

## PAUSE & PRACTICE: WORD 1-3



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*

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

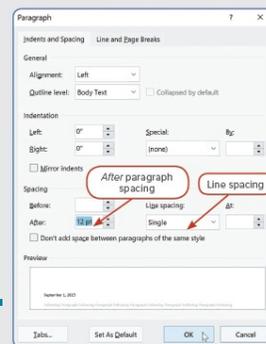


Figure 1-78 Change *Line spacing* and *After* paragraph spacing in the *Paragraph* dialog box

- Add paragraph spacing before the date line of the business letter.
  - Select or place your insertion point in the first line (date line) of the business letter.
  - Click the **Layout** tab.
  - 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.
- Change the paragraph alignment of selected text.
  - Select or place your insertion point in the subject line of the business letter.
  - Click the **Center** button [*Home* tab, *Paragraph* group] or press **Ctrl+E**.
- Use the *Thesaurus* to find synonyms for selected words.
  - Select the word "reveal" in the third body paragraph.
  - 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).
  - Click the **drop-down arrow** to the right of the word "divulge" and choose **Insert**. The word "divulge" replaces "reveal."

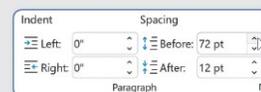


Figure 1-79 Change *Before* paragraph spacing in the *Paragraph* group

- 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.

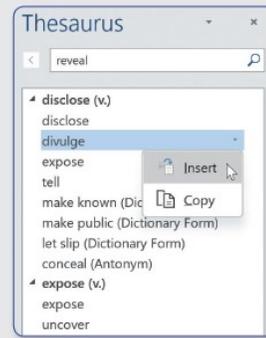


Figure 1-80 Insert a synonym from the *Thesaurus* pane

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**.

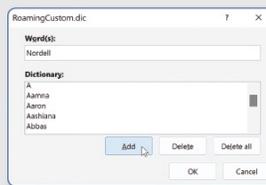


Figure 1-81 Add a word to the custom dictionary

**Office 365/2021 Note:** The *Editor* pane and how it checks spelling and 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 **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.

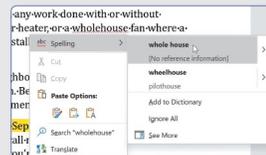


Figure 1-82 Correct spelling using the context menu

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.

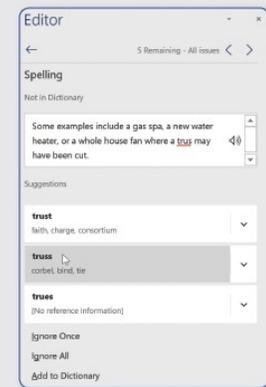


Figure 1-83 Editor pane

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.

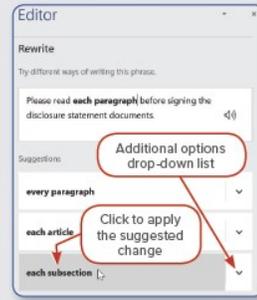


Figure 1-84 Rewrite Suggestions displayed in the Editor pane

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 **Emma Cavalli**, 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.

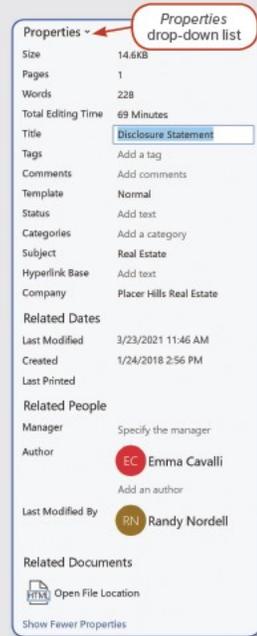


Figure 1-85 Document properties on the Backstage view

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.

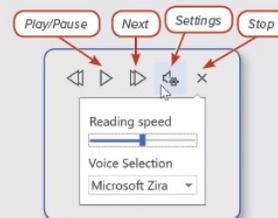


Figure 1-86 Read Aloud controls

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**.
  - e. 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.

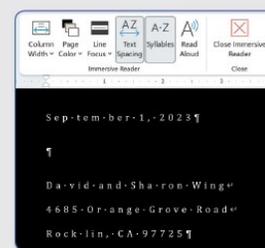


Figure 1-87 Learning Tools

14. Save and close the document (Figure 1-88).





September 1, 2023

David and Sharon Wing  
4685 Orange Grove Road  
Rocklin, CA 97725

Dear Mr. and Mrs. Wing

**SUBJECT: Disclosure Statement**

Please read each subsection before signing the disclosure statement documents. As you fill out the required disclosure packet, it is critical to the transmission of sale that you give as much information as possible about your home, no matter how small or insignificant. Please use additional paper if necessary and make a notation to that fact.

Make note on the disclosure statement if you have had any work done with or without permits. Some examples include a gas spa, a new water heater, or a whole house fan where a truss may have been cut. If you had granite counters installed, that does not require a permit.

If there is information about the neighborhood or neighbors that you as a buyer would want to know about, be sure to divulge that information. Be sure to address those types of questions on the Real Estate Transfer Disclosure Statement, item # 11 on page 2.

Please complete the enclosed disclosure statement by **September 8** and return it to me. As always, if you have any questions or concerns, please call me at 916-450-3334 or email me at [ecavalli@phr.com](mailto:ecavalli@phr.com). Best wishes and thank you for your business.

Best regards,

EMMA CAVALLI  
Realtor/Consultant  
Placer Hills Real Estate

TM  
Enclosure

Figure 1-88 PP W1-3 completed