MS Word Activity-04

Finding and Replacing Text, Spell and Grammar Check, Autocorrect, Auto Formatting

Instructions:

1. **Open a New Document & Insert Sample Text:**

   o Start a fresh, blank Microsoft Word document.

   o Type or copy-paste the following text. *Make sure to include the intentional errors for the activity.*

Input deevices are crucial for interracting with computers. The keybord is a primary input deevis, allowing users to type text and commands. Another familar input devie is the mouse, used for navigasion and selecting itmes on the screen. Scanners, webcams, and microphones also serve as important means of inputing data into a system. These tools alow us to provide instrucsions.

Output devises display the results of computer processing. The monitor is the most common output devis, presenting visual information. Printers provid hard copies of digital documents, while spekers produce audio output. Proyectors are also output devises, used for displaying content on large screens. Effective communication of information relies heavily on these output tools.

Using both input and output devises efficientlie enhances productivity and usability. Auto-correcrt saves tim by automaticaly correcting common typos and symbols, while auto-format as you type can instantly apply specific formating rules. It's importent to be aware of these featuers to enhance your workflow.

2. **Finding and Replacing Text:**

   o Go to the **Home** tab.

   o In the **Editing** group, click **Replace** (or press Ctrl + H).

   o **Task 1 (Simple Replace):**

     ▪ In the "Find what:" box, type deevices.

     ▪ In the "Replace with:" box, type device.

     ▪ Click **"Replace All"**.

   o **Task 2 (Case-Sensitive Replace):**

     ▪ In the "Find what:" box, type deevices.

     ▪ In the "Replace with:" box, type device.

- Click the **"More >>"** button, then check **"Match case"**.
- Click **"Replace All"**. (You might find multiple instances).
  - o Close the Find and Replace dialog box.

3. **Spell and Grammar Check:**
   - o Go to the **Review** tab.
   - o In the **Proofing** group, click **Spelling & Grammar** (or press F7).
   - o Word will highlight errors. For each error:
     - **interracting**: Select the suggestion interacting and click **"Change"**.
     - **keybord**: Select the suggestion keyboard and click **"Change"**.
     - **familar**: Select the suggestion familiar and click **"Change"**.
     - **navigasion**: Select the suggestion navigation and click **"Change"**.
     - **itmes**: Select the suggestion items and click **"Change"**.
     - **inputing**: Select the suggestion inputting and click **"Change"**.
     - **alow**: Select the suggestion allow and click **"Change"**.
     - **instrucsions**: Select the suggestion instructions and click **"Change"**.
     - **devizes**: Select the suggestion devices and click **"Change"**.
     - **Proyectors**: Select the suggestion Projectors and click **"Change"**.
     - **efficientlie**: Select the suggestion efficiently and click **"Change"**.

Continue through all the detected errors, choosing to **"Change"** the spelling errors and grammar suggestions.

4. **Autocorrect:**
   - o Go to **File > Options**.
   - o In the Word Options dialog box, select **"Proofing"** from the left pane.
   - o Click the **"AutoCorrect Options..."** button.
   - o In the AutoCorrect dialog box, under the **"AutoCorrect"** tab:
     - In the "Replace:" field, type i/o.
     - In the "With:" field, type input/output.
     - Click **"Add"**, then **"OK"** twice to close the dialog boxes.

Now, in your document, type i/o (all lowercase) followed by a space or Enter. See how Word automatically corrects it to "input/output".

5. **Auto Formatting (as you type):**

   o   Return to the **AutoCorrect Options** dialog box (**File > Options > Proofing > AutoCorrect Options...**).

   o   Click on the **"AutoFormat As You Type"** tab.

   o   Observe the various options available here. For example, ensure "Straight quotes" with "Smart quotes" is checked under "Replace as you type".

   o   Click **"OK"** twice.

   o   In your document, type --> (hyphen, hyphen, greater than) and press space – it should change to an arrow →.

   o   Type (tm) and press space – it should change to the trademark symbol ™.

6. **Review and Save:**

   o   Carefully review your document to see all the changes applied by these tools.

   o   Save your document as "Activity_IO_Devices.docx".