

# 8

## WORKING WITH TEXT

### 8.1 INTRODUCTION

This lesson covers various features of text processing such as moving text from one place to another place in the document, creating bulleted and numbered lists, creating and applying styles, and spelling and grammar corrections that are important to enrich your document. Also, enriching a document's appearance is Word's specialty. Word's formatting features allow you to create beautiful documents without doing much more than typing headings and text. Word will do the rest. Word offers a great amount of formatting options: multiply typefaces and point sizes; easy-to-apply character styles such as bold, italic, normal, single and double underline; subscript and superscript; and paragraph formats such as alignment, spacing and indentation.

### 8.2 OBJECTIVES

After going through this lesson you would be able to

- explain basic text processing tips
  - define character and paragraph formats
  - create bulleted and numbered lists
  - explain spelling and grammar features
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### **8.3 WORKING WITH TEXT**

While using Word program, there are certain concepts, tips, and commands you should learn sooner, rather than later. This section deals with most common Word concepts, tips, and commands you should know regardless your skills in using Word program.

#### **8.3.1 Typing Text**

To enter text, just start typing! The text will appear where the blinking cursor is located. Unlike with a typewriter, you need not press ENTER key at the end of each line. Continue to let your text wrap around until you are ready to start a new paragraph. Press ENTER key at the end of a paragraph.

#### **8.3.2 Wrapping Words Together**

If you want that two words (such as name of a place or person having more than one word), always wrap to the next line together, put a nonbreaking space between them. The keyboard combination for a nonbreaking space is **CTRL+SHIFT+ SPACEBAR**. For example, if you want the word 'New Delhi', should appear in the same line, press **CTRL+SHIFT+SPACEBAR** between 'New' and 'Delhi'. Similarly, you can press the above key combination to wrap dates ( day and month & month and year).

#### **8.3.3 Inserting Text.**

To insert the text in an existing document, follow the steps given below:

1. Move the cursor by using the arrow buttons on the keyboard or positioning the mouse and clicking the left button where you want to insert the text. The keyboard shortcuts listed below are also helpful when moving through the text of a document.

Beginning of the line **HOME**

End of the line **END**

Top of the document **CTRL+HOME**

End of the document **CTRL+END**

2. Type the text you want to insert.

#### **8.3.4 Spacebar and Tabs**

Use the spacebar as a separator for your words and sentences. Don't

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use the spacebar to move the insertion point across a line of text - known as “spacing across a line”. The spacebar method works in a typewriter as a way of moving across a line, but it does not work in word processing. If you use the spacebar to move around, word will make additional spaces, which you will then have to delete. Avoid using the spacebar to create columns of text. Instead you can use the **Tab** key.

### 8.3.5 Paragraph Markers

You may find it easier to type when you can see the returns, spaces, and tabs in your document. If so, click on the **Show/Hide** button on the Standard toolbar to display, the marks. Click on the symbol again to hide them.

### 8.3.6 Selecting (Highlighting) Text

To change any attributes of text it must be highlighted first. Select the text by dragging the mouse over the desired text while keeping the left mouse button depressed, or hold down the **SHIFT** key on the keyboard while using the arrow buttons to highlights the text. The shortcuts for selecting a portion of the text are:

- a. To select whole word double-click within the word.
- b. To select whole paragraph triple-click within the paragraph.
- c. To select several words or lines drag the mouse over the words, or hold, down **SHIFT** key while using the arrow keys.
- d. To select entire document choose **Edit → Select All** command on the menu bar, or press **CTRL+A** keys.
- e. To deselect the text click anywhere outside of the selection on the page or press an arrow key on the keyboard.

### 8.3.7 Deleting Text

Use the **BACKSPACE** and **DELETE** keys on the keyboard to delete text. Backspace will delete the text to the left of the cursor and Delete will erase the text to the right. To delete a large selection of text, highlight it using any of the methods outlined above and press the **DELETE** key.

### 8.3.8 Caps Lock

When Caps Lock (a key on the keyboard) is off, any text you type will be lowercase, and the text you type holding down the **Shift** key

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will be in upper case. On the other hand, when Caps Lock is on, any text you type will be in uppercase, and the text you type holding down the **Shift** key will be in lowercase. If you inadvertently type a bit of text with the Caps Lock on, select the text and choose **Format → Change Case → TOGGLE cASE** command on the menu bar to change the case back to normal.

If you inadvertently type a bit of text with only uppercase text and want to change it to lowercase text, select the text and choose **Format → Change Case → lowercase** command on the menu bar. On the other hand, if you want to change lowercase text to uppercase, select the text and choose **Format → Change Case → UPPER CASE** command on the menu bar to change the case back to normal.

### **8.3.9 Replacing Text**

Word can combine the steps of deleting unwanted text, positioning the insertion point, and inserting replacement text. To replace text, follow the steps given below:

1. Select the text to be removed.
2. Start typing the new text. Observe that the new text is replacing the selected text.

You can also replace the text by selecting the text, then deleting it using DELETE key, and then start typing new text.

## **8.4 CLICK AND TYPE**

This feature allows you to insert text any where in a page. Move the cursor in a page where you want to insert the text. Double-click and start typing. Click and Type is also useful for inserting tables, charts and other graphics in a blank area of a document. When you insert an item, Click and Type automatically formats the item according to where you insert it.

### **8.4.1 Inserting (Typing) Special Characters (Symbols)**

Word supports a set of special characters and symbols, which cannot be entered through the keyboard. To insert these special characters and symbols, follow the steps given below:

1. Move the cursor where you want to place the symbol and click. Observe that the insertion pointer appears at the point.
  2. Choose **Insert → Symbol** command on the menu bar. The Symbol dialog box appears. The dialog box displays all available symbols for respective fonts.
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3. Click on **Symbols** tab if it is not highlighted. Click on the symbol you want to insert, the symbol displays an enlarged version of the symbols. Press **Insert** to place the symbols at the present cursor position in the document. You can also do this action by simply pointing the cursor on the symbol and the double-clicking.
4. Click on **Close** to close the Symbol dialog box.

The **Special Characters** tab includes additional characters such as an Em and En spaces, Em and En dashes, nonbreaking hyphens, nonbreaking spaces, C,R etc. To insert special characters, follow the steps given below:

1. Repeat step 1 and 2 above.
2. Click on **Special Characters** tab to see the special characters available in the symbol dialog box. Click on the special character you want to insert. Press **Insert button** to place the special character at the present cursor position in the document. You can also do this action by simply pointing the cursor on the special character and the double-clicking.
3. Click on **Close** to close the Symbol dialog box.

## 8.5 UNDO AND REDO

Feel free to experiment with various text styles. You can always undo your last action by clicking the **Undo** button on the Standard toolbar or selecting **Edit → Undo** command on the menu bar. Click the **Redo** button on the standard toolbar or select **Edit → Redo** command on the menu bar to erase the undo action.

## 8.6 FORMATTING TEXT

Using the **Formatting** toolbar is the easiest way to change many attributes of text. If the toolbar as shown below is not displayed on the screen, select **View → Toolbars** command on the menu bar and choose **Formatting** command.

**Style Menu** - Styles are explained in detail later in this lesson.

**Font Type** - Font is the basic typeface in which your words are displayed. Font comes in families such as Times New Roman or Ariel. Each font family has a specific way of formatting individual letters. Click the arrowhead to the right of the font name box in the Formatting toolbar to view the list of fonts available. Scroll down to the font you want and select it by clicking on the name once with the mouse.

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**Font size** - It determines how large each letter will appear. The font size is measured in points (1/72 of an inch). Click on the white part of the font size box in the Formatting toolbar to enter a value for a font size or click the arrowhead to the right of the box in the Formatting toolbar to view a list of font sizes available. Select a size by clicking on it once. A font size of 10 or 12 is best for paragraphs of text.

**Font Style** - Font style determines the emphasis or weight that the letters have when they are displayed. Each font can be displayed as **bold**, **italicize**, and **underline**.

**Alignment** - Text can be aligned to the left, center, or right side of the page or it can be justified across the page.

**Numbered and Bulleted Lists.**

**Increase/Decrease Indent** - Change the indentation of a paragraph in relation to the side of the page.

**Out side Border** - Add a border around a text selection.

**Highlights Color** - Use this option to change the color behind a text selection. The color shown on the button is the last color used. To select a different color, click the arrowhead next to the image on the button.

**Text Color** - This option changes the color of the text. The color shown on the button is the last color chosen. Click the arrowhead next to the button image to select another color.

### **8.6.1 The Font Dialog Box**

The **Font** dialog box allows you to choose from a larger selection of formatting and using Formatting toolbar is the easiest way to format text. If you cannot format text using Formatting toolbar, then use **Font** dialog box options. Select **Format** → **Font** command on the menu bar to access the **Font** dialog box.

### **8.6.2 Format Painter**

A handy feature for formatting text is the **Format Painter** located on the Standard toolbar, For example, if you have formatted a paragraph heading with a certain font face, size, and style and you want to format another heading the same way, you do not need to manually add each attribute to the new headline, use the Format Painter by following these steps:

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1. Place the cursor within the text that contains the formatting you want to copy.
2. Click the **Format Painter** button in the standard toolbar. Notice that your pointer now has a paintbrush beside it.
3. Highlight the text you want to add the same format to with the mouse and release the mouse button.

To add the formatting to multiple selections of text, double-click the Format Painter button instead of clicking once. The format painter then stays active until you press the **ESC** key to turn it off.

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### **INTEXT QUESTIONS**

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1. The keyboard combination for a non-breaking space between two words:
    - (a) ALT+SHIFT
    - (b) SHIFT+ENTER
    - (c) CTRL+SHIFT+SPACEBAR
  2. What will happen to the cursor when you use the following keyboard shortcuts?
    - (a) HOME,
    - (b) END,
    - (c) CTRL+HOME,
    - (d) CTRL+END
  3. What are the shortcuts for selecting:
    - (a) a whole word,
    - (b) whole paragraph,
    - (c) several words or lines,
    - (d) entire document
  4. State True or False
    - (a) It is a good practice to insert many spaces you need to move a text across a line.
    - (b) We can use BACKSPACE key to delete smaller selection of text.
    - (c) Ariel is a style menu name.
    - (d) The font size is measured in points.
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## 8.7 FORMATTING PARAGRAPHS

In Word, a paragraph is any amount of text, graphics, object or other items that are followed by a paragraph mark. A paragraph mark is inserted each time while pressing the ENTER key. In order to change the formatting of a paragraph, select the paragraph and then apply the formats. Paragraph format affects the entire paragraph and new paragraphs keep the formatting of the preceding paragraph. Paragraph marks store the format of each paragraph. If the paragraph mark is deleted, the text in that paragraph becomes part of the next paragraph.

You can format a paragraph by placing the cursor within the paragraph and selecting **Format → Paragraph** command on the menu bar.

### 8.7.1 Line Markers

To insert a new line mark in the same paragraph, press **SHIFT+ENTER** keys. This action pushes the text down to the next line, but does not create a new paragraph. To modify the appearance of paragraph, use the Ruler, the Formatting toolbar and the Paragraph dialog box or one of Word's paragraph formatting short-cut key combinations. The various ways in which the paragraph formatting can be done is described in the following subsections:

### 8.7.2 Centering, Right Alignment and Left Alignment

By default, the text in Word is left aligned. But these alignments can be changed as described earlier.

### 8.7.3 Indenting Text

Indenting a paragraph enables it to set off from other text.

- To indent paragraphs automatically, drag the top half of the triangular indent mark of the horizontal ruler to the right of the desired position. Alternatively, you can select **Format → Paragraph** command on the menu bar. The **Paragraph** dialog box appears. Select **First line** under **Special:** drop down submenu and then type indent-length in inches in the box under **By:** in the Paragraph dialog box to indent only the first line of a paragraph.
  - To increase or decrease indents by one Tab stop, use the Increase Indent and Decrease Indent button on the Formatting toolbar.
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- To create a hanging indent (that indents all lines but the first line of a paragraph, drag the top half of the triangular indent marker in the horizontal ruler to the left of the desired position. You can also select **Format → Paragraph** command on the menu bar. The paragraph dialog box appears. Select **Hanging** under **Special:** drop down submenu and then type indent length in inches in the box under **By:** in the Paragraph dialog box to indent all but the first line of a paragraph.
- If you have earlier indented either First line or Hanging all lines but the first line and now want to remove the indentation, select (none) under **Special:** drop down submenu in the Paragraph dialog box. You can also use drag-and drop method explained above.

#### 8.7.4 Tab Stops

By default, the tab Stops are set at 0.5-inch intervals from the left margin. To increase or decrease the tab length Choose **Format → Tabs** command on the menu bar. The tab dialog box appears. Type the length of the tab in inches in the box under Tab stop position of Tabs dialog box. Click on **OK**. The insertion point can be moved to the next tab stop in the current paragraph by pressing the **Tab** key.

You can also use the horizontal ruler to set a tab stop at a particular position or to change the way text lines up at a tab stop by simply moving the cursor to a place on the horizontal ruler and clicking.

To set tab stops:

1. Select the paragraph in which you want to set or change tab stops.
2. To set or change the tab alignment, click the **Tab Alignment** button at the far left of the horizontal ruler until the tab alignment is the way you want to be.

To select the respective Tabs click on:

Left-aligned tab stops

Centered tab stops

Right-aligned tab stops

Decimal tab stops

To move a tab stop, point to the tab marker and drag it to a new position. To clear a tab stop, drag the tab marker off the ruler.

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Also, you can set precise measurements for tab stops by using the **Tabs** command on the Format menu.

The spacing between the default Tab Stops can also be changed but this will affect only the active document. To do this, type or select the distance you want between the tab stops in the **Default Tab Stops** box and then click the **OK** button in the Tabs dialog box.

### 8.7.5 Line Spacing

Line Spacing determines the height of each line of text in the paragraph. The default (single line spacing) depends on the size of the font characters. Individuals line spacing is easy to change.

Choose **Format → Paragraph** command on the menu bar. The **Paragraph** dialog box appears. The **Indents and Spacing** tab of the Paragraph dialog box provides a drop-down under **Line spacing:** for simple but effective control of the space between lines under most circumstances. The preview area demonstrates the relative effects of single, one-and-a-half and double line spacing. Single spacing causes 12-point line spacing, 112 line spacing is 18 points and double spaced lines will be 24 points apart.

All these line spacing settings can be made by choosing the appropriate from the **Line spacing** menu in the **Paragraph** dialog box.

When you use these choices, Word will compensate for graphics, superscript and large or small type sizes.

### 8.7.6 Paragraph Spacing

Word enables each paragraph to give unique before and after spacing if you wish. The spacing settings can be in points (pt), inches (in), centimetres (cm), or lines (li). Headings often have different spacing requirements for body text. For instance, you may require different before and after spacing designs for figures and figure captions as well. Also you can have unique spacing specification as part of a style, making it easy to keep the look of your documents consistent.

Choose **Format → Paragraph** command on the menu bar. The Paragraph dialog box appears. Use drop down submenu in **Before:** and **After:** under **Spacing** of the Paragraph dialog box to set the paragraph spacing.

The advantages of using the Paragraph command are:

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1. Spacing before and after paragraphs does not change the point size of your text.
2. You can use different spacing combinations for different purposes.
3. You can make precise adjustments to the spacing between the various text elements. For example, you can use paragraph spacing to clarify the relationship between headings and body text.
4. If the paragraph is moved or deleted, its spacing goes with it. The paragraph doesn't leave behind extra blank lines.
5. If you include spacing in the paragraph styles you use to format text, Word adds the space along with the other formatting. You need not add blank lines manually.

## **8.8 BORDERS AND SHADING**

you can add borders to any side of a paragraph and you can add background shading also you can also add borders and shading to ordinary text and to the paragraphs in table cells and frames. Choose **Format → Borders and Shading** command on the menu bar. The Borders and Shading dialog box appears. Click on the appropriate borders box after selecting Borders tab to select border, select **Paragraph** under **Apply to:** drop down submenu, Click **OK**. To shade a paragraph, click on **Shading** tab in Borders and Shading dialog box, select appropriate shade under Fill, and select **Paragraph** under **Apply to:** drop down submenu, click **OK**.

### **8.8.1 Columns**

To quickly place text of a paragraph in a column format, click the **Columns** button on the Standard toolbar and select the number of columns by dragging the mouse over the diagram. Using this feature of the Standard tool bar and can have up to 4 columns in a paragraph. To format the paragraph into more than one column, follow the steps given below.

1. Select the paragraph you want to have more than one column.
2. Move the cursor on columns button on the Standard command on the menu bar. The Columns dialog box allows you to choose the properties of the columns. Select the number and width of the columns from the dialog box.

For more column options, select **Format → Columns** command on the menu bar. The **Columns** dialog box allows you to choose the

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properties of the columns. Select the number and which of the columns from the dialog box.

### 8.8.2 Drop Caps

A drop cap is a large letter that begins a paragraph and drops through several lines of text as shown below.

Add a drop cap to a paragraph by following these steps:

1. Place the cursor within the paragraph whose first letter will be dropped.
2. Select **Format → Drop Cap** command on the menu bar.
3. The **Drop Cap** dialog box allows you to select the position of the drop Cap. The font, the number of lines of drop, and the distance from the body text.
4. Click **OK** when all selections have been made.

To modify a drop cap, select **Format → Drop Cap** again to change the attributes, or click on the letter and use the handles to move the and resize the letter.

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### INTEXT QUESTIONS

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5. The shortcut key to insert a new line:
    - (a) ENTER
    - (b) SHIFT+ENTER
    - (c) ALT+ENTER
  6. By default, the Tab stops are set at:
    - (a) 0.3 inch intervals
    - (b) 0.4 inch intervals
    - (c) 0.5 inch intervals
  7. What is a drop cap?
  8. State True or False
    - (a) One and half line spacing causes 16 points.
    - (b) Using Standard toolbar, you can have up to 4 columns in a paragraph.
    - (c) Format Painter button on the Standard toolbar is useful in applying a style.
    - (d) Single spacing causes 12 point line spacing.
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## 8.9 BULLETED AND NUMBERED LISTS

Bulleted lists and Numbered lists are often used to bring main points to a reader's attention.

### 8.9.1 Creating a Bulleted and Numbered Lists

To create a bulleted or numbered list, use the list features provided by Word. In this section you will learn how to create format bulleted and numbered lists.

1. Click the **Bulleted List** button or **Numbered List** button on the formatting toolbar.
2. Type the first entry and press **ENTER**. This will create a new bullet or number on the next line. If you want to start a new line without adding bullet or number, or hold down the **SHIFT** key while pressing **ENTER**.
3. Continue to type entries and press **ENTER** twice when you are finished typing to end the list.

Use the **Increase Indent** and **Decrease Indent** buttons on the formatting toolbar to create lists of multiple levels.

You can also type the text first, highlights the section, and press the **Bulleted List** or **Numbered List** buttons to add the bullets or numbers.

### 8.9.2 Creating Nested Lists

To create a nested list, such as a numbered list inside of a bulleted list, follow these steps:

1. Type the list and increase the indentation of the items that will make up the nested list by clicking the **Increase Indent** button for each item.
    - Lists
    - Bulleted and Numbered Lists
    - Nested Lists
    - Formatting Lists
    - Tables
    - Create a Table
  2. Highlights the items and click the **Numbered List** button on the formatting toolbar.
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### 8.9.3 Formatting Bulleted and Numbered Lists

The bullet image and numbering format can be changed by using the **Bullets and Numbering** dialog box.

1. Highlight the entire list to change all the bullets or numbers, or Place the cursor on one line within the list to change a single bullet.
2. Access the dialog box by selecting **Format → Bullets and Numbering** command on the menu bar or by right-clicking within the list and selecting **Bullets and Numbering** command from the shortcut menu.
3. Select the list style from one of the seven choices given, or click the **Picture...** button to choose a different icon. Click the **Numbered** tab to choose a numbered list style.
4. Click **OK** when finished.

### 8.10 COPYING TEXT AND MOVING (CUTTING) TEXT

Part of editing process of text is copying or moving text to other locations of your document. You can use the copy and cut commands to avoid retyping text in your document. This deals with the use of clipboard in copying and moving text within a document or into other documents. When you copy or cut text, the text is stored in an area of memory called clipboard and can be pasted back into the document or into any other document. The last 12 elements that were cut or copied are placed onto Word's clipboard. You can view the elements on the clipboard by selecting. **View → Toolbars → Clipboards** command on the menu bar.

Place the mouse arrow over the each element in the clipboard to view the contents of each item and click on an element to add its contents to the document. Click **Paste All** to add all of the items to the document at once. Click the **Clear Clipboard** button (the icon with an "X" over the clipboard image) to clear the contents of the clipboard.

#### 8.10.1 Moving (Cutting) Text

Moving text means to remove (cut) the selected text from the one location and insert it in another location. To move text follow the steps given below:

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1. Select the text that will be moved.
2. Select **Edit→Cut** command on the menu bar, or click the **Cut** button on the standard tool bar, or press **CTRL +X**. This will move the text to a clipboard.
3. To paste cut text move the cursor to the location you want to move the text to and select **Edit→Paste** command on the menu bar, click the **Paste** button on the standard toolbar, or press **CTRL+V**.

To move a small amount of text a short distance, the drag-and-drop method may be quicker. Highlight the text you want to move, click the selection with the mouse, drag the selection to the new location, and release the mouse button.

### 8.10.2 Copying Text

Copying means to make a copy of the selected text and insert in another location, leaving the original text unchanged in layman's language it is same as duplication. To copy text, follow the steps given below:

1. Select the text that will be moved.
2. Select **Edit → Cut** command on the menu bar, or click the **Cut** button but button picture on the standard toolbar, or press **CTRL+X**. This will move the text to a clipboard.
3. Choose **Edit → Copy** command on the menu bar, Click the **Copy** button on the standard toolbar, or press **CTRL+C** to copy the text to the clipboard.

## 8.11 SPELLING AND GRAMMAR

The spelling and grammar checkers check for misspelled words or grammar errors. The red wavy lines will appear underneath misspelled words. The green wavy lines will appear underneath grammatical errors. This section deals with the concepts and commands of spelling and grammar corrections of yours document.

### 8.11.1 AutoCorrect

Word automatically corrects many commonly misspelled words and punctuation marks with the AutoCorrect feature. To view the list of words that are automatically corrected, select **Tools → Auto Cor-**

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**rect** command on the menu bar. This may be a hidden feature so click the double arrows at the bottom of the **Tools** menu listing if the AutoCorrect choice is not listed.

Many options including the accidental capitalization of the first two letters of a word and capitalization of the first word of the sentence can be automatically corrected from this page. If there are words you often misspell, enter the wrong and correct spellings in the **Replace** and **With** fields.

### 8.11.2 Spelling and Grammar Check

Word will automatically check for spelling and grammar errors as you type unless you turn this feature off. Spelling errors are noted in the documents with red underline. Grammar errors are indicated by a green underline. To disable this feature, select **Tools** → **Options** command on the menu bar and click the **Spelling and Grammar tab** on the dialog box. Uncheck “**Check spelling as you type**” and “**Check grammar as you type**”, and click **OK**.

To use the spelling and grammar checker, follow these steps:

1. Select **Tools** → **Spelling and Grammar** command on the menu bar.
2. The **Spelling and Grammar** dialog box will notify you of the first mistake in the documents and misspelled words will be highlighted in red.
3. If the word is spelled correctly, click the **Ignore** button or click the **Ignore All** button if the word appears more than once in the document.
4. If the word is spelled incorrectly, choose one of the suggested spellings in the **Suggestions** box and click the **Change** button or **Change All** button to correct all occurrences of the word in the document. If the correct spelling is not suggested, enter the correct spelling in the **Not In Dictionary** box and click the **Change** button.
5. If the word is spelled correctly and will appear in many documents you type (such as your name), click the **Add** button to add the word to the dictionary so its will no longer appear as misspelled word.

As long as the **Check Grammar** box is checked in the **Spelling and Grammar** dialog box, Word will check the grammar of the document

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in addition to the spelling. If you do not want to grammar checked, remove the checkmark from this box. Otherwise, follow these steps for correcting grammar:

1. If Word finds a grammatical mistake, it will be shown in the box as the spelling errors. The mistake is highlighted in green text.
2. Several suggestions may be given in the **Suggestions** box. Select the correction that best applies and click **Change**.
3. If no correction is needed (Word is often wrong more than it is right), click the **Ignore** button.

### 8.11.3 Add a New Word to Custom Dictionary

To add a word a Custom dictionary that is not in Dictionary follow the steps given below:

1. Open the file you want to check Spelling and Grammar.
2. Activate the Spelling and Grammar checker by pressing **F7** Key on the keyboard or click on the Spelling and Grammar button on the standard toolbar on the standard toolbar or choose **Tools spelling and Grammar...** command on the menu bar.
3. When the **Spelling and Grammar** checker pauses on a word that is not in its dictionary that you think should be part of the **Custom** dictionary, click on the **Add** button on the right side of the dialog box.

### 8.11.4 Remove a Word from Custom Dictionary

If you have inadvertently added a word, you can edit the Custom dictionary and remove the word. To remove a word from Custom dictionary follow the steps given below:

1. Open any existing file to remove word (s) from the Custom dictionary.
  2. Choose **Tools → Options**: The Options dialog box appears.
  3. Click the **Spelling & Grammar** tab if it is not highlighted. Click on the Dictionaries button. When the dictionary appear, **CUSTOM.DIC** will be selected, because the custom dictionary is currently open in memory and being used in conjunction with Word's propriety dictionary.
  4. Click on the **Edit** button at the bottom of the dialog box (do not choose the Remove bottom).
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5. Word shows the contents of the Custom dictionary in a Document. Scroll down and look at the words. Delete or edit the words you do not wish to have in the dictionary.
6. Save the Custom dictionary by clicking on the Save button on the Standard toolbar or choose **File → Save** command on the menu bar.
7. Select **File → Close** command on the menu bar to return to your document.

### 8.11.5 Synonyms

Word 2000 has a new feature for finding synonyms. Simply right-click on the word and select **Synonyms** from the shortcut menu. From the list of suggest words, highlights the word you would like to use or click **Thesaurus...** for more options.

### 8.11.6 Thesaurus

To use the thesaurus, select **Tools → Language → Thesaurus** from the menu bar or select it from the **Synonyms** shortcut menu as detailed above.

A list of meanings and synonyms are given on the windows. Double-click on the words in the **Meanings** box or click the **Look Up** Button to view similar words. Double-click words in the **Replace with Synonyms** box to view synonyms of those words. Highlights the word you would like to add and click the **Replace** button.

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## INTEXT QUESTIONS

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9. The \_\_\_\_\_ command in the menu bar is used in access the Bullets and Numbering dialog box.
  10. What is the difference between copying text and moving text?
  11. To view the elements on a clipboard, you select \_\_\_\_\_ command from the menu bar.
  12. State True or False
    - (a) Choosing **Edit → Copy** command on the menu bar and pressing **CTRL+C** keys are different actions.
    - (b) You cannot use Custom dictionary to remove a word.
    - (c) You can select synonyms of a word from shortcut menu by right click.
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- (d) The **Spelling and Grammar** checker can be activated by pressing **F7** on the keyboard.
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### 8.12 WHAT YOU HAVE LEARNT

In this lesson you learnt about various features of formatting text. You are now in a position to move text from one place to another and apply different font and character styles. Also you can apply the grammar and spell-check features of MS-Word.

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### 8.13 TERMINAL QUESTIONS.

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1. What is the command in the menu bar to change text to Title Case?
  2. What is the advantage of click and type?
  3. Describe the various steps in inserting a symbol.
  4. What is a font type? Mention any two font families.
  5. How do you set line spacing in a paragraph?
  6. Write steps in moving text.
  7. Write steps in copying text.
  8. Explain use of AutoCorrect feature in Word.
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### 8.14 KEY TO INTEXT QUESTIONS

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1. (c) (CTRL+SHIFT+SPACEN/BAR)
  2. (a) Beginning of the line  
(b) End of the line  
(c) Top of the document  
(d) End of the document
  3. (a) Double-click within the word  
(b) Triple-click within the paragraph  
(c) Drag the mouse over the words, or hold down **SHIFT** key while using the arrow keys.  
(d) Choose **Edit → Select All** command on the menu bar or press **CTRL+A** keys.
  4. (a) False, (b) True, (c) False, (d) True
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5. (b) (SHIFT + ENTER keys)
  6. (c) 0.5 inch intervals
  7. A drop cap is a large letter that begins a paragraph and drops through several lines of text.
  8. (a) False, (b) True, (c) True, (d) False
  9. Format Bullets and Numbering
  10. Copying means to make a copy of the selected text and the insert in another location, leaving the original text unchanged. Moving text means to remove the selected text from one location and insert it in another location.
  11. View → Toolbars → Clipboard
  12. (a) False, (b) False, (c) True, (d) True
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