math AutoCorrect** tab
- 4 Ensure **Use Math AutoCorrect rules outside of math regions** appears with a tick  
*This enables you to use the Math AutoCorrect anywhere within a document, not just in an equation (i.e. when creating or editing equations with the Equation Editor)...*
- 5 Click on **[OK]**, then click on **[OK]** again to close both dialog boxes
- 6 Press **Ctrl** + **End** to move to the end of the document, then press **Enter** and type `\approx`
- 7 Press **Enter**  
*Word changes the text to the 'not equal to' symbol...*
- 8 Repeat steps 6 & 7 for: `\therefore`, `\infty` and `\geq`



- 6 Sometimes a word can be typed wrongly. I often muddle words such as and, the and across.  
(c)  
I can now type Alpheius correctly.  
`\approx`
- 7 Sometimes a word can be typed wrongly. I often muddle words such as and, the and across.  
(c)  
I can now type Alpheius correctly.  
 $\approx$
- 8

## For Your Reference...

To **enable Math AutoCorrect**:

1. Click on the **File** tab, then click on **Options**
2. Click on **Proofing**, then **[AutoCorrect Options]**, then click on the **Math AutoCorrect** tab
3. Click on **Use Math AutoCorrect rules outside of math regions**, then click on **[OK]** and **[OK]**

## Handy to Know...

- **Math regions** are those created when you use the **Equation Editor** in Word and, by default, **Math AutoCorrect** will only work in these **Math regions**. So, by selecting the **Use Math AutoCorrect rules outside of maths regions** option, you can use **Math AutoCorrect** anywhere in the document.

# UNDERSTANDING AUTOFORMAT

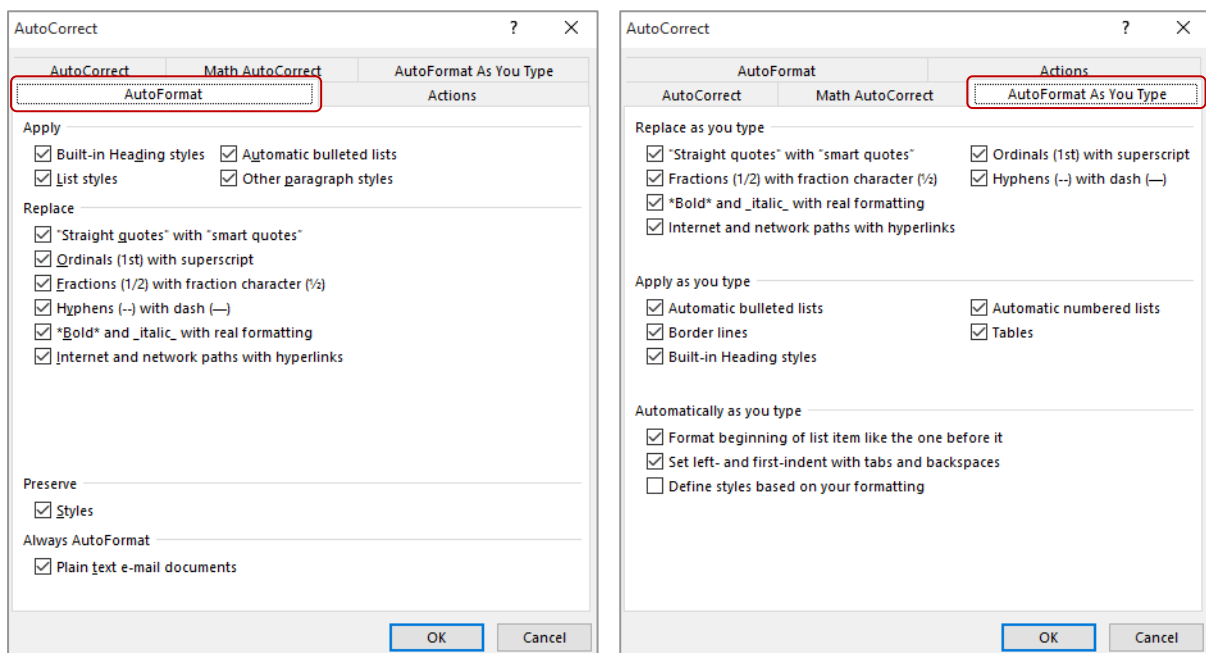
AutoFormat works the same way as AutoCorrect, however, its specialty is to automatically **format** text based on specific and predefined characters that you type. You can use **AutoFormat**, for

example, to automatically create bulleted lists, to apply built-in styles to headings, or to convert internet address text into hyperlinks.

## About AutoFormat

AutoFormat is a great feature if you want to save time. For example, if you type 1/2, Word will automatically format the text as ½. Or, to italicise text, you would type ***\_italic text\_*** and Word will automatically apply italics to the text that sits within the underscores (\_). The full range of auto formatting options can be viewed on the **AutoFormat** and **AutoFormat As You Type** tabs of the **AutoCorrect** dialog box (see below).

You cannot create your own **AutoFormat** entries. Instead consider creating **AutoText** or **Quick Parts** entries to create shortcuts that will enable you to apply specific formatting to selected text. Or for advanced users of Word, try creating relevant **macros**.



## How AutoFormat Works

**AutoFormat** works in two ways. As you type, AutoFormat will automatically apply formatting to text where you have typed the required string of characters as assigned by Word. This is called **AutoFormat As You Type**. Suppose, for example, that you want to begin a bulleted list. You would type the asterisk (\*) and then press Space, and Word will insert a bullet. This is **AutoFormat As You Type**.

AutoFormat also works retrospectively. Suppose you have imported text into a document. Obviously you cannot **AutoFormat As You Type**, but you can select a block of text and then press Ctrl + Alt + K to apply autoformatting to the selected text.

When AutoFormat is applied to text, the **AutoCorrect Options** button will appear next to the change. You can click on AutoCorrect Options to display a menu, and then either undo the change, prevent Word from applying that particular AutoFormat option in future, or manage AutoFormat options.

# USING AUTOFORMAT

**AutoFormat** enables you to automatically apply formatting to text assuming that you have typed the correct character string as assigned by Word. This is useful when you have imported text into a

document and want to standardise its appearance with the rest of the document. **AutoFormat** is turned on by default and can be used to format certain characters, such as fractions and dates.

## Try This Yourself:

Open File

Before starting this exercise you **MUST** open the file *AutoCorrect\_3.docx...*

1 Click on the **File** tab, then click on **Options** to display the **Word Options** dialog box

2 Click on **Proofing**, then click on **[AutoCorrect Options]**

This will display the **AutoFormatting options...**

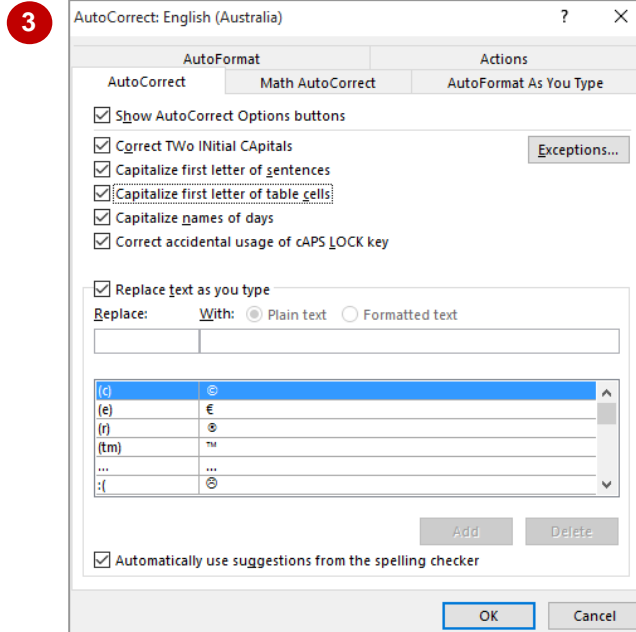
3 Spend a moment having a look at the **AutoFormatting** options and ensure that all **Replace** options are selected (ticked)

4 Click on **[OK]** then click on **[OK]** again to return to the document

5 Select the heading **AutoFormatting** and all of the text below it

6 Press **Ctrl** + **Alt** + **K** and then deselect the text to view the result

*AutoFormatting, based on the options set in the dialog box, will be instantly applied to the relevant text*



**AutoFormatting**  
AutoFormatting can be used to take care of special formatting in your document. For instance, you can smarten the appearance of a date, such as 31st of December.  
You can also perform special operations with **\*bolding\*** and **\_italics\_**.  
Fractions are 1 1/2 better with **autoformatting** enabled.  
Hyperlinks, such as this web address [www.watsoniapublishing.com](http://www.watsoniapublishing.com) can be automatically created for you.

5  
**AutoFormatting**  
AutoFormatting can be used to take care of special formatting in your document. For instance, you can smarten the appearance of a date, such as 31<sup>st</sup> of December.  
You can also perform special operations with **bolding** and *italics*.  
Fractions are 1 ½ better with **autoformatting** enabled.  
Hyperlinks, such as this web address [www.watsoniapublishing.com](http://www.watsoniapublishing.com) can be automatically created for you.

6

## For Your Reference...

To **autofORMAT** text:

1. Select the text to autofORMAT
2. Press **Ctrl** + **Alt** + **K**

## Handy to Know...

- To disable **AutoFormat** you need to deselect the autoformatting options available in the **AutoFormat** and **AutoFormat As You Type** of the **AutoCorrect** dialog box, then click on **[OK]**.



# USING AUTOFORMAT AS YOU TYPE

Word will, by default, autoformat any text as you type it, assuming that you have typed in the correct character string. This is called **AutoFormat As You Type**. Word includes a

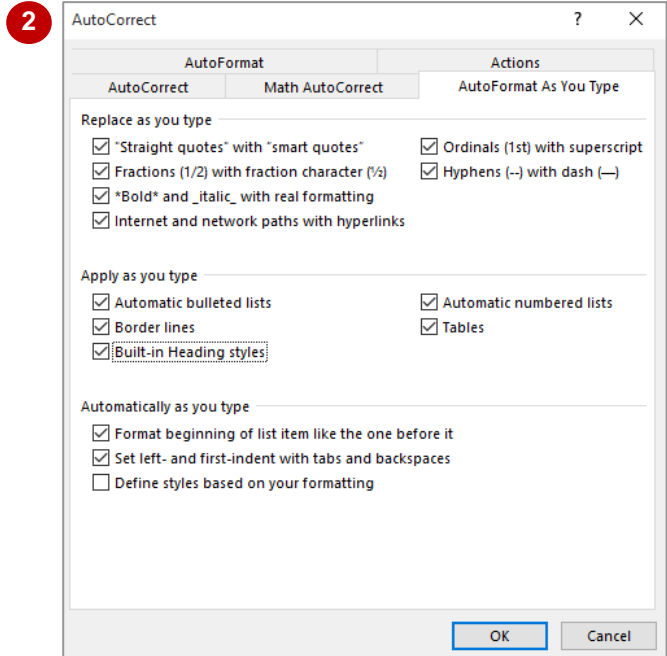
selection of characters that it will autoformat, and you can view these in the **AutoFormat As You Type** section of the **AutoCorrect** dialog box. You cannot, however, create AutoFormat entries.

## Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *AutoCorrect\_4.docx...*

- 1 Click on the **File** tab, then click on **Options** to open the **Word Options** dialog box, click on **Proofing**, then click on **[AutoCorrect Options]**
- 2 Click on the **AutoFormat As You Type** tab Ensure that the options are selected (ticked) as shown
- 3 Click on **[OK]**, then click on **[OK]** again to return to the document
- 4 Press **Ctrl** + **End** to move to the end of the document, then type the following text (press **Enter** after each line):  
**This will display "smart" quotes.**  
**This will display \*bold\*.**  
**Today is the 1st day of the rest of your life.**  
**You'll learn this in 1/2 the time.**  
*You will notice that Word autoformats the relevant text as you type...*
- 5 Type **Here's a numbered list:** then press **Enter**
- 6 Type **1. First item**, press **Enter** then type **Second item**  
*Automatic numbering begins...*
- 7 Press **Enter** twice to stop the numbering



Hyperlinks, such as this web address [www.watsoniapublishing.com](http://www.watsoniapublishing.com) can be automatically created for you.

This will display "smart" quotes.

This will display **bold**.

Today is the 1<sup>st</sup> day of the rest of your life.

You'll learn this in ½ the time.

You'll learn this in ½ the time.

Here's a numbered list:

1. First item,
2. Second item

## For Your Reference...

To set **AutoFormat As You Type** options:

1. Click on the **File** tab, click on **Options** then **Proofing**, then **[AutoCorrect Options]**, then click on the **AutoFormat As You Type** tab
2. Select the required options and click on **[OK]**, then click on **[OK]**

## Handy to Know...

- The **AutoCorrect Options** button appears on the screen after automatic changes, enabling you to **Undo**, **Stop** or **Control** the changes. Click on the button to see and select from the available options.



## CHAPTER 3

**BUILDING BLOCKS****InFocus**

As you work with documents in Word, it's likely that you're using the same elements repeatedly, such as tables, images, logos and boilerplate text, for example. Instead of having to retype or insert the same information over and over, you can save these elements as **building blocks**. You can then easily insert the building block into your document as required. Building blocks streamline the process of building documents and save time.

**In this session you will:**

- ✓ gain an understanding of building blocks
- ✓ learn how to insert a building block
- ✓ learn how to create **Quick Parts**
- ✓ learn how to save building blocks
- ✓ learn how to insert **Quick Parts**
- ✓ learn how to edit **Quick Parts**
- ✓ learn how to delete building blocks
- ✓ learn how to save building blocks to a template
- ✓ gain an understanding of the differences between **AutoText** and **Quick Parts**.

# UNDERSTANDING BUILDING BLOCKS

**Building blocks** are saved objects or elements that you insert into a document, such as text, logos, tables or images. The **Building Blocks Organiser** is a library of these stored building

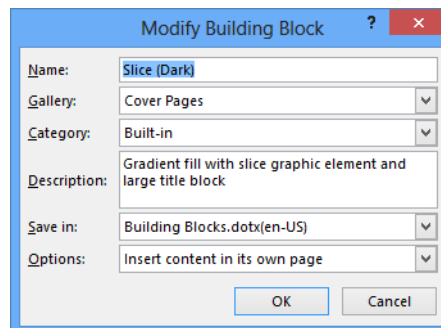
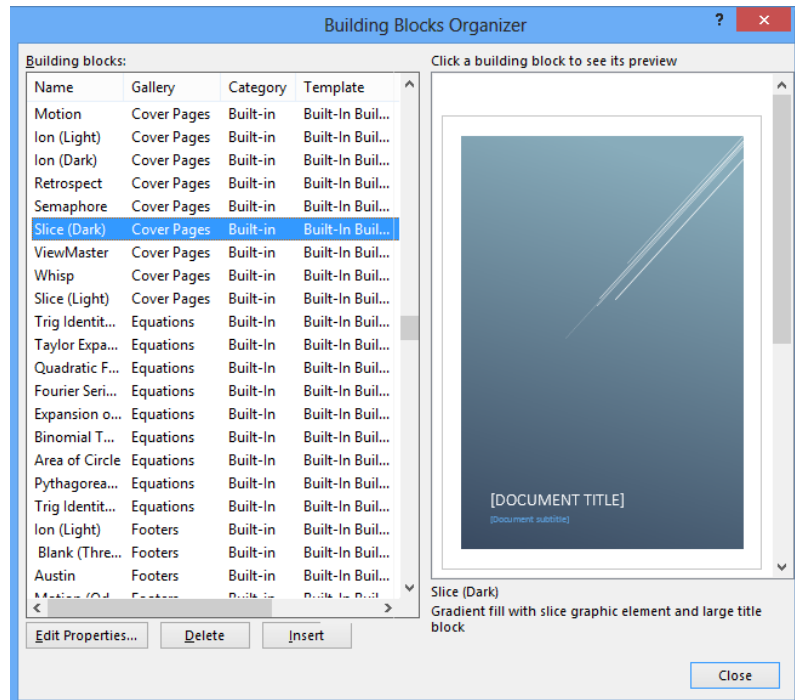
blocks that you can select from and paste into your document as needed. The beauty of using building blocks is that you can ensure consistency and save time when creating documents.

## The Building Blocks Organiser

The **Building Blocks Organiser** is a repository of saved document elements, such as text, paragraphs, tables, images and so on, that you can use to easily insert these objects into any document. The **Building Blocks Organiser** includes a default range of building blocks, and you can add as many of your own as you need. The example shown to the right is a cover page that you can add to a document. This automatically creates the page at the beginning of the document and adds the formatting and graphics as shown in the preview.

## Building Block Properties

Unlike the **Office Clipboard** which just keeps a temporary copy of text and/or graphics, the **Building Blocks Organiser** keeps additional information about each building block, such as its unique **name**, the **gallery** in which it appears, its **category**, a **description**, the **template** in which it is saved and **options** that control the way it is inserted into a document (as shown to the right). In this case, the cover page is inserted on a page by itself.



## Where Are Building Blocks Stored?

Items in the **Building Blocks Organiser** are stored in a special template called **Building Blocks.dotx**. Because this template is separate from the templates that you use to create documents, it means that building blocks are available to use in any document that you create.

You can also save them in other templates so that they can be restricted to particular documents or distributed to other users.

# INSERTING A BUILDING BLOCK

You can view all available building blocks in the **Building Blocks Organiser**. This is accessed via **Quick Parts** in the **Text** group on the **Insert** tab. You can use the **Building Blocks**

**Organiser** to preview any of the existing building blocks, as well as inserting or deleting a building block or editing the properties of a building block.

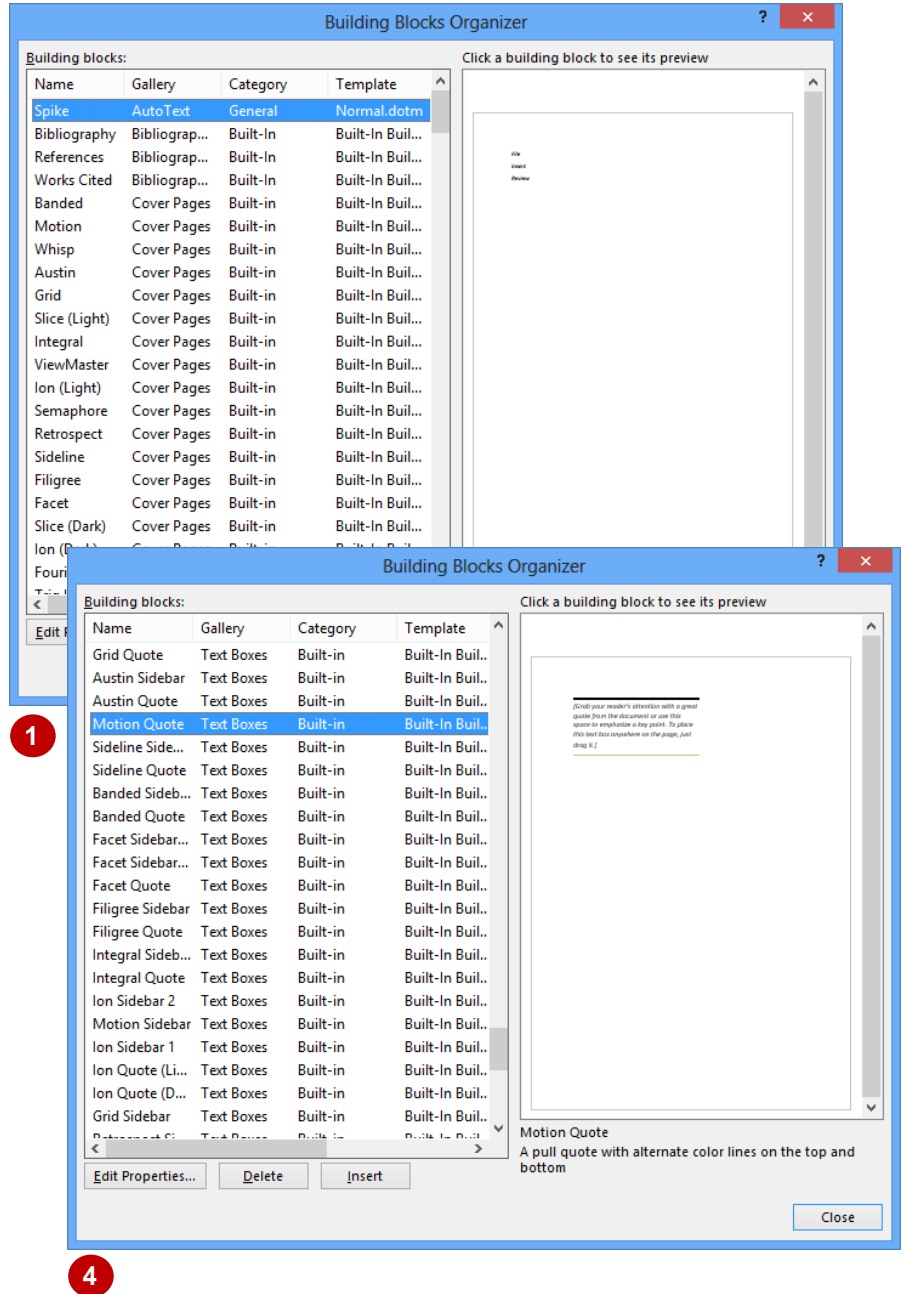
## Try This Yourself:

**Open File**

Before starting this exercise you must open a new, blank document...

- 1 Click on the **Insert** tab, then click on **Quick Parts** in the **Text** group and select **Building Blocks Organiser**
- 2 Click on **Whisp** in the gallery **Cover Pages** to see the preview
- 3 Scroll down through the list and click on various building blocks to preview them
- 4 Click on **Motion Quote** in the **Text Boxes** gallery to see a preview
- 5 Click on **[Insert]** to insert it into your document

This is just an example of how quick and easy it is to insert building blocks...



## For Your Reference...

To **insert** a **building block**:

1. On the **Insert** tab, click on **Quick Parts**
2. Select **Building Blocks Organiser**
3. Click on a building block to preview it
4. Click on **[Insert]**

## Handy to Know...

- In the **Building Blocks Organiser**, you can click on the column headers **Name**, **Gallery**, **Category** or **Template**, to sort the building blocks into alphabetical order by that column. This makes it easier to find building blocks in specific galleries or categories.

# CREATING QUICK PARTS

A **quick part** is a type of building block. Quick parts are often blocks of text that you use repeatedly across your documents, such as a standard opening paragraph in a letter or closing

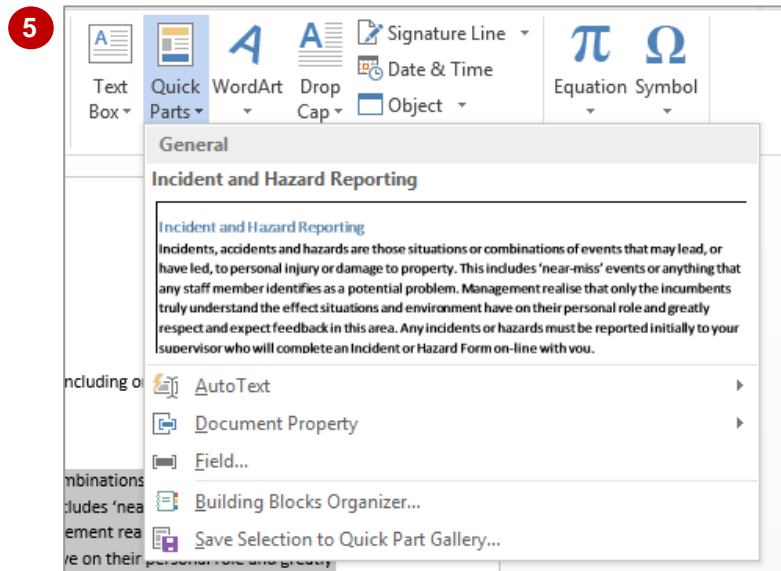
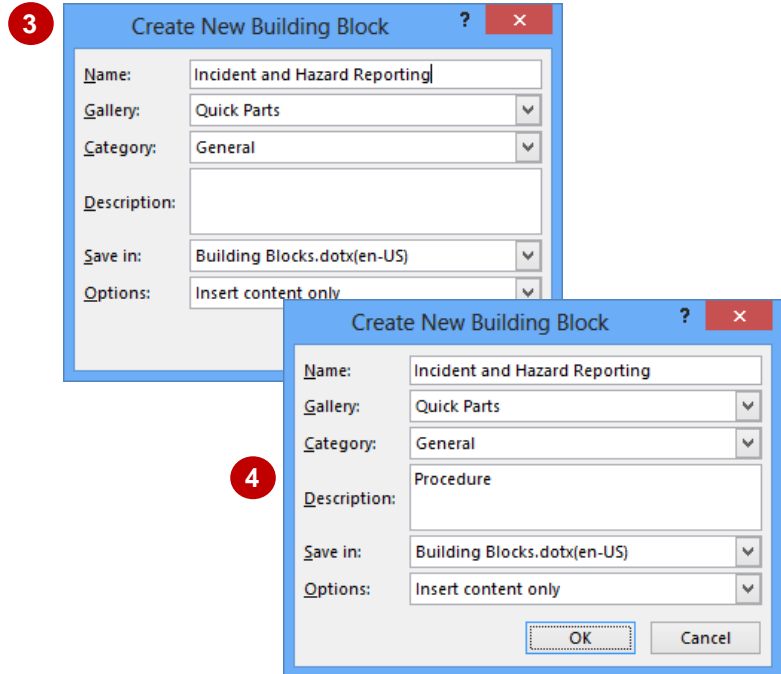
signature. You can create as many quick parts as you need. The main advantage of creating quick parts is that they can be inserted in any document quickly and easily.

## Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Building Blocks\_1.docx...*

- 1 Select the heading **Incident and Hazard Reporting** and the paragraph below it
- 2 Click on the **Insert** tab, then click on **Quick Parts** and select **Save Selection to Quick Part Gallery** to display the **Create New Building Block** dialog box
- 3 Type **Incident and Hazard Reporting** in **Name**
- 4 Click in **Description**, type **Procedure** and click on **[OK]**
- 5 Click on **Quick Parts** to display the **Quick Parts** gallery  
Your new quick part will appear at the top of the list, complete with a preview...
- 6 Click on **Quick Parts** again to close the menu
- 7 Repeat steps 1 to 6 for the other three paragraphs using the heading for each **Name**  
They will be added progressively to the **Quick Parts** gallery.  
Leave this document open for the next exercise



## For Your Reference...

To **create** a **quick part** from a **selection**:

1. On the **Insert** tab, click on **Quick Parts** and select **Save Selection to Quick Part Gallery**
2. Type a **Name** and **Description** if required
3. Click on **[OK]**

## Handy to Know...

- To assign a keyboard shortcut to a building block, click on **File > Options > Customise Ribbon**, then click on **[Customise]**. Select **Building Blocks** in **Categories**, select the **building block** and type the shortcut keys in **Assign new shortcut key**. Click on **[Assign]** then **[Close]**.

# SAVING BUILDING BLOCKS

Quick Parts and other building blocks are saved in a template called **Building Blocks.dotx**. You may have noticed it in the **Create New Building Blocks** dialog box when you created the quick

parts. This template is not automatically updated when you make changes. You must remember to save the changes when you exit Microsoft Word.

## Try This Yourself:

Same File

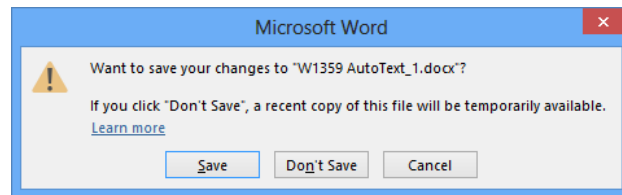
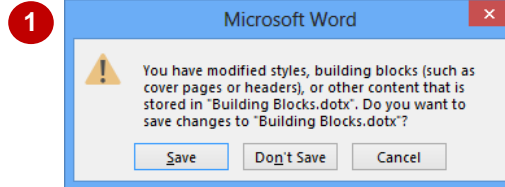
Continue using the previous file with this exercise...

- 1 Ensure you have closed all open documents, then click on **Close** to close Word

*If any documents have been modified and not saved, you will be prompted to save them. You will be prompted to save changes to the Building Blocks.dotx template...*

- 2 Click on **[Save]** to save the template and exit **Word**

- 4 Reopen **Microsoft Word**



## For Your Reference...

To **save Building Blocks**:

1. Click on the **File** tab and select **Close**
2. Click on **[Save]** (if required) to save changes to any open documents
3. Click on **[Save]** to save the changes to **Building Blocks.dotx**

## Handy to Know...

- You can undo changes that you've made in the **Building Blocks Organiser** simply by closing Word and clicking on **[No]** so that the changes are not saved. When you reopen Word, the entries in the **Building Blocks Organiser** will be as they were before you made the changes.

# INSERTING QUICK PARTS

Once saved, **quick parts** and other building blocks can easily be inserted into any document. This is done by retrieving the quick part from the **Building Blocks Organiser**. The quick part will

be inserted wherever your insertion point is placed in the document, so make sure that you are prepared before you access the **Building Blocks Organiser**.

## Try This Yourself:

Open File

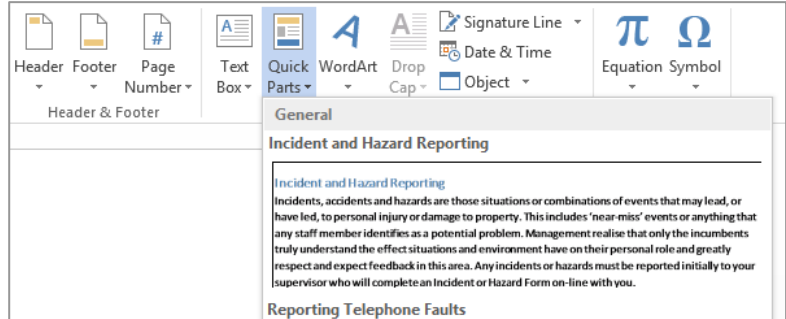
Before starting this exercise you **MUST** open the file *Building Blocks\_2.docx...*

- 1 Press **Ctrl** + **End** to position the insertion point
- 2 Click on the **Insert** tab, then click on **Quick Parts** to display the **Quick Parts** gallery
- 3 Click on **Incident and Hazard Reporting** to insert the paragraph
- 4 Press **Enter**, then repeat steps 2 and 3 to insert the **Reporting Telephone Faults** paragraph

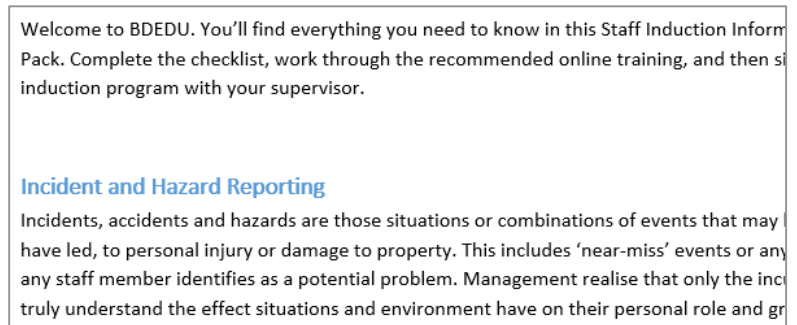
You can also use the *Building Blocks Organiser...*

- 5 Press **Enter** then click on **Quick Parts** and select **Building Blocks Organiser**
- 6 Click on the column header for **Gallery** to sort entries by gallery
- 7 Scroll down until you can see the **Quick Parts in Gallery**
- 8 Click on **Workstatio...** then click on **[Insert]** to insert the paragraph and close the dialog box

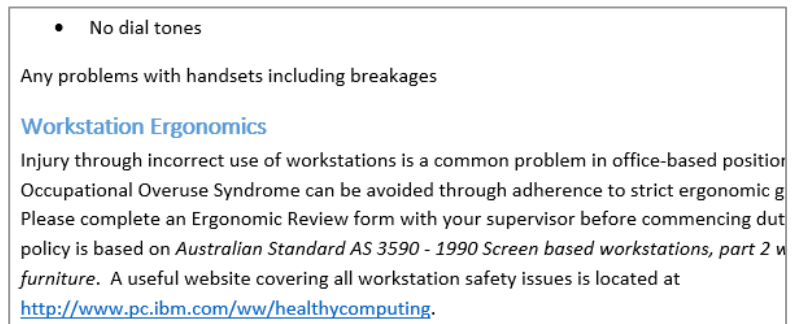
Leave this document open for the next exercise



2



3



8

## For Your Reference...

To **insert a quick part**:

1. Click on the **Insert** tab
2. Click on **Quick Parts**
3. Click on the required quick part

## Handy to Know...

- You can also insert a quick part by typing its name and pressing **F3**. If you think you'll be inserting particular paragraphs regularly, you might like to give them shorter names so that they are easy to remember.



# EDITING BUILDING BLOCKS

Once you have created a quick part (or any other building block) you can edit the quick part as required. Note that to edit a quick part, you need to insert the quick part into a document, change

it, and then resave it to the **Building Blocks Organiser**. Here you will edit and update a quick part and then resave the quick part.

## Try This Yourself:

Same File

Continue using the previous file with this exercise...

- 1 Click at the end of the third bullet point under **Reporting Telephone Faults**
- 2 Press  and type **Inability to access voicemail**
- 3 Select the entire section on **Reporting Telephone Faults**
- 4 Click on the **Insert** tab, then click on **Quick Parts** and select **Save Selection to Quick Part Gallery** to display the **Create New Building Block** dialog box
- 5 Type **Reporting Telephone Faults** for **Name**, then click in **Description** and type **Procedure**  
*Because an entry with the same name already exists, you will be asked if you want to redefine it...*
- 6 Click on **[Yes]**  
*Remember to save the Building Blocks.dotx template when you exit Word. Leave this document open for the next exercise*

### Reporting Telephone Faults

Telephone faults must be reported to the Voice Communication Department, either on 17 email to telephonefaults@vcd.it.bdedu.gov. Faults may include:

- Crackling on lines
- Phones unable to receive calls
- Phones unable to make calls
- No dial tones

Any problems with handsets including breakages

1

### Reporting Telephone Faults

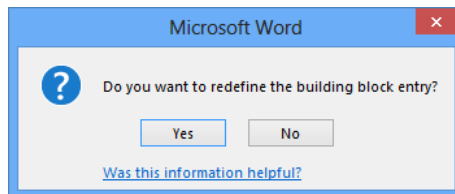
Telephone faults must be reported to the Voice Communication Department, either on 17 email to telephonefaults@vcd.it.bdedu.gov. Faults may include:

- Crackling on lines
- Phones unable to receive calls
- Phones unable to make calls
- Inability to access voicemail
- No dial tones

Any problems with handsets including breakages

2

5



## For Your Reference...

To **edit** a **quick part**:

1. Select the text or object
2. Click on the **Insert** tab, click on **Quick Parts** and select **Save Selection to Quick Part Gallery**
3. Type the **Name**, click on **[OK]**, click on **[Yes]**

## Handy to Know...

-

# DELETING BUILDING BLOCKS

When you no longer require specific quick parts or other building blocks, it makes sense to **delete** them from the **Building Blocks Organiser**. This makes it easier to find the entries that you still

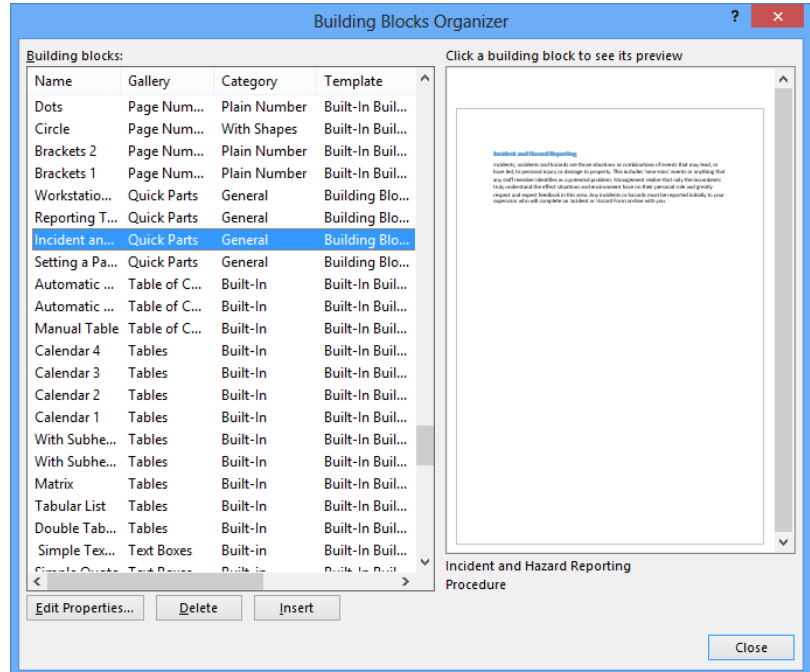
use and prevents people from using old or incorrect entries by mistake. You must also remember to save the changes to **Building Blocks.dotx** as you exit Word.

## Try This Yourself:

Same File

Continue using the previous file with this exercise...

- 1 Click on the **Insert** tab, then click on **Quick Parts** and select **Building Blocks Organiser**
- 2 Scroll down until you can see the **Quick Parts** entries then click on **Incident an...**
- 3 Click on **[Delete]**  
You will be asked to confirm the deletion...
- 4 Click on **[Yes]**  
The entry will disappear from the list...
- 5 Repeat steps 2 to 4 to delete the other three **Quick Parts**
- 6 Click on **[Close]** then click on the **File** tab and select **Close**  
You will be prompted to save any unsaved documents as well as the changes to **Building Blocks.dotx**...
- 7 Click on **[Save]** to save both files if prompted
- 8 Reopen **Microsoft Word**



2

## For Your Reference...

To **delete** a **quick part**:

1. Click on the **Insert** tab, click on **Quick Parts** and select **Building Blocks Organiser**
2. Click on the entry and click on **[Delete]**
3. Click on **[Yes]** to confirm, then click on **[Close]**

## Handy to Know...

- You can delete a quick part by right-clicking on it in the **Quick Parts** gallery and selecting **Organise and Delete**. This takes you directly into the **Building Blocks Organiser** with the entry already located and selected for you. Then simply click on **[Delete]**.



# SAVING BUILDING BLOCKS TO A TEMPLATE

Building blocks are saved to **Building Blocks.dotx** and are available to every document you open in Word. However, you may prefer that some building blocks are restricted to

specific documents or templates. You can create building blocks in a template and then make the building blocks only available to documents based on that template.

## Try This Yourself:

Same File

Continue using the previous file with this exercise...

- 1 Select the heading **Incident and Hazard Reporting** and the paragraph below it
- 2 Click the **Insert** tab, click on **Quick Parts** and select **Save Selection to Quick Part Gallery** to display the **Create New Building Block** dialog box
- 3 Type **Incident and Hazard Reporting** in **Name** then click in **Description** and type **Procedure**
- 4 Click on the drop arrow for **Save in** and select **W858 Building Blocks Template.dotx**
- 5 Click on **[OK]**, then click on **Close** to close the document  
  
*You will be prompted to save the changes to W858 Building Blocks Template.dotx. This includes the addition of the building blocks to the template...*
- 6 Click on **[Save]**

### Incident and Hazard Reporting

Incidents, accidents and hazards are those situations or combinations of events that may lead to personal injury or damage to property. This includes 'near-miss' events or any other situation that any staff member identifies as a potential problem. Management realise that only the incident reporting process truly understand the effect situations and environment have on their personal role and greater safety. Management respect and expect feedback in this area. Any incidents or hazards must be reported initially to the reporting supervisor who will complete an Incident or Hazard Form on-line with you.

### Reporting Telephone Faults

Telephone faults must be reported to the Voice Communication Department, either on 1766 or by email to telephonefaults@vcd.it.bdedu.gov. Faults may include:

1

4

## For Your Reference...

To **save building blocks** to a **template**:

1. Click on the **Insert** tab, click on **Quick Parts** and select **Save Selection to Quick Part Gallery**
2. Type a **Name**, then change **Save in** to the required template and click on **[OK]**

## Handy to Know...

- To save building blocks to a template, the template or a document based on that template must be open.

# AUTO TEXT VERSUS QUICK PARTS

**AutoText** and **Quick Parts** are two types of building blocks galleries in Microsoft Word. AutoText and quick parts are very similar in that they both allow you to store any snippet of text,

graphics or other objects, however, AutoText is useful for small snippets of text while quick parts is useful for big blocks of text. This page discusses the differences between them.

---

## Common Features Of AutoText And Quick Parts

**AutoText** and **Quick Parts** are stored document elements, such as blocks of text, graphics or other objects that you can insert into your documents as required. Both AutoText and Quick Parts can be inserted from the **Building Blocks Organiser** or by typing their name and pressing **F3**.

## The Difference Is The Gallery

The main difference between AutoText and Quick Parts is that AutoText entries are stored in the **AutoText** gallery, while quick parts are stored in the **Quick Parts** gallery. When creating a new building block, you can assign the gallery in which the elements will be stored. So, click on the drop arrow for **Gallery** and click on **AutoText** or leave the default **Quick Parts** gallery.

The gallery you select determines where they will appear. Quick Parts, for example, are listed in the **Quick Parts** gallery when you click on **Quick Parts** in the **Text** group on the **Insert** tab. AutoText is displayed in the **AutoText** gallery, which can be accessed by clicking on **Quick Parts** and then selecting **AutoText** to display the **AutoText** entries.

## When To Use Quick Parts

Save large blocks of text, formatted tables and images, for example, as quick parts.

## When To Use AutoText

AutoText is best used for small amounts of text, such as company names or personal names which you can name with an abbreviation. To use the AutoText entry, you can type the abbreviation, press **F3** to insert the text, and keep typing.

Ultimately, the choice between saving something as a quick part or as AutoText is yours!

## CHAPTER 4 **AUTO**TEXT

### InFocus

When you produce the same types of documents regularly, it's likely that you will use the same words, phrases, paragraphs and the like repeatedly. Instead of retyping this text each time, you can type the text once and then save it as an **AutoText** entry. When you need to insert the text, you simply type the name of the AutoText entry and press **F3** to insert the text in full – saving you quite a bit of time.

#### In this session you will:

- ✓ gain an understanding of **AutoText**
- ✓ learn how to create **AutoText**
- ✓ learn how to save **AutoText** entries
- ✓ learn how to edit **AutoText** entries
- ✓ learn how to delete **AutoText** entries.


# UNDERSTANDING AUTOTEXT

**AutoText** entries can be straight text or formatted text, or even a combination of graphics and text. Actually, AutoText can be anything that you can save as a **building block**, such as

tables, paragraphs and graphics. AutoText entries are stored in the **Building Blocks Organiser** and can be retrieved and inserted in seconds. This page explains the concept of AutoText.

## Naming AutoText

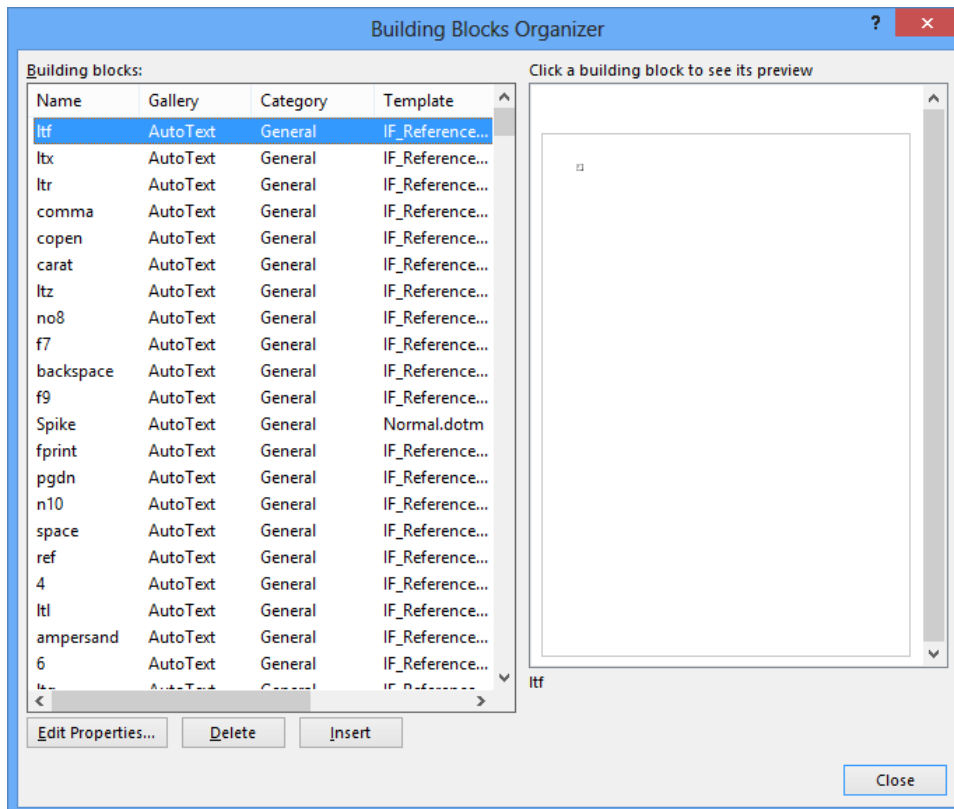
**AutoText** entries are designed to save you time by storing small amounts of text and other objects so that you can recall them quickly and easily. AutoText is often used to store common phrases, names, addresses and other information that may be time-consuming to type and/or format. The idea of naming AutoText is to assign a short, simple name that can be used to quickly insert the formatted text. For example:

<b>Name</b>	<b>AutoText</b>	
age	Alpheius Global Enterprises	(simple text entry)
agf	<b>Alpheius Global Enterprises</b>	(text entry with formatting)
agb	<b>Alpheius Global Enterprises</b> 	(text entry with formatting and in-line graphic)
table	(see table below)	(table with formatting and text)

Heading					

## Where Are AutoText Entries Stored?

AutoText entries are stored in the **Building Blocks Organiser** (see below) in their own gallery called **AutoText**. Entries can be inserted, edited and deleted the same way as any other Building Blocks.



# CREATING AUTOTEXT

You can create and store **AutoText** entries in the **Normal** template (upon which all new, blank documents are based, by default) or in the **Building Blocks** global template. AutoText that

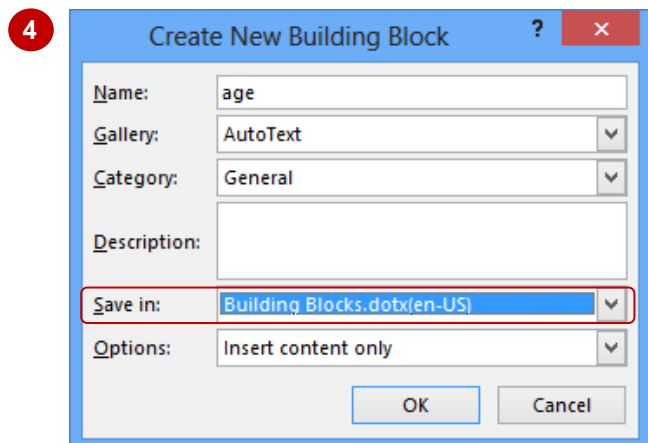
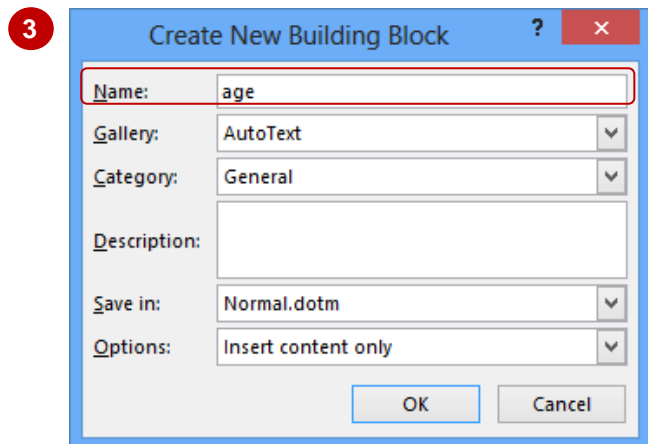
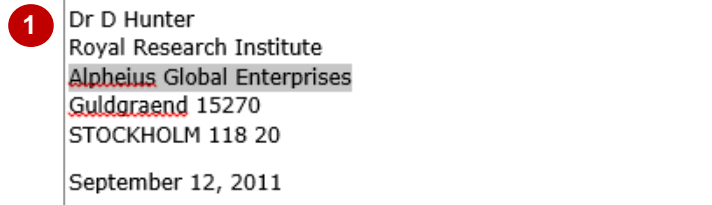
is stored in the Normal template will only be available to any documents based on this template. But AutoText entries stored in the Building Blocks template will be available to all documents.

## Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *AutoText\_1.docx*...

- 1 Select the text **Alpheius Global Enterprises** in the address line  
*Make sure that you select only the text and not the paragraph mark at the end of the text, which appears as a space...*
- 2 Click on the **Insert** tab, then click on **Quick Parts** in the **Text** group, point to **AutoText** and select **Save Selection to AutoText Gallery**  
*The Create New Building Block dialog box will open...*
- 3 Type **age** in **Name**  
*Notice that the entry will be added to the AutoText Gallery...*
- 4 Click in **Description** and type **AGE Company Name**, then click on the drop arrow for **Save in** and select **Building Blocks.dotx(en-US)**  
*Saving in this global template will ensure that the AutoText will be available to all documents...*
- 5 Click on **[OK]**  
*The AutoText will be added to the Building Blocks Organiser.  
Leave this document open for the next exercise*



## For Your Reference...

To **create AutoText** from a **selection**:

1. Click on the **Insert** tab, click on **Quick Parts** in the **Text** group then point to **AutoText**
2. Select **Save Selection to AutoText Gallery**
3. Type a **Name** and **Description** as required
4. Click on **[OK]**

## Handy to Know...

- The names for **AutoText** entries are not case-sensitive, which means that even if you save an **AutoText** entry as, for example, **AGE**, you can still recall and insert the entry by typing **age**.

# SAVING AUTOTEXT

To use **AutoText** entries that you have created, the entry must be saved in a special, global template called **Building Blocks.dotx**. You can then use those AutoText entries in any document

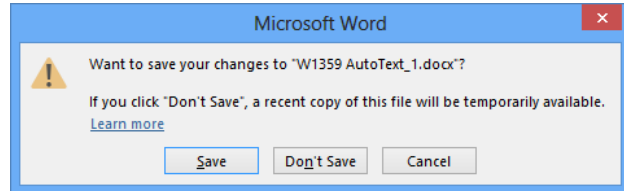
that you create or open in Word. When you exit Word, you will be prompted to save any changes made to any of the building blocks (including AutoText).

## Try This Yourself:

*Continue using the previous file with this exercise...*

- 1 Click on **Close**  
*If any documents have been modified and not saved, you will be prompted to save them. You may also be prompted to save changes to the Building Blocks.dotx template...*
- 2 Click on **[Save]**
- 3 Restart **Microsoft Word**

1



## For Your Reference...

To **save AutoText**:

1. Click on the **File** tab and select **Close**
2. Click on **[Save]** to save the new **AutoText** entries to **Building Blocks.dotx**

## Handy to Know...

- If you click on **[Don't Save]** when prompted to save the changes to the **Building Blocks** template, any **AutoText** entries stored in the **Building Blocks Organiser** in the current session of Word will be erased.

## EDITING AN AUTOTEXT ENTRY

Once you've created an **AutoText** entry, you may find that you need to modify it in some way, such as updating the text or applying formatting to the text. As with any building block, you can't

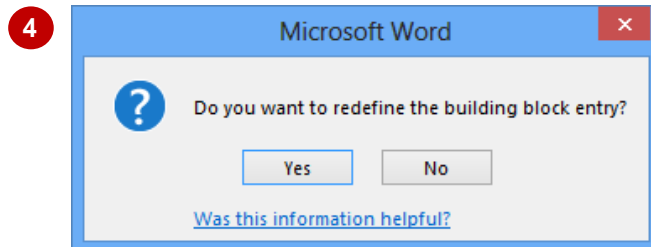
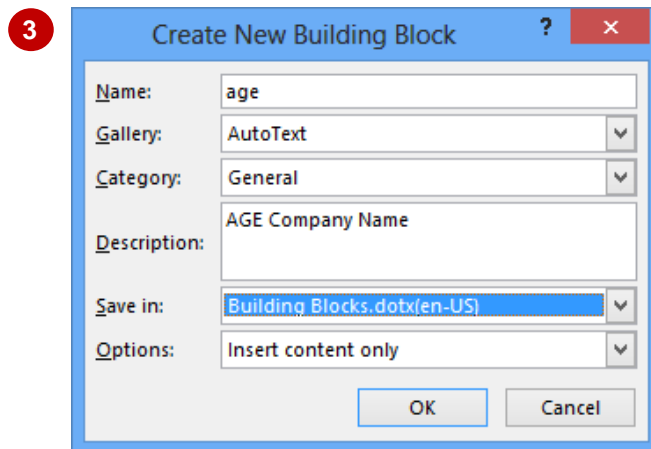
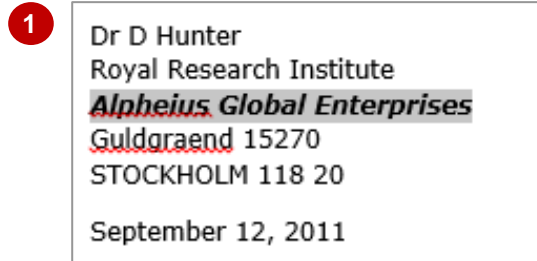
actually edit the existing entry but must create a new entry with the required changes and then resave it to the **Building Blocks Organiser**.

### Try This Yourself:

Same  
File

Continue using the previous file with this exercise...

- 1 Select the text **Alpheius Global Enterprises** in the first address block then, on the **Home** tab, click on **Bold** and **Italic** in the **Font** group  
*Let's now create a new entry to replace the existing entry...*
- 2 Click on the **Insert** tab, click on **Quick Parts** in the **Text** group, then select **AutoText** and select **Save Selection to AutoText Gallery** to display the **Create New Building Block** dialog box
- 3 Type **age** in **Name**, click in **Description** and type **AGE Company Name**, then click on the drop arrow for **Save in** and select **Building Blocks.dotx(en-US)**
- 4 Click on **[OK]**  
*Because an entry with the same name already exists, you will be asked if you want to redefine it...*
- 5 Click on **[Yes]**



### For Your Reference...

To **edit** an **AutoText** entry:

1. Select the updated text or object
2. On the **Insert** tab, click on **Quick Parts** point to **AutoText**, then select **Save Selection to AutoText Gallery**
3. Type the existing **Name** and **Description**, then click on **[OK]** and **[Yes]**

### Handy to Know...

- When you redefine an **AutoText** entry it will not update any existing AutoText in the document. This is because AutoText just inserts text into a document. It does not establish a link between the entry in the **Building Blocks Organiser** and the text in the document.

# DELETING AN AUTOTEXT ENTRY

If you no longer require an **AutoText** entry it makes sense to remove it from the **Building Blocks Organiser**. This makes it easier to find the entries that you still use, and prevents people

from using old or incorrect entries by mistake. You must also remember to save the changes to the **Building Blocks.dotx** template as you exit Word.

## Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *AutoText\_1.docx...*

- 1 Click on the **Insert** tab, then click on **Quick Parts** in the **Text** group and select **Building Blocks Organiser**

Notice your **AutoText** entry at the top of the list...

- 2 Ensure that **age** is selected in **Building blocks**, then click on **[Delete]**

You need to confirm the deletion...

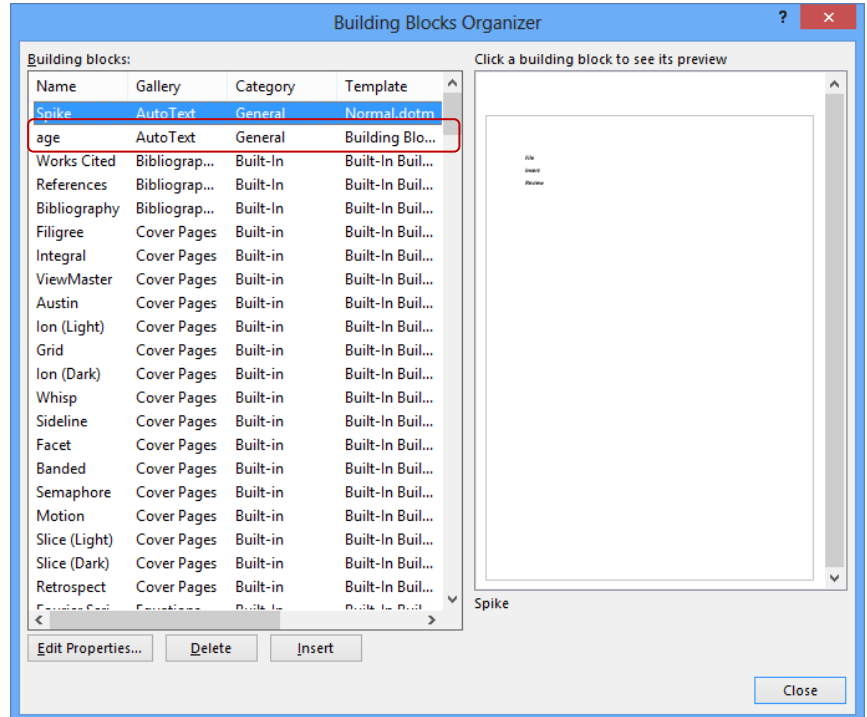
- 3 Click on **[Yes]** to remove the entry from the list

Let's save the changes to the **Building Blocks** template...

- 4 Click on **[Close]**, then click on **Close**

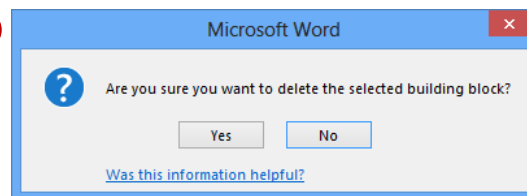
If you have modified any open documents you will need to save them; you will then be prompted to save the changes to **Building Blocks.dotx...**

- 5 Click on **[Save]**



1

2



## For Your Reference...

To **delete** an **AutoText** entry:

1. Click on the **Insert** tab, click on **Quick Parts** and select **Building Blocks Organiser**
2. Click on the entry and click on **[Delete]**
3. Click on **[Yes]** to confirm, then click on **[Close]**

## Handy to Know...

- You can edit the **properties** of an **AutoText** entry, such as its name or description. To do this, click on the **Insert** tab, then click on **Quick Parts** and select **Building Blocks Organiser**. Select the entry, then click on **[Edit Properties]**. Make the required changes, then click on **[OK]** and **[Close]**.





---

## **Congratulations!**

You have now completed Microsoft Word 2016 - Working Smarter. Microsoft Word 2016 - Working Smarter was designed to get you to the point where you can competently perform a variety of operations.

We have tried to build up your skills and knowledge by having you work through specific tasks. The step by step approach will serve as a reference for you when you need to repeat a task.

## **Where To From Here?**

The following is a little advice about what to do next:

- Spend some time playing with what you have learnt. You should reinforce the skills that you have acquired and use some of the application's commands. This will test just how much of the concepts and features have stuck! Don't try a big task just yet if you can avoid it - small is a good way to start.
- Some aspects of the course may now be a little vague. Go over some of the points that you may be unclear about. Use the examples and exercises in these notes and have another go - these step-by-step notes were designed to help you in the classroom and in the work place!

Here are a few techniques and strategies that we've found handy for learning more about technology:

- read computer magazines - there are often useful articles about specific techniques
- if you have the skills and facilities browse the Internet, specifically the technical pages of the application that you have just learnt
- take an interest in what your work colleagues have done and how they did it - we don't suggest that you plagiarise but you can certainly learn from the techniques of others
- if your software came with a manual (which is rare nowadays) spend a bit of time each day reading a few pages. Then try the techniques out straight away - over a period of time you'll learn a lot this way
- and of course, there are also more courses and books for you to work through.

### **Hungry for More?**

We live in an ever-changing world where we all need to review and upgrade our skills.

If you have received this course book on a training course why not ask the tutor or trainer for other courses that may be of benefit to you. If you are attending a college ask for one of their brochures.

Alternatively, if you've enjoyed using this course book you can find others that cover a wide range of topics at our web site [www.watsoniapublishing.com](http://www.watsoniapublishing.com).

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