Design Document: MS Word – Editing Tools

Class Description

Learn how to use Word's built-in editing features like cut and paste, spell check, grammar suggestions, and adding comments to documents in this class.

**Curriculum Track**

Microsoft Tools

**Audience**

Adults

**Course Length**

90 minutes

**Training Method**

Instructor-led hands-on

**Purpose**

To introduce participants to the basic editing features of Microsoft Word 2013

Equipment Requirements

Projector and projection screen, computers with internet connections for instructor and participants, laser pointer (recommended)

Software Requirements

Windows 7, Microsoft Word 2013

Material Requirements

Pens or pencils, activity sheets, *Letter* Practice File, *Press Release* Practice File, handouts, participant surveys

**Learning Objectives**

At the end of the session, learners will be able to:

* Cut, copy, and paste text within a document
* Find and replace text within a document
* Use the **Thesaurus** and **Synonyms** options to find synonyms for words
* Check a document for spelling and grammar errors

**Assessment Technique(s)**

Successful completion of class activities

Content Outline

**Agenda (2 mins)**

* Outline the following topics that will be covered in the class:
* Review
* Cutting, Copying, & Pasting Text
* Finding & Replacing Text
* Using the Thesaurus & Synonyms
* Checking Spelling & Grammar

**Topics, Talking Points, and Activities (85 mins)**

* Review
  + Explain the following terms again, as a reminder, while you display the graphic on the PowerPoint slide:
    - * **The Ribbon**: The area at the top of the screen where commands are organized into **Tabs**, icons, and **Groups**
      * **Tabs**:The areas within the Ribbon where like features are organizes. The seven main tabs include **Home**, **Insert**, **Page** **Layout**, **References**, **Mailings**, **Review**, and **View**
      * **Groups**: The areas within tabs where related task functions—like adjusting the **Page** **Setup**—are organized
* Cutting, Copying, & Pasting Text
  + Explain the following terms as you highlight the corresponding buttons:
    - **Cut**: The button used to move an item to the **Clipboard** for insertion into another location or document
    - **Copy**: The button used to place a copy of an item on the **Clipboard** for insertion into another location or document
    - **Paste**: The button used to insert an item from the **Clipboard** into a document
  + Share that while Microsoft Word has multiple ways to cut and paste, you will be teaching the method that uses the **Clipboard** group in the class
  + Demonstrate how to cut and paste with the **Clipboard** group as you outline these steps:

1. Click on the **Home** tab (if not on it already)
2. Click on the dialog box launcher in the lower-right hand corner of the group
3. Highlight the text, object, or link you wish to cut and paste
4. Click the **Cut** button in the **Clipboard** group
5. Use your mouse to click on the area where you want to paste the item
6. Click on the item in the **Clipboard** pane to insert it into the document

* Explain that users follow the same process to copy and paste except they click on the **Copy** button instead. Walk through the process again using the **Copy** button to demonstrate

**ACTIVITY:** Have participants complete **Activity #1** on the *Activity Sheet*

* Finding & Replacing Text
  + Explain that two other editing features of Microsoft Word are **Find** and **Replace**. **Find** allows users to search a document for specific words or phrases while **Replace** allows users to find a specific word or phrase and replace it with another word or phrase
  + Share that both the **Find** and **Replace** options are accessed by clicking on the **Replace** button in the **Editing** group
  + Demonstrate how to use the **Find** option as you walk participants through these steps:

1. Click on the **Replace** button in the **Editing** group
2. Click on the **Find** tab in the **Find and Replace** window
3. Type the word(s) in the **Find** box
4. Click the down arrow in the **Find In** drop-down list and select **Main Document** to find all instances of the word(s) in the document
5. Click on the **Find Next** button to find the next time the word(s) appear(s) in the document

* Next, demonstrate how to use the Replace option as you walk participants through these steps:

1. Click on the **Replace** button in the **Editing** group
2. Click on the **Replace** tab in the **Find and Replace** window (if not already selected)
3. Type the word(s) in the **Find** box
4. Click in the **Replace with** box and type in the word(s) you want to insert in place of the word(s) there now
5. Click on one of the following buttons, depending on the need:

* **Replace**: Replaces the first instance of word(s) in the document
* **Replace All**: Replaces all instances of the word(s) in the document
* **Find Next**: Replaces the first instance of the word(s) in the document and then moves to the next instance of the word(s), so you can review one-by-one
* For more options—such as special characters or punctuation marks—click on the **More** button

**ACTIVITY:** Have participants complete **Activity #2** on the *Activity Sheet*

* Using the Thesaurus & Synonyms
  + Explain that the **Thesaurus** feature allows users to access a list of synonyms for words, much like an actual book
  + Explain that the **Synonyms** option helps users quickly replace a word with a common synonym
  + Share that the **Thesaurus** button is located on the **Review** tab in the **Proofing** group
  + Outline the following steps for viewing the **Thesaurus** as your demonstrate to participants:
  1. Click on the **Review** tab
  2. Highlight the word you wish to change
  3. Click on the **Thesaurus** button in the **Proofing** group
  4. View the list of available options in the **Thesaurus** pane
  + Share that to quickly select a common synonym for a word and insert it in place of an existing word, users should follow these steps:

1. Highlight a word in the document
2. Right-click with your mouse to access the pop-up menu
3. Scroll down the list and click on the **Synonyms** option
4. Scroll to the right and click on the desired word

**ACTIVITY:** Have participants complete **Activity #3** on the *Activity Sheet*

* Checking Spelling & Grammar
  + Share that since it’s a text-based product, Microsoft Word includes built-in features for checking spelling and grammar
  + Explain that the **Spelling & Grammar** button is located on the **Review** tab in the **Proofing** group
  + Share that while working in a document, Word will display spelling and grammar errors as users type; color indicators are listed below:
    - Red underline = spelling errors
    - Green underline = grammatical error
  + Explain that users may view Word’s suggested corrections by right-clicking on one of the underlined words and then clicking on one of the options in the pop-up window
  + Tell users that they also may check the entire document for spelling and grammar errors using the following steps:

1. Press the **Ctrl** and **Home** keys on the keyboard to move the cursor to the beginning of the document
2. Click on the **Review** tab
3. Click on the **Spelling & Grammar** button in the **Proofing** group
4. The Spelling and Grammar window appears; in the **Not in Dictionary** section, spelling and grammar errors are displayed. Below them, in the **Suggestions** box, users will see Word’s list of possible corrections. Users can click on the appropriate suggestion and then click on the **Change** button, or select one of the following other options:
   1. **Ignore Once**: Used for instances where a single word is spelled correctly but not in the dictionary
   2. **Ignore All**: Used for instances where a word appears multiple times throughout a document and is spelled correctly but not in the dictionary
   3. **Add to Dictionary**: Used to add custom words to the dictionary (such as names or company-specific jargon/acronyms)
   4. **Change All**: Used to change all instances of a word that appear in a document
   5. **AutoCorrect**: Used to allow Word to insert its most appropriate suggestion

**ACTIVITY:** Have participants complete **Activity #4** on the *Activity Sheet*

**ACTIVITY:** Have participants complete **Activity #5** on the *Activity Sheet* if class time permits; if not, suggest that they complete it at home, for additional practice. Review responses with participants if there is time to complete the activity in class.

**Wrap Up/Closing (3 mins)**

* Highlight the upcoming technology classes and share the types of topics that will be covered
* Ask if there are questions and answer any that were “parked” during the session
* Thank participants for coming and ask them to complete the class survey before leaving