PROOF READING

CLASSROOM NOTES

Proofreading means examining your text carefully to find and correct typographical errors and mistakes in grammar, style, and spelling.

Microsoft word 2007 has proofreading tools like spelling and grammar checkers, research tool, thesaurus, translate, autocorrect, auto complete, auto text etc.

SPELLING AND GRAMMAR CHECKERS

This is a tool that checks for grammar and spelling of text in a document. Microsoft word has its own dictionary defined by the language setting that was chosen by the user while installing Microsoft Office in his computer. In most cases Kenyan computer labs either use American or British English however it's in order to install the British one. There is no major difference in pronunciation other than spelling e.g. Americans use words like color, parlor, meager while British of the same is colour, parlour, meagre etc.

Most wrongly spelled words are automatically underlined red while those of grammar and spacing errors are underlined green. There are two ways of correcting these mistakes, namely:

a) Right click on the underlined word and select the correct spelling as provided in the dropdown list that appears, for the underlined grammar errors, identify the problem manually and rectify

b) Click the review tab on the **menu bar**>>on the left of the toolbars click on **spelling & grammar** button>> on the dialog box that appears, all misspelled words will appear on the **not in dictionary:** text box and suggestions will appear on the **suggestion:** list box- select correct words from the **suggestion** list box and either click **change** button to change one word or **change all** button to change all words with similar misspellings. If you feel your phrases have no grammatical and spelling errors, click the '**ignore all**' button or add the word into the dictionary by clicking on the '**add to dictionary**' button.

Note: Press the **f7** key to activate the spelling and grammar dialog box

AUTOCORRECT

This is a feature that automatically detects wrongly spelled or capitalized words and replaces them with the correct word. To set auto correct settings with Microsoft Office Word 2007, proceed as follows:

✓ Click the Microsoft Office Button, and then click **Word Options**.

✓ In the Word Options dialog box, click **Proofing**, and then click **AutoCorrect Options**.

✓ On the dialog box that opens, follow instructions carefully

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USING THESAURUS

Thesaurus is a tool that suggests other words with similar meaning (synonyms) or opposite meaning (antonyms) of the word you have selected.

To use thesaurus:

1. On the **Review tab,** click **Thesaurus.**

2. Press ALT and click the word that you want to look up. Results appear in the Research task pane.

3. To use one of the words in the list of results or to search for more words, do one of the following:

   ✓ To use one of the words, point to it, click the down arrow, and then click Insert or Copy.
   ✓ To look up additional related words, click a word in the list of results.

Note: You can also look up words in the thesaurus of another language. If, for example, your document is in French and you want synonyms, click Research options in the Research task pane, and then under Reference Books, select the thesaurus options that you want.

AUTOCOMPLETE/AUTOTEXT

This is a feature that displays a complete word when the user types the first few characters of the word. In Microsoft Office 2007, you can add AutoText entries in the AutoText gallery.

Or, if you want to add text automatically when you type a few characters, you add text entries in the AutoCorrect dialog box.

Add AutoText from a gallery

To add AutoText from the gallery, you need to add that gallery to the Quick Access Toolbar. After you add it, you can create new entries, and you can migrate you entries from Word 2003 into the gallery.

Add AutoText to the Quick Access Toolbar

   a) Click the Microsoft Office Button, and then click Word Options.

   b) Click Customize.

   c) In the list under Choose commands from, click All Commands.

   d) Scroll through the list of commands until you see AutoText.

   e) Click AutoText, and then click Add.

The AutoText button now appears in the Quick Access Toolbar. Click AutoText to choose from gallery of AutoText entries.

Create a new AutoText entry

   I. In your Word document, select the text that you want to add to your gallery of AutoText entries.

   II. In the Quick Access Toolbar, click AutoText, and then click Save Selection to AutoText Gallery.

   III. Fill out the information in the Create New Building Block dialog box:

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IV.   Name Type a unique name for the building block.

V.   Gallery Select the gallery that you want the building block to show up in.

VI.   Category Select a category, such as General or Built-In, or create a new category.

VII.   Description Type a description of the building block.

VIII.   Save in Click the name of the template in the drop-down list.

IX.   A template must be open to be displayed in the drop-down list of template names.

X.   Options Choose one of the following:

XI.   Select Insert content in its own page to place the building block on a separate page with page breaks before and after the building block.

XII.   Select Insert content in its own paragraph to make the content into its own paragraph, even if the user's cursor is in the middle of a paragraph.

XIII.   Select Insert content only for all other content.

UNDO AND REDO

Undo means to cancel the effect of the last command or action done on a computer, restoring the material being worked on to its previous condition and to **redo** is to reverse the undone action

To undo an action, do one or more of the following:

- ✓ Click Undo on the Quick Access Toolbar.
- ✓ On the Keyboard shortcut Press CTRL+Z.

To Redo actions that you undid

- ✓ To redo an action that you undid, click Redo on the Quick Access Toolbar.
- ✓ Keyboard shortcut Press CTRL+Y

TOPICAL QUESTIONS

1. Define the term proofreading
2. State at least **four** proofreading tools
3. Of the answers stated in (question 2 above) elaborate what each tool does

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PRACTICAL QUESTION

1) Type the paragraph below to help you answer the questions that follow
   Note: type it the way it is, don't rectify mistakes unless told in the questions below

A 6 foot Arsenal goalkeeper standing inside two poles at the Emirates stadium will be hoping the EPL trophy will be landing in this mervellous stadium after a nine year season of firing blanks. The last time Arsenal worn a trophy was in 2004 a cup dubbed FA cup, since then, the team has dwindled infront of their competitors an event that has seen them fight for top four instead of a trophy. These can be excused couresy of construction of a new stadium and exodus of key players. It took nothing less other than a marquee signing of two key palyers Matheu Flammini and Mesut Ozil to revive the team into once again title contenders and now they are at the top the table in this premier league summit; thanks to a superb manager and the return of a key player-Harun Ramsey. Despite good signings this season, two team are fighting it out with Arsenal for the top spot on the table.

Manchester City look more dangerous than the former and the latter. The team has invested millions of dollars to recruit star players like Yaya Toure and Sergio Aguero whose influence and tact has made city the most feared pedigree in the premier league and champions league elite. "these boy stash goals from every angle-left, right, centre' Chelsea defender- Gary Cahill was quoted. However Manchester City's away form has been too pathetic –a feature that has denied them to stay at the top of the EPL table

Chelsea is another team with a special manager, very tactal, master of game plans but very poor in communication skills. Jose Mourinho is the best manager at his age and the only country he has failed as a manger is in Spain where he failed to unlock the dominance of Barcelona's tiki taka football. Even though Mou is a genius, his legacy has never lived on-thanks to his mean defence and results ariented game plans. That aside, Chelsea is the team to beat this season given the number of new signings both young and old experienced players.

The Arsenal goalkeeper though knows well that the most consistent and resilient team will have the last laugh. And now the question is, who will this be?

This question lingers until may of 2014.

   a) *Count how many spelling mistakes are there in the above essay*
   b) *Count how many grammatical errors are available in the essay above*
   c) *Use the spelling and grammar checkers to proofread the essay above*
   d) *Add all proper nouns to your computer's dictionary*
   e) *What happened to these nouns after you added them to the dictionary?*
   f) *Find the phrase 'and' and replace it with 'plus'*
   g) *Use thesaurus tool to find the synonym of the phrase 'superb'*
   h) *Find the antonym of the phrase 'legacy'*
   i) *Make the second paragraph italic*
   j) *Make the last paragraph bold*
   k) *Insert a ruler on the document. Write down the procedure used in inserting a ruler.*
   l) *Use the ruler to set the tab stop of the first line indent at 2"*
   m) *Create a folder on the desktop and call it Malawi*
   n) *In the folder you have created, save this word document inside with a filename limpompo*
   o) *Create another new word document in the Malawi folder and name it Tanganyika*

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p) Copy the last two paragraphs of **lompompo·docx** you had created and paste them **twice** in the **Tanganyika·docx** file

q) Create a subfolder in the Malawi folder and call it **pokot**

r) Move the Tanganyika·docx and limpompo·docx from **Malawi** folder to **pokot** folder

s) Create another subfolder in the Malawi folder and call it **Mosocho**

t) In the mosocho subdirectory create a word document named **Amalemba**

u) In the amalemba·docx file, type the answers for the questions listed below

  a· What is a folder?

  b· Which is the shortcut key for help?

  c· Distinguish between moving and copying text and objects

  d· Indenting means?

  e· Which key on the keyboard is used to indent?

  f· State the functions of scroll bars

  g· Insert a new page in amalemba·docx document and write down the procedure you have used to insert the new page·

  h· Click the save command to save your changes then distinguish between **save** and **save as** command

(v) Burn the Malawi folder on a blank CD, label the CD as Manyam franchised computer notes and tests, your ADM name, class and date then submit it to your computer teacher for marking