## PAUSE & PRACTICE: WORD 1-3

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In the final Pause & Practice project in this chapter, you add the finishing touches for the Placer Hills Real Estate document. You customize paragraph and line spacing, change paragraph alignment, and use spelling and grammar checkers to produce an error-free document. You also modify the document properties.

File Needed: [your initials] PP W1-2.docx

Completed Project File Name: [your initials] PP W1-3.docx

- 1. Open the [your initials] PP W1-2 document completed in Pause & Practice 1-2.
  - a. Click the File tab to open the Backstage view and click Open on the left.
  - b. Click Browse to open the Open dialog box.
  - c. Browse to locate the [your initials] PP W1-2 document, select the document, and click Open.
- 2. Save this document with a different file name.
  - a. Click the **File** tab to open the *Backstage* view and select **Save As** on the left. If your document is saved on *OneDrive* and *AutoSave* is turned on, select **Save a Copy**.
  - b. Click Browse to open the Save As dialog box and select the desired location to save the file.
  - c. Change the file name to [your initials] PP W1-3.
  - d. Click Save to save the document with a different file name and close the Save As dialog box.
- 3. Change the line and paragraph spacing for the entire document.
  - a. Press Ctrl+A to select the entire document.
  - b. Click the **Paragraph** launcher [*Home* or *Layout* tab, *Paragraph* group] to open the *Paragraph* dialog box (Figure 1-78).
  - c. Change the Line spacing to Single.
  - d. Change the *After* spacing to **12 pt**. Use the up arrow or type the amount of spacing.
  - e. Click **OK** to close the *Paragraph* dialog box.

## **ANOTHER WAY**

Change line spacing in the *Paragraph* group on the *Home* tab. Change *Before* and *After* paragraph spacing in the *Paragraph* group on the *Layout* tab.

Indents and Spa	cing	Line and	Eage	Breaks			
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Figure 1-78 Change Line spacing and After

paragraph spacing in the Paragraph dialog box

- 4. Add paragraph spacing before the date line of the business letter.
  - a. Select or place your insertion point in the first line (date line) of the business letter.
  - b. Click the Layout tab.
  - c. Change the Before spacing to 72 pt. (Figure 1-79). Note: 72 pt. is approximately 1", which is commonly used as the spacing before the date line on business letters.
- 5. Change the paragraph alignment of selected text.
  - a. Select or place your insertion point in the subject line of the business letter.
  - b. Click the Center button [Home tab, Paragraph group] or press Ctrl+E.
- 6. Use the *Thesaurus* to find synonyms for selected words.
  - a. Select the word "reveal" in the third body paragraph.
  - b. Click the Thesaurus button [Review tab, Proofing group]. The Thesaurus pane opens on the right with a list of synonyms for the selected word (Figure 1-80).
  - c. Click the **drop-down arrow** to the right of the word "divulge" and choose **Insert**. The word "divulge" replaces "reveal."



Figure 1-79 Change *Before* paragraph spacing in the *Paragraph* group

- d. Click the X in the upper-right corner of the Thesaurus pane to close the pane.
- e. Right-click the word "residence" in the first body paragraph. A context menu opens.
- f. Point to Synonyms and a list of synonyms appears.
- g. Select "home" from the list of synonyms. The word "home" replaces "residence"
- 7. Add a word to the custom dictionary.
  - a. Click the File tab to open the Backstage view.
  - b. Click the Options button to open the Word Options dialog box.
  - c. Click Proofing on the left.
  - d. Click the Custom Dictionaries button in the When correcting spelling in Microsoft Office programs area. The Custom Dictionaries dialog box opens.
  - e. Select RoamingCustom.dic in the Dictionary List. If this dictionary is not available, select the available custom dictionary.
  - f. Click the Edit Word List button. The RoamingCustom.dic dialog box opens (Figure 1-81).
  - g. Type your last name in the Word(s) area and click the Add button. If your last name is already in the dictionary, the Add button is shaded gray
  - h. Click OK to close the RoamingCustom.dic dialog box.
  - i. Click OK to close the Custom Dictionaries dialog box.
  - j. Click OK to close the Word Options dialog box.
- 8. Spell and grammar check the document.
  - a. Right-click the word "wholehouse" in the second paragraph. A context list of words appears (Figure 1-82).
  - b. Select "whole house." The correctly spelled word replaces the incorrectly spelled word.
  - c. Place your insertion point at the beginning of the document or press Ctrl+Home.
  - d. Click the Editor button [Review tab, Proofing group] or press F7 to open the Editor pane on the right. This button might be Spelling & Grammar.

Office 365/2021 Note: The Editor pane and how it checks spelling and Figure 1-82 Correct spelling using the context grammar may differ slightly between the different versions of Office. The Editor button [Review tab, Proofing group] may be named Spelling & Grammar.

- e. Click Editor Score to display suggested spelling and grammar errors.
- f. Click "truss" in the Suggestions area in Editor pane to replace the misspelled word (Figure 1-83).
- g. Continue spell checking the remainder of the document. Change "granate" to "granite" and "you're" to "your." If necessary, click Total Suggestions to continue checking the document.
- h. Click Add to Dictionary if "Cavalli" is marked as incorrect.
- i. Click Ignore Once if your reference initials are marked as incorrect.
- j. Click  $\ensuremath{\text{OK}}$  to close the dialog box that opens and informs you that you have finished reviewing the Editor's suggestions.
- k. Click the X in the upper-right corner of the Editor pane to close the pane.
- 9. Use *Rewrite Suggestions* to select an alternative word choice.
  - Office 365/2021 Note: The Rewrite Suggestions feature may not be available in all versions of Office 365 or Office 2021.
  - a. Right-click the word "paragraph" in the first sentence of the first body paragraph.
  - b. Select Rewrite Suggestions from the context menu. The Editor pane displays at the right with suggestions for alternate wording (Figure 1-84). If you see a message stating "Office Intelligence services are not

enabled," please confirm that you are logged in to your Office 365 account to enable this feature. If Rewrite Suggestions is not an option on your context menu, type subsection to replace the selected word ("paragraph").

- c. Select "each subsection" to replace the existing text.
- d. Click the X in the upper-right corner of the Editor pane to close the pane.



Figure 1-80 Insert a synonym from the

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Figure 1-81 Add a word to the custom dictionary

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le	Cô	Paste Options:		pilothouse	
n		B P P		Add to Dictionary	



Figure 1-83 Editor pane

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- 10. Use Search to research selected words.
  - a. Select "Transfer Disclosure Statement" in the third body paragraph.
  - b. Right-click the selected words and select Search "Transfer..." from the context menu. The Search pane opens on the right. If you are using this feature for the first time, you may receive a message about privacy.
  - c. Review the research results on the Search pane.
  - d. Click the X in the upper-right corner of the *Search* pane to close the pane.
- 11. Add document properties to your letter.
  - a. Click the File tab to open the Backstage view.
  - b. Click Info on the left. The document properties display on the right side of the *Backstage* view (Figure 1-85).
  - c. Click the *Title* field and type **Disclosure Statement**.
  - d. Right-click the existing author in the *Author* area and select **Remove Person**.
  - e. Click **Add an author** in the *Author* area, type <u>Emma Cavalli</u>, and press **Tab**.
  - f. Click the **Show All Properties** link at the bottom of the list of document properties. Additional document properties display.
  - g. Click the Company area and type Placer Hills Real Estate.
  - h. Click the **Properties** drop-down list at the top of the *Properties* area and choose **Advanced Properties**. The document properties display in the *Summary* tab of the *Properties* dialog box.
  - i. Type Real Estate in the Subject text box.
  - j. Click **OK** to close the *Properties* dialog box and click the **Back** arrow to return to the document.
- 12. Use the Read Aloud feature.
  - a. Place your insertion point at the beginning of the first body paragraph ("Please read each subsection...").
  - b. Click the **Read Aloud** button [*Review* tab, *Speech* group]. Word begins reading the first paragraph and the *Read Aloud* controls display in the pane to the right of the document.
  - c. Click the Pause button in the Read Aloud controls.
  - d. Click the Settings button and change the Reading speed and Voice Selection as desired (Figure 1-86).
  - e. Press Esc to close the Settings menu.
  - f. Click the Next button to skip to the next paragraph.
  - g. Click the **Stop** button to stop the reading and close the *Read Aloud* controls.
- 13. Use Learning Tools.
  - a. Click the Immersive Reader button [View tab, Immersive group]. The Immersive Reader contextual tab displays (Figure 1-87).
  - b. Click the Column Width button [Immersive Reader tab, Immersive Reader group] and select Narrow to change the display width. You can try other Column Width selections also.
  - c. Click the Page Color button and select a color or your choice.
  - d. Click the Line Focus button and select Three Lines.
  - Click the **Text Spacing** button, if necessary, to display wide spacing. This button toggles between wide and normal spacing.
  - f. Click the **Syllables** button to display a space between syllables in words.
  - g. Click the Close Immersive Reader button [Immersive Reader tab, Close group] to close the Immersive Reader view and return to your document.
- 14. Save and close the document (Figure 1-88).



Figure 1-84 *Rewrite Suggestions* displayed in the *Editor* pane



Figure 1-85 Document properties on the Backstage view



Figure 1-86 Read Aloud controls



Figure 1-87 Learning Tools

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