appears as a red banner at the top left.

1. In your **w1-6** file, right-click the word **desination**.

2. The menu of suggested spellings appears (see Figure 1.15).

3. In the spelling list, click **destination**.

4. The misspelled word is replaced by the correctly spelled word.

5. **CHECK** Your screen should look like Figure 1.16.

6. Save your file.

➡ *Continue to the next exercise.*

Microsoft Office 2007

Homonyms are words that sound the same but have different meanings (for example, to, too, and two). The Office 2007 Spell Check feature highlights potential homonyms so you can be sure you are using the correct word.

Academic Skills

The use of proper spelling in a document is very important. A document with errors will not be well received by readers. Always read the final document to find errors.

EXERCISE 1-9
Correct Spelling Errors

Word helps you find and correct spelling errors as you work on a document. A wavy red line under a word indicates that the word may be misspelled. This tool is helpful, but you still need to proofread to make sure that all words are spelled correctly and that your grammar and word selection are correct. (We will look more at the Spell Check function in Lesson 3.)
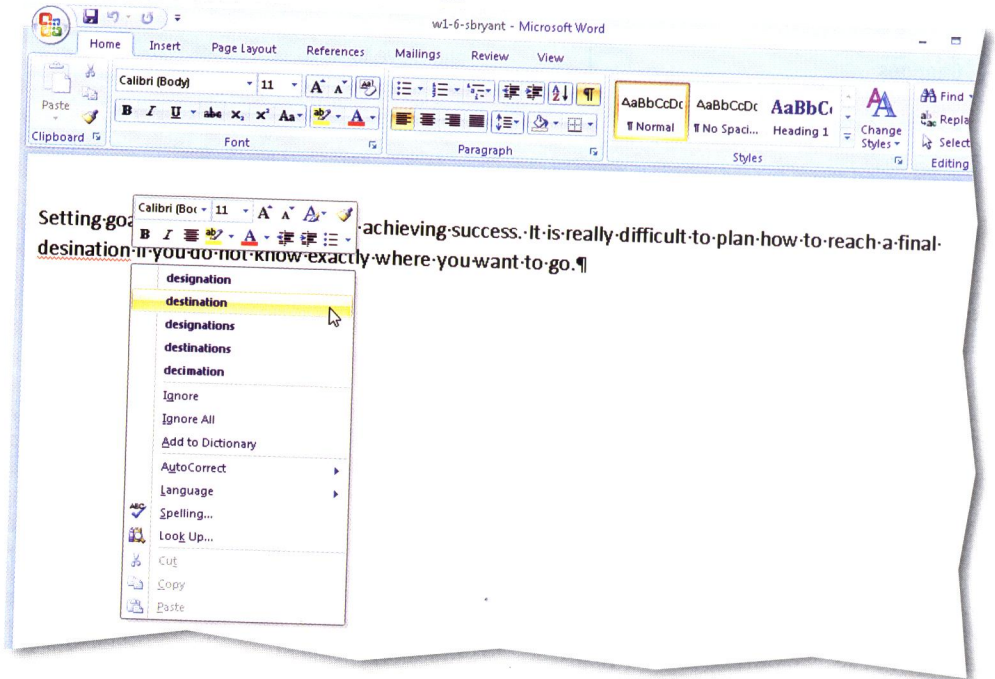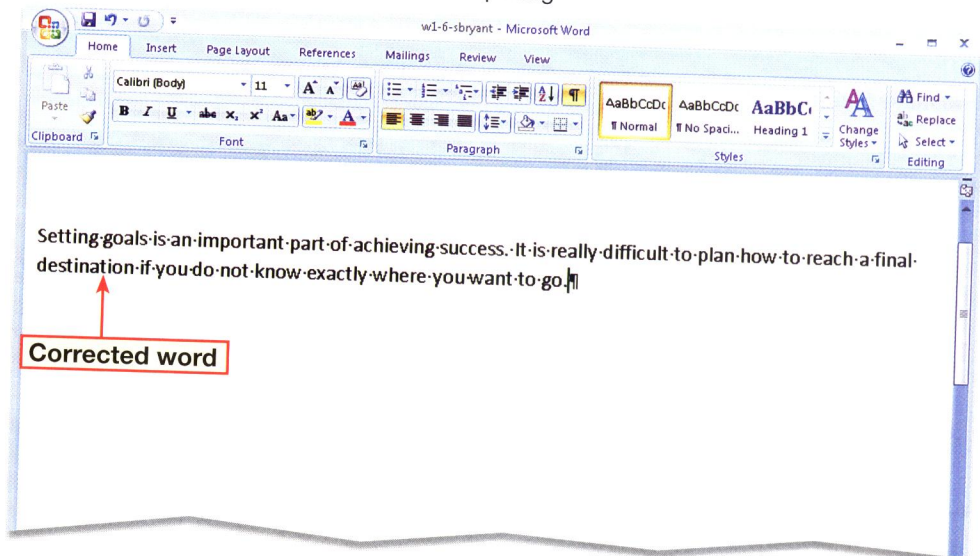
FIGURE 1.15 Spelling correction suggestions

FIGURE 1.16 Sentence with corrected spelling

Delete Text

Sometimes you need to <mark>edit</mark>, or change, your document by deleting text. There are several ways to delete, or remove, unwanted text from a document. Some of these ways are outlined in Table 1.1.

1 In your **w1-6** file, click immediately before the word **difficult** (see Figure 1.17).

2 Press ⌈DELETE⌋ nine times to delete each letter of **difficult**. Key: hard.

3 Click after the word **really**.

4 Press ⌈←BACKSPACE⌋ seven times to delete the word and the extra space.

5 Click before the word **final**.

6 Hold down ⌈CTRL⌋ and press ⌈DELETE⌋. The word **final** is deleted.

7 Click at the end of the word **exactly**.

8 Hold down ⌈CTRL⌋ and press ⌈←BACKSPACE⌋. The word **exactly** is deleted.

9 (i)**CHECK** Your screen should look like Figure 1.18. Save your file.

➡ *Continue to the next exercise.*

TABLE 1.1 Ways to delete text

Keyboard Shortcut	Result
⌈←BACKSPACE⌋	Deletes the character to the left of the insertion point
⌈CTRL⌋ + ⌈←BACKSPACE⌋	Deletes the word to the left of the insertion point
⌈DELETE⌋	Deletes the character to the right of the insertion point
⌈CTRL⌋ + ⌈DELETE⌋	Deletes the word to the right of the insertion point

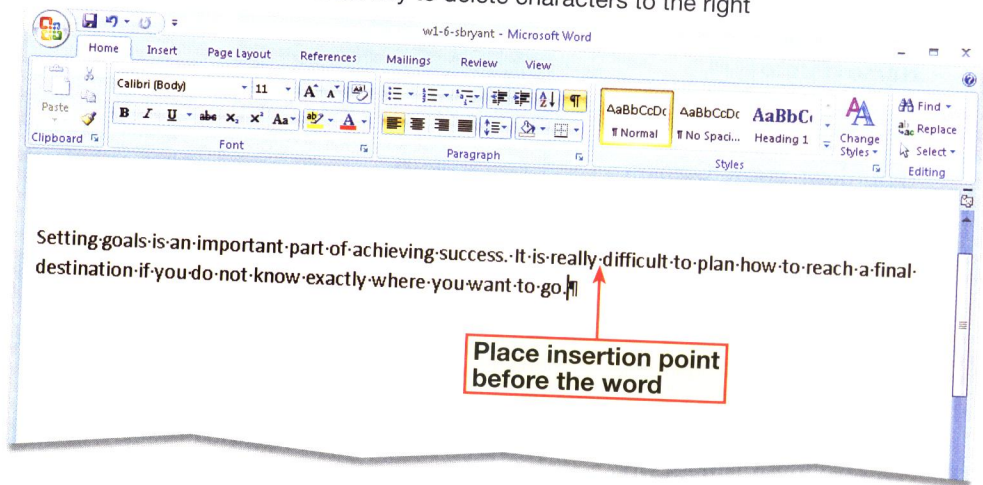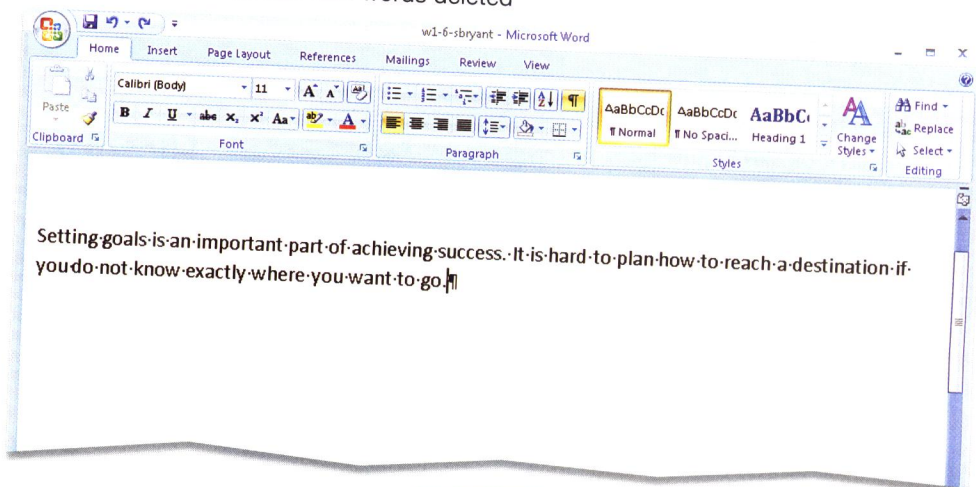**FIGURE 1.17** Use the Delete key to delete characters to the right

Setting·goals·is·an·important·part·of·achieving·success.·It·is·really·difficult·to·plan·how·to·reach·a·final· destination·if·you·do·not·know·exactly·where·you·want·to·go.¶

Place insertion point before the word

FIGURE 1.18 Final text with words deleted

Setting·goals·is·an·important·part·of·achieving·success.·It·is·hard·to·plan·how·to·reach·a·destination·if· you·do·not·know·exactly·where·you·want·to·go.¶

1 In your **w1-6** file, click at the end of the second sentence. Press the **spacebar** once. Key: However.

2 On the **Quick Access Toolbar**, click **Undo**. The word **However** disappears.

3 On the **QAT**, click **Redo**. The word reappears.

4 **CHECK** Your screen should look like Figure 1.19.

5 Click **Undo**. The word disappears again.

6 Select the first word **Setting**. Press DELETE.

7 Move your pointer over **Undo**. Notice the ScreenTip now reads **Undo Clear**.

8 Click **Undo**. The word **Setting** is restored.

9 **CHECK** Your screen should look like Figure 1.20.

Continue to the next exercise.

Microsoft Office 2007

The **Repeat** button appears on the word QAT by default. The **Redo** button only appears when you can redo an action.

EXERCISE 1-11
Undo and Redo Actions

You may decide not to keep a change that you have just made to a document. You can click Undo to erase a step you have just performed. If you want to restore the change, click Redo to bring it back. Click the Undo drop-down arrow to see how many changes you can undo in your document.

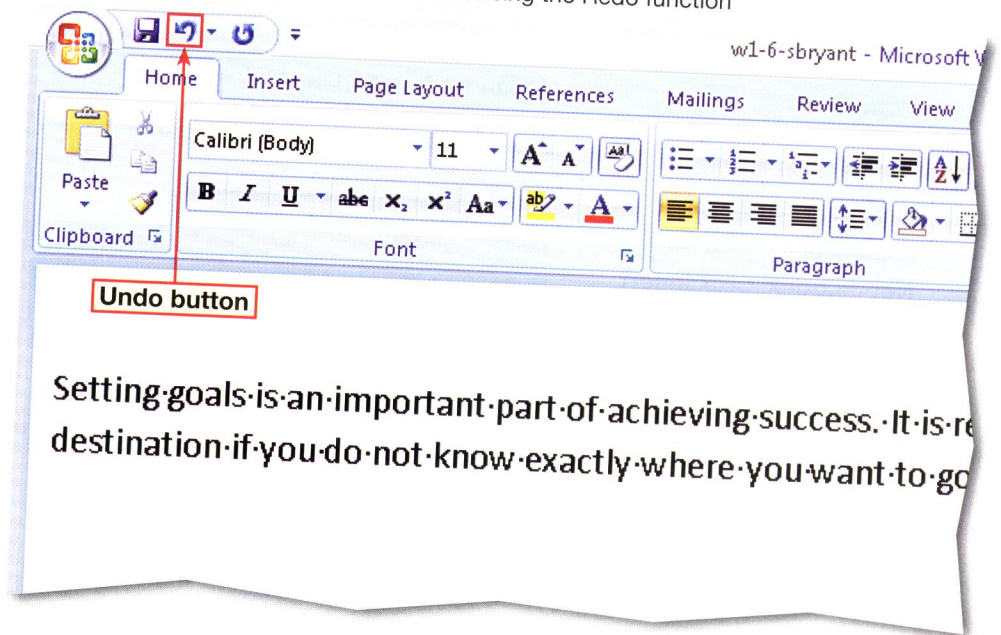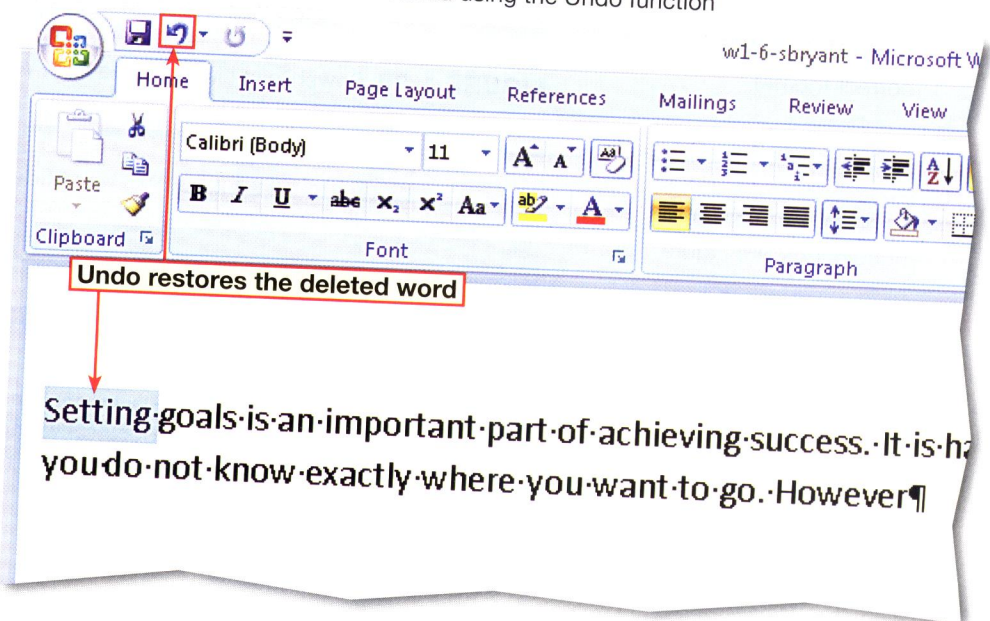**FIGURE 1.19** Text has been reinserted using the Redo function

Undo button

Setting·goals·is·an·important·part·of·achieving·success.·It·is·re destination·if·you·do·not·know·exactly·where·you·want·to·go

FIGURE 1.20 Deleted text is restored using the Undo function

Undo restores the deleted word

Setting·goals·is·an·important·part·of·achieving·success.·It·is·ha you·do·not·know·exactly·where·you·want·to·go.·However¶

1 In your **w1-6** file, click **Office** 🔘.

2 Locate but do NOT click the **Exit Word** button in the **Office** menu (see Figure 1.21). Clicking **Exit Word** would close Word and all Word documents you have open.

3 In the **Office** menu, locate but do NOT click the **Close** button. Clicking **Close** would close the Word document you have open.

4 Click outside the menu to close the **Office** menu.

5 Click **Close** ☒ (see Figure 1.22). Your Word document closes.

6 ℹ**CHECK** Your screen should look like Figure 1.22.

➡ *Continue to the next exercise*

You Should Know

Clicking the **Close** button on the title bar closes one open document at a time. If only one document is open, clicking the **Close** button will exit Word.

EXERCISE 1-12
Close a Document

After you have finished and saved your work in a document, you can close it. Your document will still be available to you if you need to work on it at a later time.
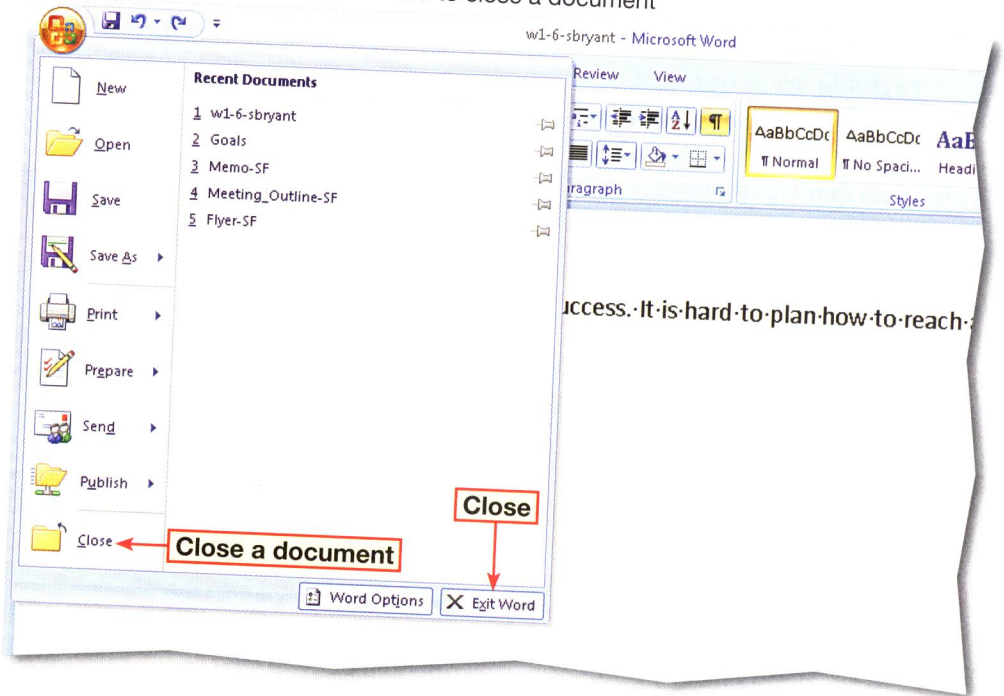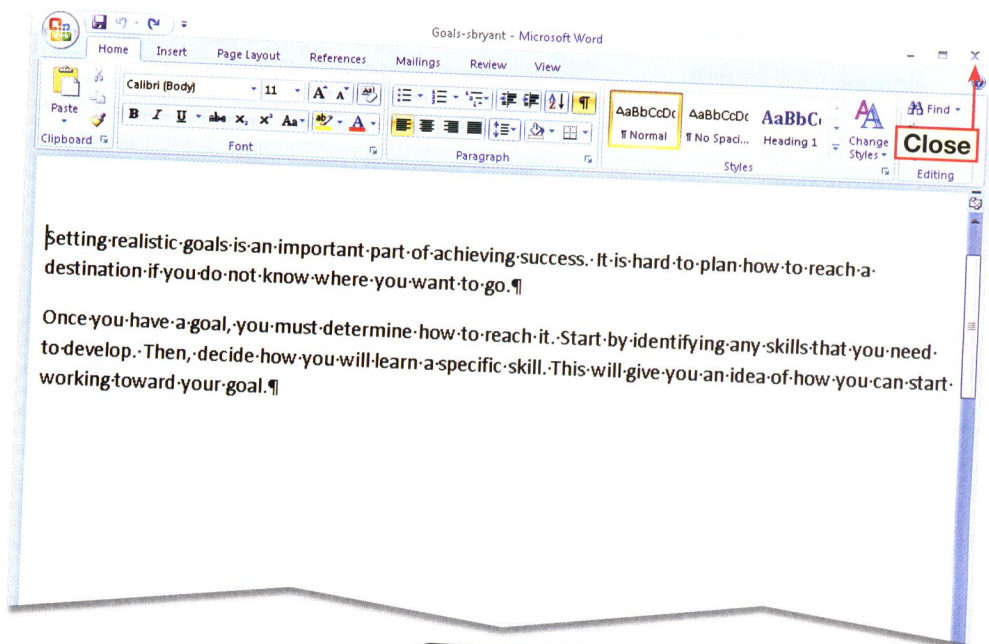
FIGURE 1.21 Use the Office menu to close a document

FIGURE 1.22 Word document closed

1. Choose **Office>Open**.

2. In the **Open** dialog box, click the **Previous Locations** box drop-down arrow. Select the location of your data files. Ask your teacher for the correct location.

3. **(i)CHECK** Your screen should look like Figure 1.23.

4. Click the file **Goals.docx**. Click **Open**.

5. Choose **Office>Save As**. In the **File name** box, key: Goals-[your first initial and last name] (for example, *Goals-sbryant*).

6. In the **Save in** box, locate your folder.

7. In the **Save As** dialog box, click **Save**.

8. **(i)CHECK** Your screen should look like Figure 1.24.

➡ *Continue to the next exercise.*

EXERCISE 1-13
Open an Existing Document

You can open and use an existing document that has been saved. This can be very useful if, for example, you are working on a team project and you need to work on a document created by you or one of your team members.
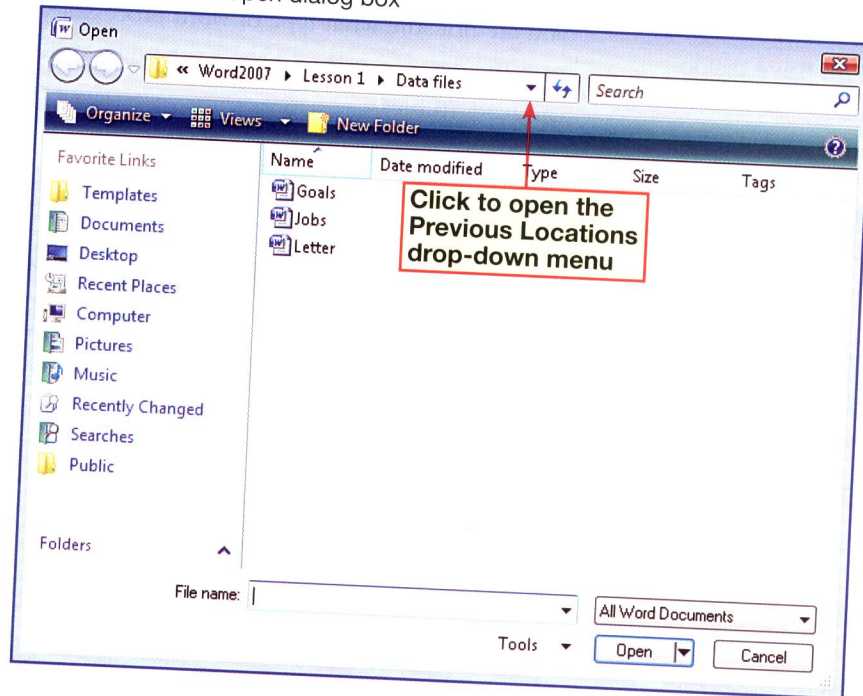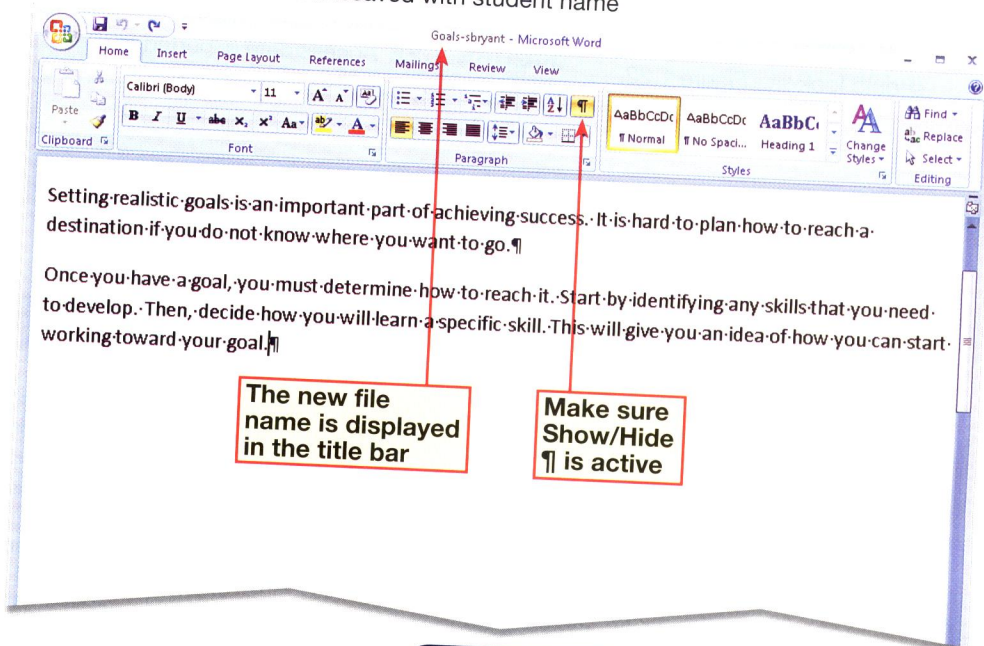
FIGURE 1.23 Open dialog box

Click to open the Previous Locations drop-down menu

FIGURE 1.24 Document resaved with student name

The new file name is displayed in the title bar

Make sure Show/Hide ¶ is active

1 In your **Goals** file, make sure **Show/Hide ¶** is on. At the end of the first paragraph, click after the period following the word **go**.

2 Press DELETE once to delete the space between paragraphs.

3 Press the **spacebar** once to insert a space between the sentences.

4 ⓘ**CHECK** Your screen should look like Figure 1.25.

5 Click after the period following the word **go**. Press DELETE once to delete the space between the sentences.

6 Press ENTER once to add a space between paragraphs.

7 ⓘ**CHECK** Your screen should look like Figure 1.26. Save your file.

➡ *Continue to the next exercise.*

Shortcuts

You can get help for tasks you are performing by pressing F1.

EXERCISE 1-14
Combine and Split Paragraphs

As you write, you might decide that one long paragraph should be made into two paragraphs. Or, you might decide that two paragraphs should be combined into one. Word makes it easy to perform these tasks.
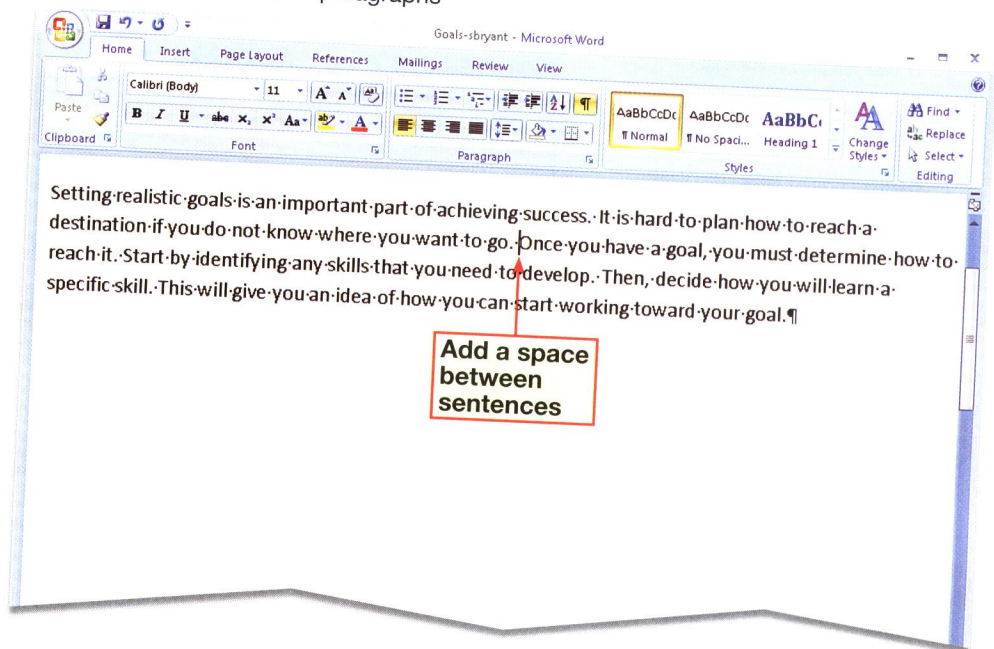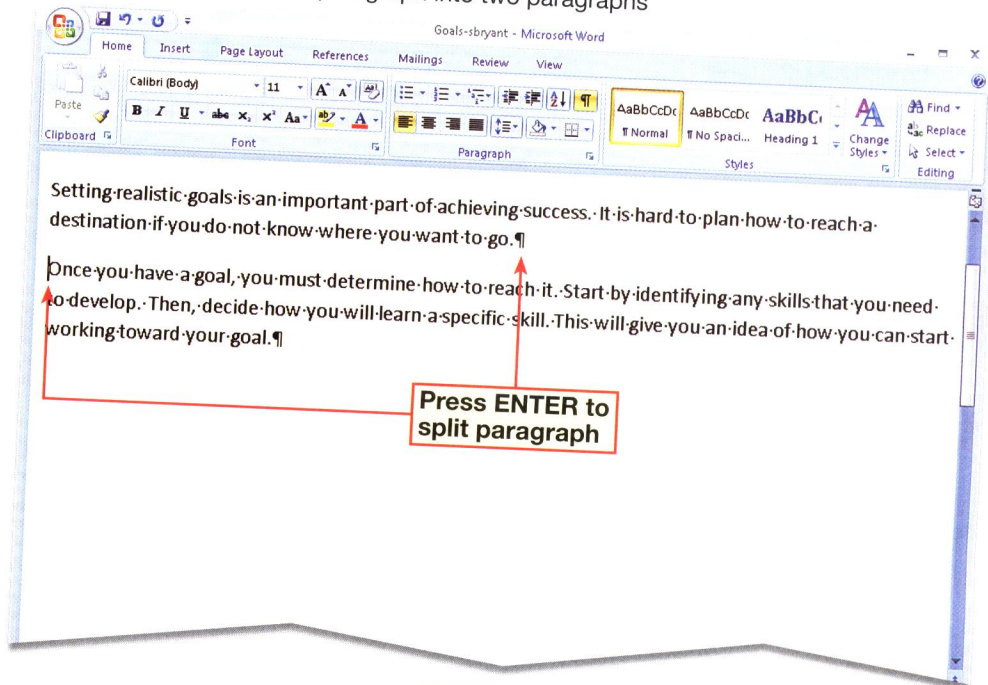
FIGURE 1.25 Combine paragraphs

Add a space between sentences

FIGURE 1.26 Split one paragraph into two paragraphs

Press ENTER to split paragraph

1 In your **Goals** file, choose **View>Zoom>Zoom** 🔍.

2 In the **Zoom** dialog box, under **Zoom to**, click **200%**.

3 ⓘ**CHECK** Your dialog box should look like Figure 1.27. Click **OK**. The text in your document appears larger.

4 Choose **View>Zoom> 75%**.

5 ⓘ**CHECK** Your screen should look similar to Figure 1.28. Your text appears smaller.

6 Find the **Zoom** slider on the status bar. Slide the percentage zoom to the normal or default setting (see Figure 1.28).

7 Save your file.

➡ *Continue to the next exercise.*

Microsoft Office 2007

The Zoom Slider allows you to see automatically how changing the zoom affects the look of your screen.

EXERCISE 1-15
Use the Zoom Options

Zoom options can make it easier to read items on the screen. Zoom changes the magnification. You can zoom in to make content easier to read, or zoom out to see more of a document on the screen.
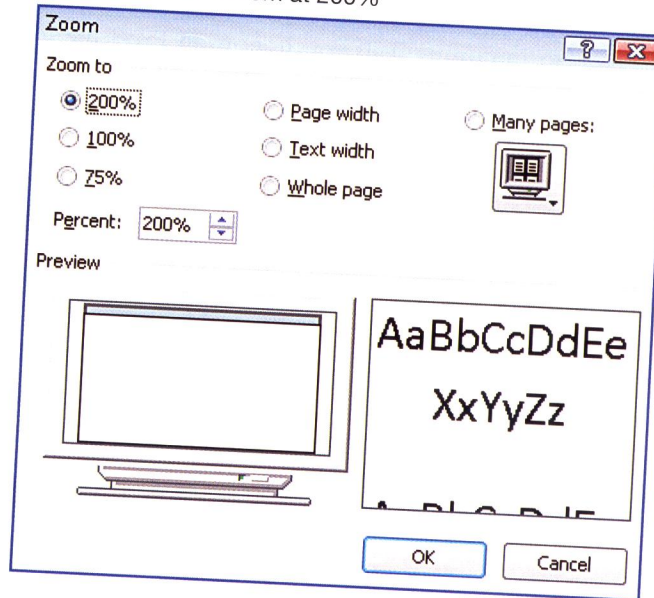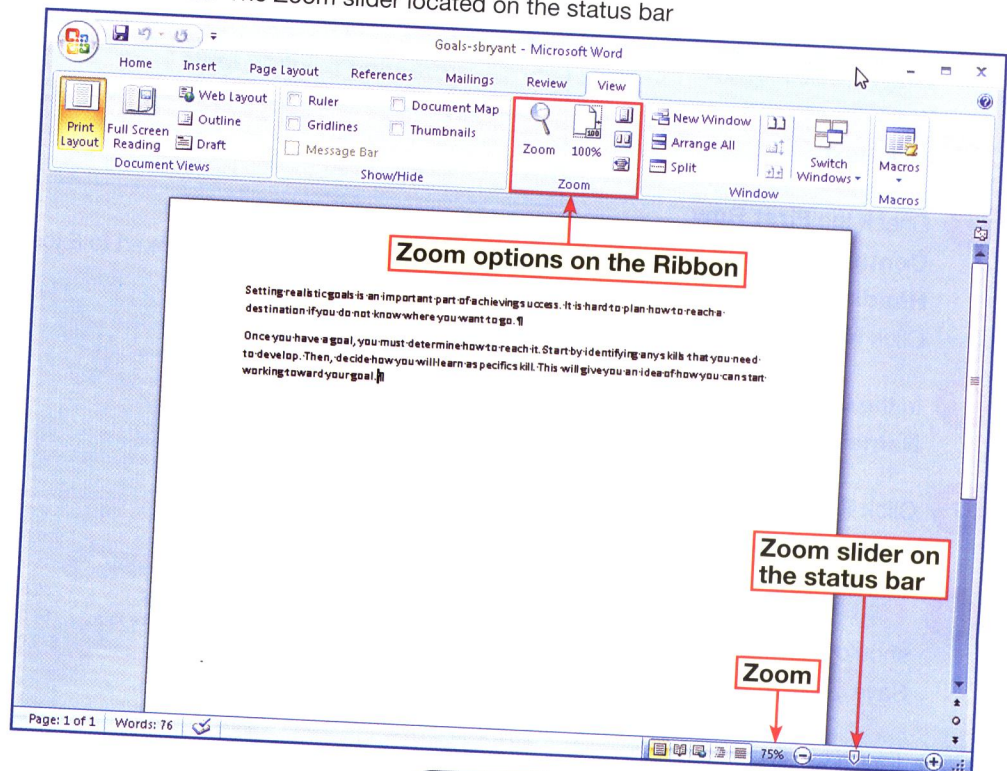
FIGURE 1.27 Zoom at 200%

FIGURE 1.28 The Zoom slider located on the status bar

1 In your **Goals** file, click the **Help** ⓘ on the top right corner of the screen. The **Word Help** window opens.

2 In the **Search** box, key: save a document.

3 ⓘCHECK Your screen should look like Figure 1.29.

4 Click **Search**. A list of topics appears in a new window.

5 Scroll down the list and click **Save a document** to open instructions on how to save documents.

6 In the toolbar at the top of the screen, click **Show Table of Contents** 📄.

7 ⓘCHECK Your screen should look similar to Figure 1.30. Notice that the topic is listed under *Saving and printing*.

8 Click **Close** ✕ in the **Word Help** window.

➡ *Continue to the next exercise.*

EXERCISE 1-16
Use the Help Feature

As you write, you may have many questions about how certain Word features work. Word Help can answer these questions for you. Enter a topic into the Help window Search box and Word will produce a list of search results for you.
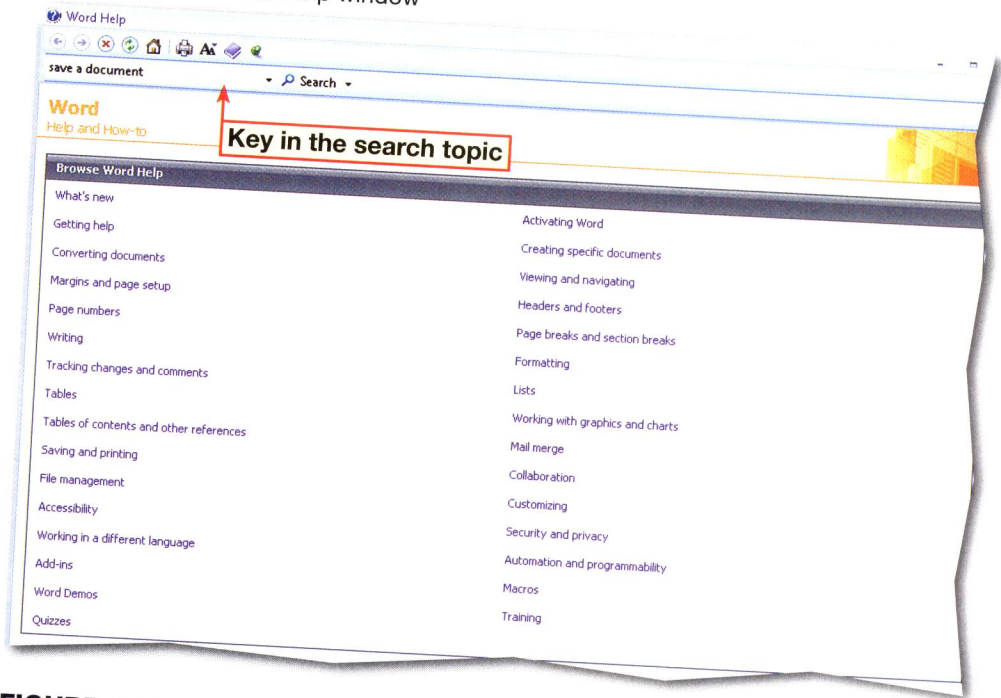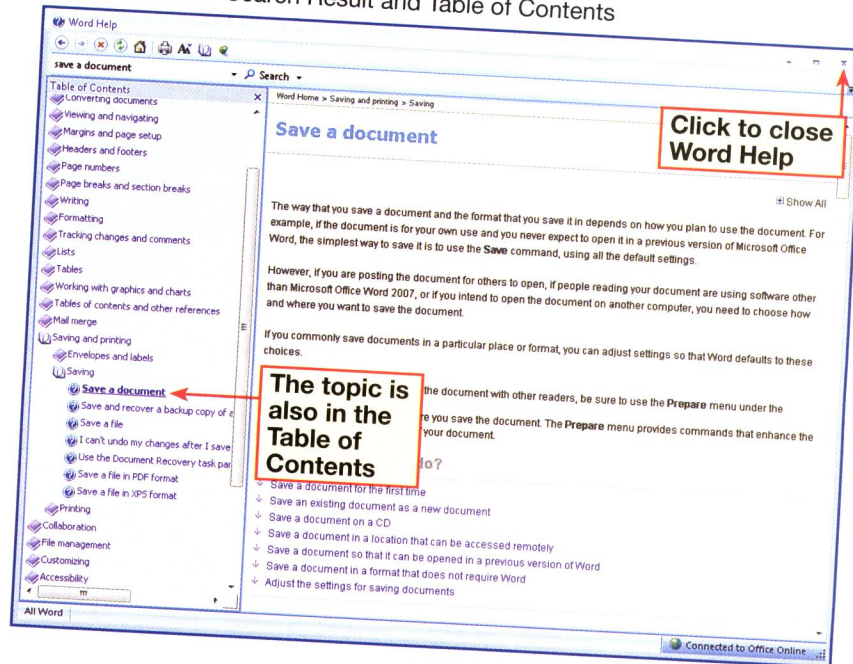
FIGURE 1.29 Word Help window

Key in the search topic

Browse Word Help

What's new
Getting help
Converting documents
Margins and page setup
Page numbers
Writing
Tracking changes and comments
Tables
Tables of contents and other references
Saving and printing
File management
Accessibility
Working in a different language
Add-ins
Word Demos
Quizzes

Activating Word
Creating specific documents
Viewing and navigating
Headers and footers
Page breaks and section breaks
Formatting
Lists
Working with graphics and charts
Mail merge
Collaboration
Customizing
Security and privacy
Automation and programmability
Macros
Training

FIGURE 1.30 Search Result and Table of Contents

Click to close Word Help

Save a document

The way that you save a document and the format that you save it in depends on how you plan to use the document. For example, if the document is for your own use and you never expect to open it in a previous version of Microsoft Office Word, the simplest way to save it is to use the **Save** command, using all the default settings.

However, if you are posting the document for others to open, if people reading your document are using software other than Microsoft Office Word 2007, or if you intend to open the document on another computer, you need to choose how and where you want to save the document.

If you commonly save documents in a particular place or format, you can adjust settings so that Word defaults to these choices.

The topic is also in the Table of Contents

1 In your **Goals** file, click **Office** (logo). Move your pointer over **Print** to open the **Print Options** pane.

2 Click **Print Preview**.

3 (i)**CHECK** Your screen should look like Figure 1.31.

4 In the **Preview** group, click **Close Print Preview** (X).

5 Choose **Office>Print**. The **Print** dialog box opens as shown in Figure 1.32.

6 Check with your teacher to make sure that the correct printer name is in the **Name** box.

7 Check that the number **1** is in the **Number of copies** box.

8 With your teacher's permission, click **OK** to print the document.

9 Save your file. Choose **Office>Close** to close your document.

10 Click **Close** (X) to exit the Word program (see Figure 1.31).

EXERCISE 1-17
Preview and Print a Document

Print Preview allows you to see the page as it will appear when printed. Once you are satisfied with the document, the Print dialog box allows you to make choices such as the number of copies, or which printer you will use.

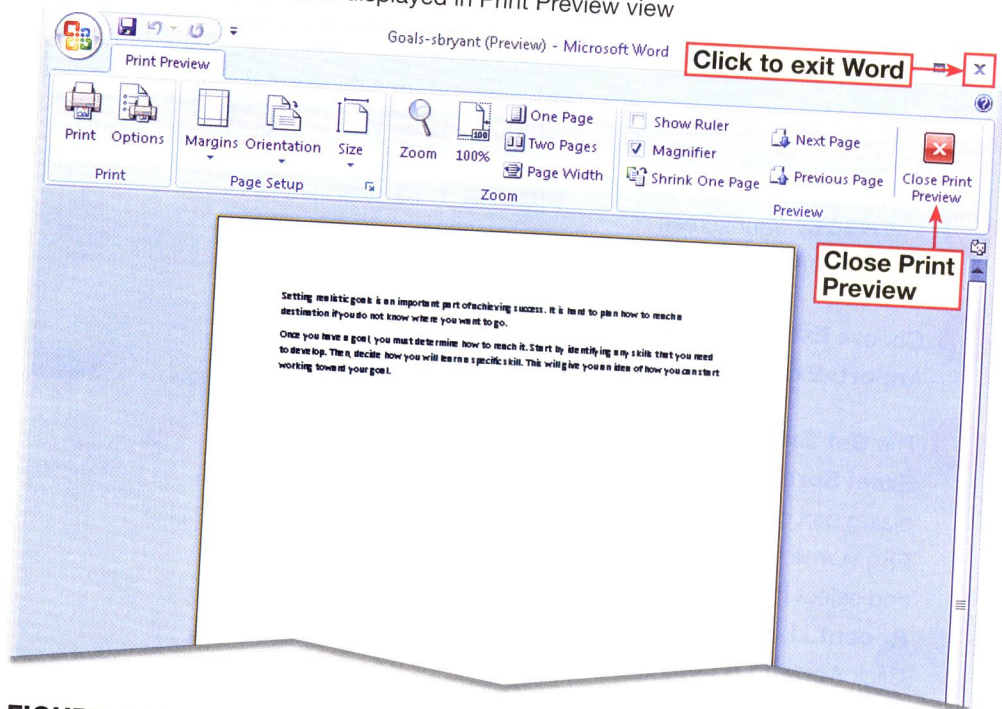**FIGURE 1.31** Document displayed in Print Preview view

FIGURE 1.32 Print dialog box