3 More on MS Word 2010

In this chapter, you will learn about :

- *Spelling and grammar*
- *Mail Merge*
- *Thesaurus*

In earlier classes you learnt some features of MS Word 2010. In this chapter, you will learn some more features – spelling and grammar, thesaurus and mail merge.

SPELLING AND GRAMMAR

The spelling and grammar feature of MS Word marks your errors in spellings and grammar of the selected language while typing.

Before you learn how this feature works, you need to understand two basic things – how to set language and what are the types of errors marked by MS Word.

Setting Language

To set language means to tell MS Word that the words and grammar are to be checked according to a dictionary of the language you are referring to. To set language in MS word, follow the steps.
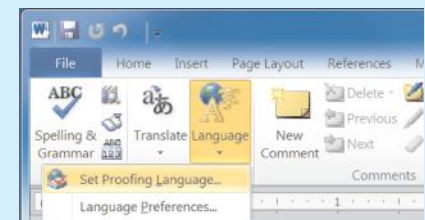
Step 1 : Click on the Review tab.

Step 2 : Click on Language to open the Language drop-down list.

Step 3 : Click on Set Proofing Language to open the Language dialog box.
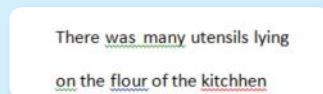
Step 4 : Click and select English (U.S.). By default, MS Word uses English (U.S.).
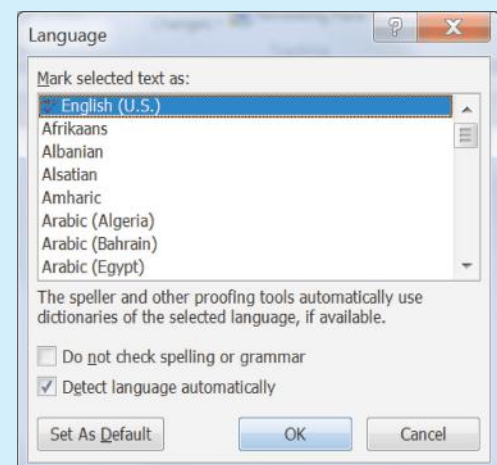
Step 5 : Click on OK.

Types of Errors Marked by MS Word

MS Word underlines the different types of errors in different colors.

Steps to set the language

- The red wavy line shows spelling errors. The correct spelling is 'kitchen'.

- The green wavy line shows a grammatical mistake. In this example, 'were' should be used instead of 'was'.

- The blue wavy line shows words are correct in spelling but not meaningful in the sentences. It is called a contextual error. In this example, 'floor' should be used instead of 'flour'.

Checking Spelling and Grammar

Let us now learn how to check spelling and grammar in a document. It can be done in two ways. You can allow MS Word to mark errors automatically when you type or you can run a spelling and grammar check after completing the typing of the text.

Automatic spelling and grammar checking

By default, MS Word automatically checks a document for spelling and grammar errors. Therefore, you may not need to run a separate spelling and grammar check. These errors are highlighted by colored wavy lines as discussed earlier. However, if the automatic spelling and grammar checking settings have been turned off, follow the steps to allow MS Word to automatically mark spelling and grammar errors.

**Step 1 :** Click on the File tab.

Step 2 : Click on Options to open the Word Options dialog box.

Step 3 : Click on the Proofing tab.

Step 4 : Checking the Check Spelling as you type option will make spelling errors automatically while you type.

Step 5 : Checking the Use contexual spelling option will mark the contexual errors.

Step 6 : Checking the Check grammar with spelling option will mark both spelling and grammatical errors automatically.
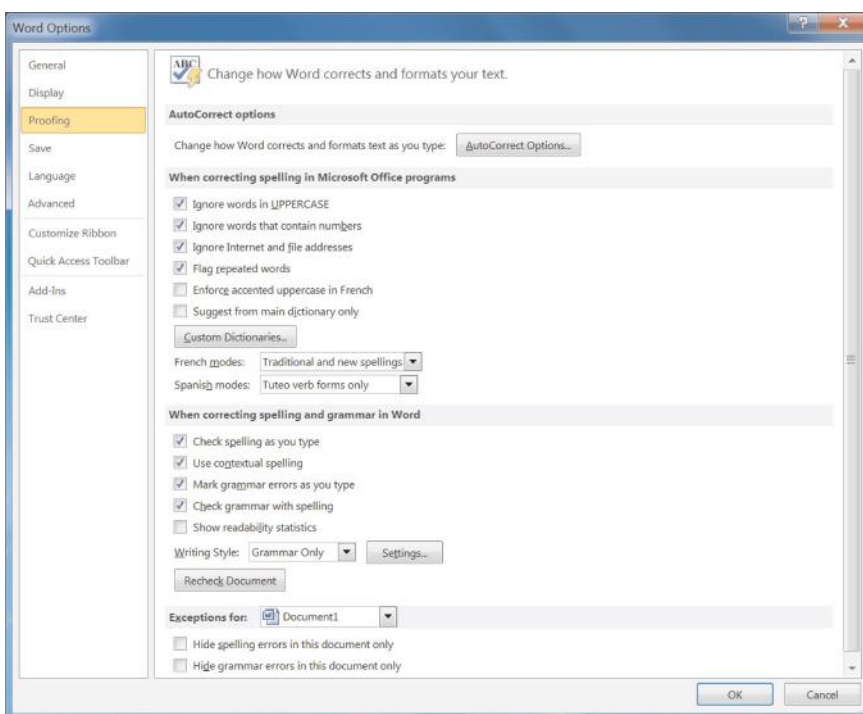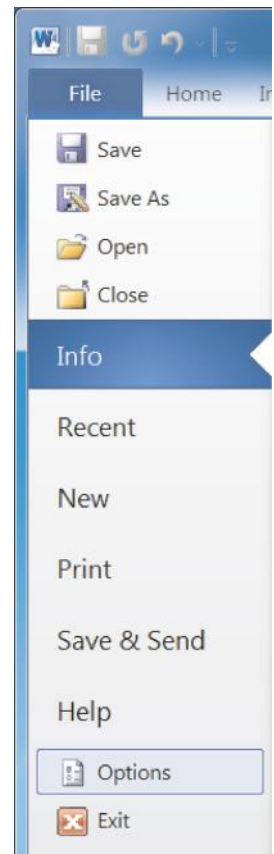
Step 7 : Checking the Mark grammar errors as you type option will automatically mark the grammatical errors when you type.

Step 8 : Click on OK.

Steps to activate the automatic error checking

Correcting errors

To correct the errors, right-click on the marked word to look for various options available and select the correct one. The suggestions displayed in the pop-up menu on the right-click of the errors indicated. Click on the correct spelling or phrase. The corrected word or phrase will appear in the document. If no change in spellings is required, click on Ignore. If no grammar errors is required, click on Ignore once.
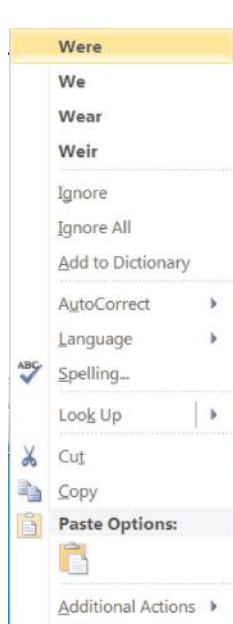
(a) Grammar suggestion

(b) Contextual suggestion
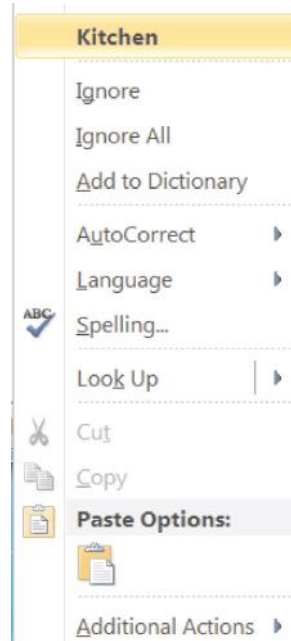
(c) Spelling suggestion

There were many utensils lying on the floor of the kitchen.

(d) Corrected suggestion

Running a spelling and grammar check

To check spelling and grammar after completing the text, follow the steps .

Step 1 : Click on the Review tab.

Step 2 : In the Proofing group, click on Spelling & Grammar to open the Spelling and Grammar dialog box.

Step 3 : The errors will be marked in colors as explained earlier.

Step 4 : The suggestions to correct errors are listed.

Step 5 : Choose a suggestion and click on Change to correct the errors.
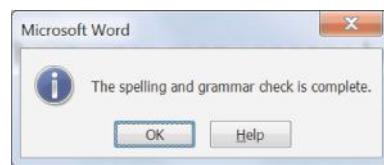
Step 6 : Click on Ignore Once to skip the word without changing it.
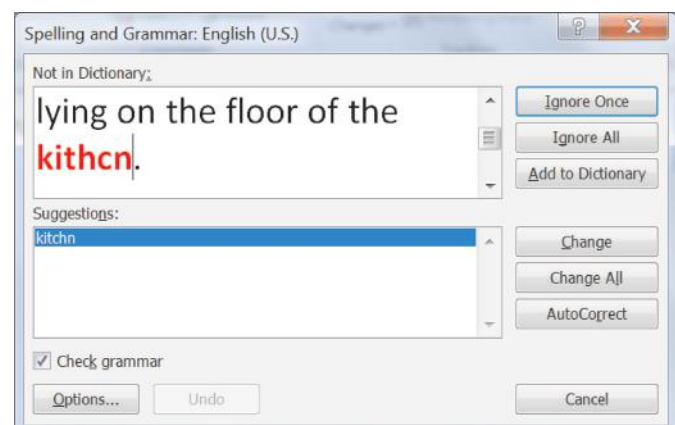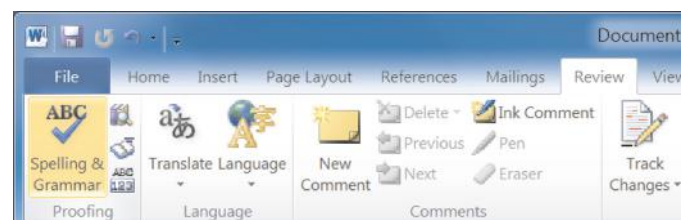
Steps to check spelling and grammar after completing text

Step 7 : Click on Ignore All to skip the word without changing it and also to skip all other instances of this word in the document.

When all errors have been considered, MS Word will display a dialog box to inform that the spelling and grammar check has been completed. Click on OK to continue.

Adding New Words to the MS Word Dictionaries

Generally, proper nouns like your name are not present in MS Word's dictionary. So MS Word will mark your name as a spelling error in the document. To avoid this problem, you can add your name to the dictonary. To do so, click on the Add to Dictionary (Add to Dictionary)button in the Spelling and Grammar dialog box. This will add the word to the dictionary and will not be marked as a spelling error on that computer only.
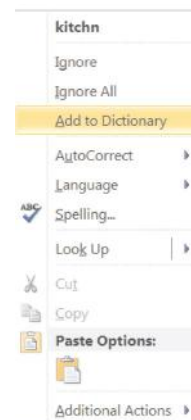
Add to Dictionary option

You can also add such a word by right-clicking on it and selecting the Add to Dictionary option from the list.

THESAURUS

You all are familiar with synonyms and antonyms. Synonyms are different words having the same meaning. Antonyms are the word with the opposite meaning.

Do you know a simple word like 'good' has many synonyms such as decent, helpful, safe, useful, well-mannered, polite, obedient and first-class? The antonyms of 'good' are bad, naughty etc. It is difficult to remember all the synonyms and antonyms of a word.

The thesaurus feature gives a list of all the synonyms and antonyms of a selected word. To use the thesaurus feature of MS Word, follow the steps.

Step 1 : Select a word, for example, good.

Step 2 : Click on the Review tab.

Step 3 : Click on Thesaurus. This will open the research task pane on the right side of the MS Word window.

Step 4 : This list shows the synonyms and antonyms of the word 'good'.
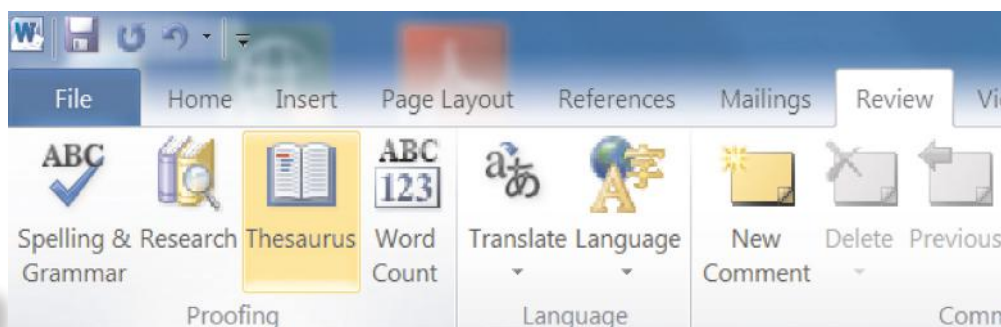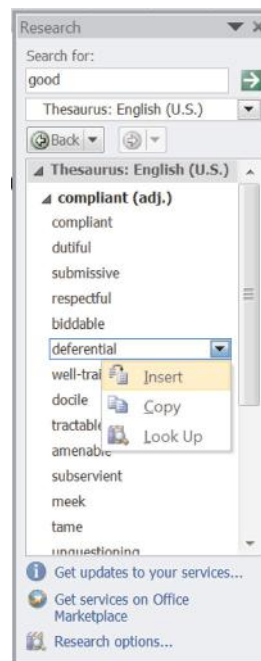
Nitu and Sachin are good children.

Step 5 : Hover your mouse on the word you want to select.

Step 6 : Click on this arrow to open a drop-down list.

Step 7 : Click Insert to replace the old word with the new word.

The new word (synonym or antonym) will replace the old word without changing any other word in the document.

Hiral and Grihansh are good children.

(a) Original text

Hiral and Grihansh are good children.

(a) Use of synonym

Hiral and Grihansh are good children.

(c) Use of antonym

Use of the thesaurus feature

Steps to use the thesaurus feature of MS Word

Know More

The history of MS Office starts officially from November, 1990 when Office for Windows (also known as MS Office 1.0) was released for use with Windows 2.0. It had a combination of Word 1.1, Excel 2.0 and PowerPoint 2.0. Before MS Office 1.0, the basic elements of the package were still available as separate programs, but for MS-DOS. The main input device for pre Windows MS Word was the keyboard. Mouse was a luxury, not used by many.

MAIL MERGE

Suppose you want to send a letter or an invitation to many people. It will take a lot of time and efforts if the same letter is prepared separately for everyone. Mail merge is a feature in MS Word that is used to create multiple personalized letters. It saves a lot of time, as you do not need to change the information for the new recipient again and again. The steps involved in creating a mail merge.

Step 1 : Type an invitation which is to be sent to many people. You have to type only those common details which are to be sent to everyone.

Step 2 : Click on the Mailings tab.

To

Subject : Invitation for the party.

Dear

It is our pleasure to invite you on our golden jubilee.

Venue : Hotel 241, Preet Nagar.

Time : 8 pm

Date : August 14

Kindly join us because you have played an important role in our function.

Sachin & Nidhi
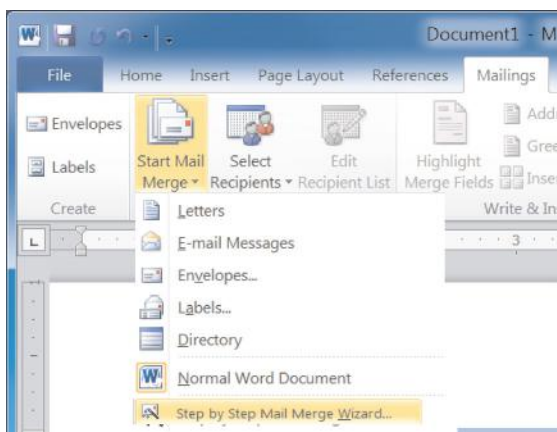
Step 3 : Click on Start Mail Merge to open the drop-down list.

Step 4 : Click on the Step by Step Mail Merge Wizard option to open the Mail Merge task pane on the right.

Step 5 : Click on the Letters option (if not selected by default).

Step 6 : Click on Next: Starting document to move to step 2 of the Wizard.
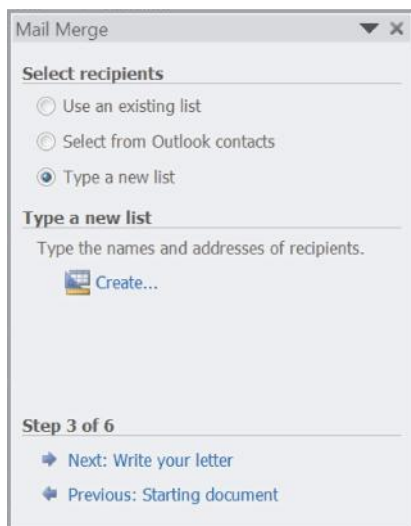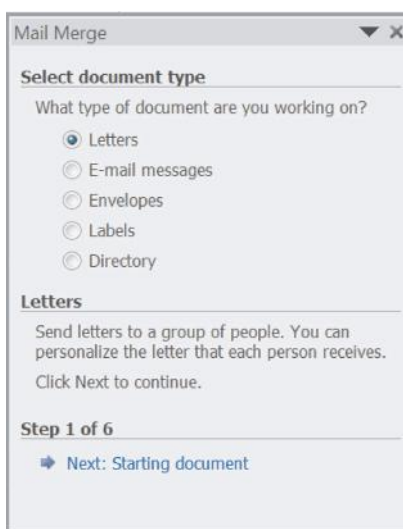
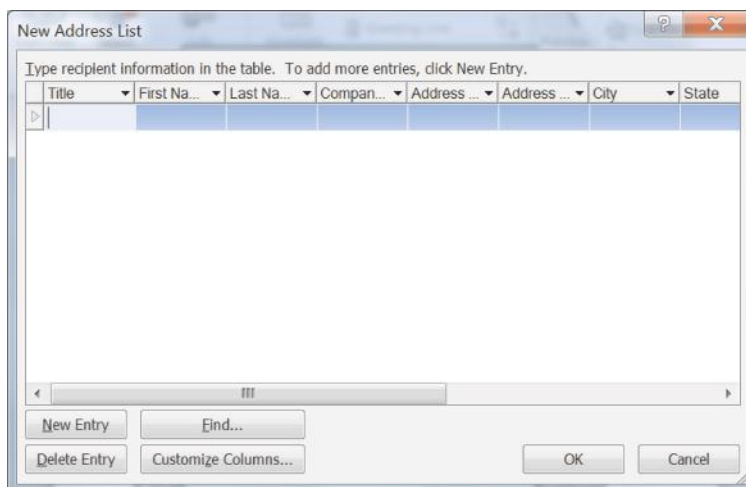**Step 7 :** Click on Use the current document (if not selected by default).

Mail Merge

Select document type

What type of document are you working on?

- ◉ Letters
- ○ E-mail messages
- ○ Envelopes
- ○ Labels
- ○ Directory

Letters

Send letters to a group of people. You can personalize the letter that each person receives.

Click Next to continue.

Step 1 of 6

→ Next: Starting document

Mail Merge

Select starting document

How do you want to set up your letters?

- ◉ Use the current document
- ○ Start from a template
- ○ Start from existing document

Use the current document

Start from the document shown here and use the Mail Merge wizard to add recipient information.

Step 2 of 6

→ Next: Select recipients

← Previous: Select document type

Mail Merge

Select recipients

- ○ Use an existing list
- ○ Select from Outlook contacts
- ◉ Type a new list

Type a new list

Type the names and addresses of recipients.

📋 Create...

Step 3 of 6

→ Next: Write your letter

← Previous: Starting document

Step 8 : Click no Next: Select recipients to move to step 3 of the Wizard.

Step 9 : Select the Type a new list option.

Step 10 : Click on Create to open the New Address List dialog box.
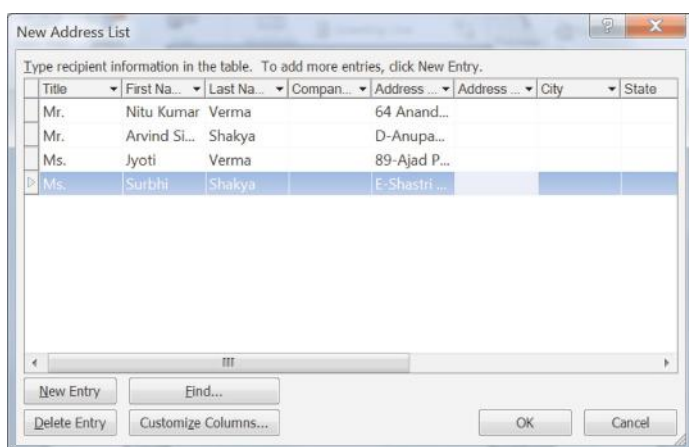
Step 11 : Add Title like Mr., Mrs., Ms., Dr., etc. and press the Tab key to move to the next field.

Step 12 : Similarly, enter First Name, Last Name, Address Line 1, Address Line 2, City, etc. After completing the details of one recipient, press the Tab key in the last filed to create a new row for next recipient's details.

New Address List dialog box ⟶

New Address List

Type recipient information in the table. To add more entries, click New Entry.

Title	First Na...	Last Na...	Compan...	Address ...	Address ...	City	State
▷							

New Entry | Find... |

Delete Entry | Customize Columns... | OK | Cancel |

New Address List dialog box

New Address List

Type recipient information in the table. To add more entries, click New Entry.

Title	First Na...	Last Na...	Compan...	Address ...	Address ...	City	State
Mr.	Nitu Kumar	Verma		64 Anand...			
Mr.	Arvind Si...	Shakya		D-Anupa...			
Ms.	Jyoti	Verma		89-Ajad P...			
▷ Ms.	Surbhi	Shakya		E-Shastri ...			

New Entry | Find... |
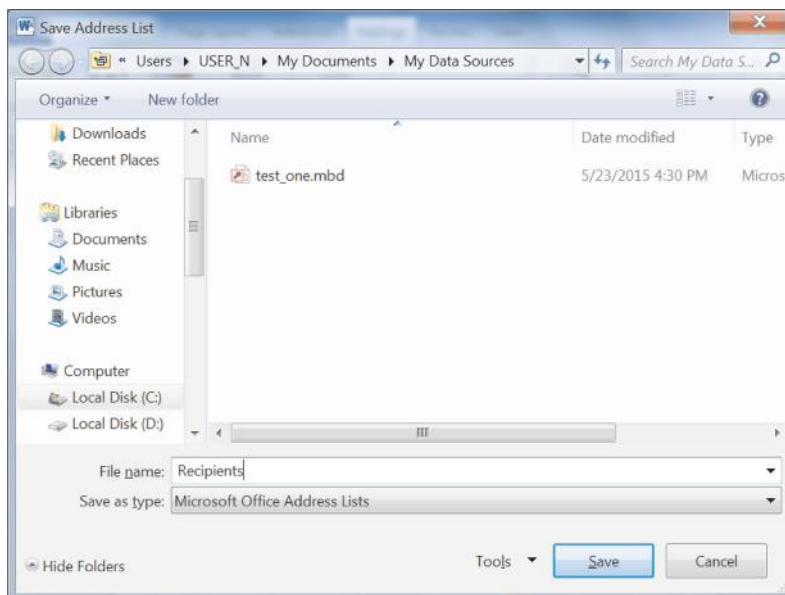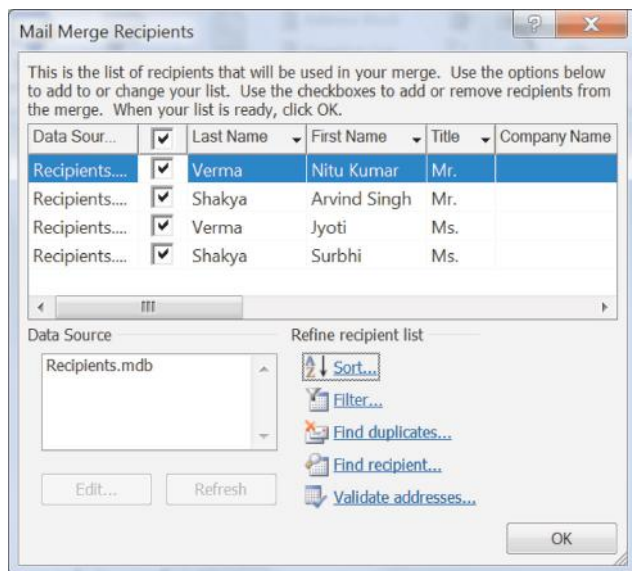
Delete Entry | Customize Columns... | OK | Cancel |

Filled-in New Address List dialog box

Step 13 : After entering the details of recipients, click on OK to open the Save Address List dialog box.

Step 14 : Enter 'Recipients' as the file name.

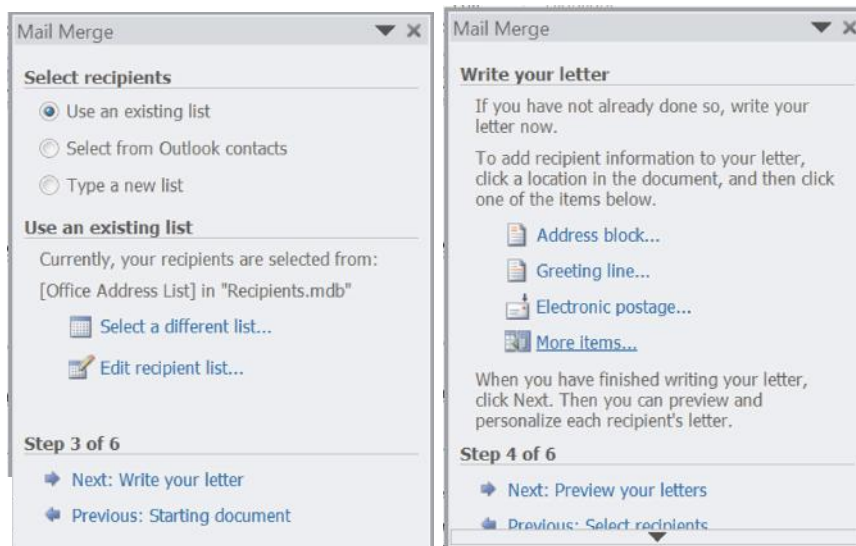**Step 15 :** Click on Save to open the Mail Merge Recipients dialog box.

Save Address List dialog box

Step 16 : Click on OK

Step 17 : Click on the Next: Write Your Letter option to move to step 4 of the Wizard.

Step 18 : Click on the More items option to open the Insert Merge Field dialog box.

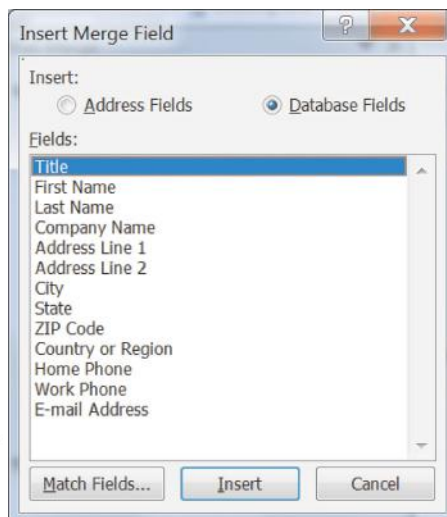To

<<Title>> <<First_Name>> <<Last_Name>>

<<Address_Line_1>>

<<Address_Line_2>>

<<City>>

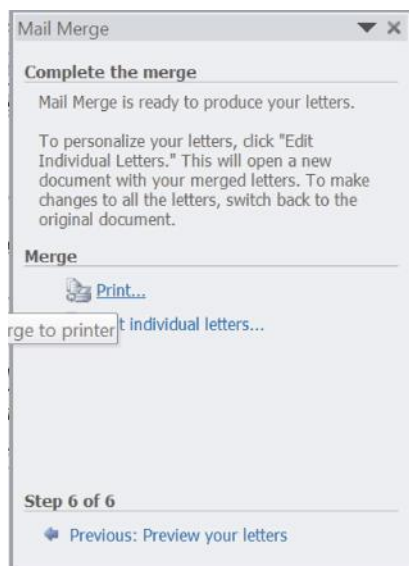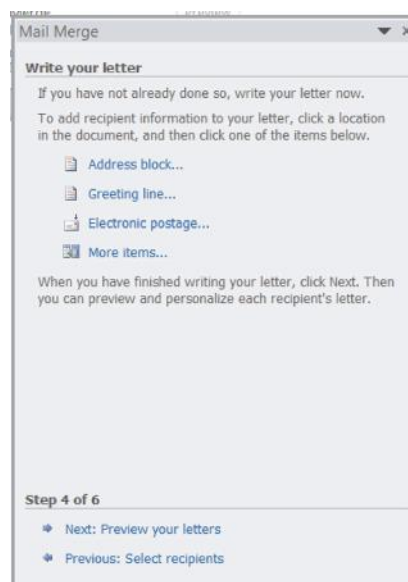<<ZIP_Code>>

Subject : Invitation for the party

Dear <<First_Name>>|

It is our pleasure to invite you on our golden jubilee.

Venue : Hotel 241, Preet Nagar

Step 19 : Click on Title (if not selected by default.)

Step 20 : Click on Insert to add [<] Title [>] field below 'To' in the invitation letter. Similarly, add First Name and Last Name, etc. Click on Close when you want to start from a new line and again click on the More items option. Move the insertion pointer after Dear and insert the First Name field. Your invitation letter will now look similar. Click on the Next: Preview your letters option to move to step 5 of the Wizard.

Mail Merge

Write your letter

If you have not already done so, write your letter now.

To add recipient information to your letter, click a location in the document, and then click one of the items below.

- Address block...
- Greeting line...
- Electronic postage...
- More items...

When you have finished writing your letter, click Next. Then you can preview and personalize each recipient's letter.

Step 4 of 6

➡ Next: Preview your letters
⬅ Previous: Select recipients

Mail Merge

Complete the merge

Mail Merge is ready to produce your letters.

To personalize your letters, click "Edit Individual Letters." This will open a new document with your merged letters. To make changes to all the letters, switch back to the original document.

Merge

🖶 Print...

rge to printer t individual letters...

Step 6 of 6

⬅ Previous: Preview your letters

Step 21 : Click [<] or [>] to see the letters addressed to different recipients. Samples of invitation letters created using Mail Merge.

Step 22 : Click on the Next: Complete the merge option to move to step 6 of the wizard.

Step 23 : Click on the Print option to print separate letters for all the recipients.

(a)

Mr. Sachin Aggarwal

560/6, Shastri Nagar

Medical College

New Delhi

110014

Subject : Invitation for the party

Dear Nitu Kumar

It is our Pleasure to invite you on our golden jubilee.

Venue : Hotel 241, Preet Nagar

Time : 8 p|m

Date : August 14

Kindly Join us because you have played an important role in our function.

Thanks

Sachin & Nidhi

(b)

Mr. Sachin Aggarwal

560/6, Shastri Nagar

Medical College

New Delhi

110014

Subject : Invitation for the party

Dear Nitu Kumar

It is our Pleasure to invite you on our golden jubilee.

Venue : Hotel 241, Preet Nagar

Time : 8 p|m

Date : August 14

Kindly Join us because you have played an important role in our function.

Thanks

Sachin & Nidhi

(c)

Mr. Sachin Aggarwal

560/6, Shastri Nagar

Medical College

New Delhi

110014

Subject : Invitation for the party

Dear Nitu Kumar

It is our Pleasure to invite you on our golden jubilee.

Venue : Hotel 241, Preet Nagar

Time : 8 p|m

Date : August 14

Kindly Join us because you have played an important role in our function.

Thanks

Sachin & Nidhi

(d)

Mr. Sachin Aggarwal

560/6, Shastri Nagar

Medical College

New Delhi

110014

Subject : Invitation for the party

Dear Nitu Kumar

It is our Pleasure to invite you on our golden jubilee.

Venue : Hotel 241, Preet Nagar

Time : 8 p|m

Date : August 14

Kindly Join us because you have played an important role in our function.

Thanks

Sachin & Nidhi

Completion of Mail Merge

- The spelling and grammar feature in MS Word marks the errors in spellings and grammar while typing.
- The red and green wavy lines show spelling and grammatical errors, respectively.
- The blue wavy lines shows words which are correct in spelling but not meaningful in the sentence.
- To correct spelling and grammar errors, right-click the underlined word or phrase and choose the correct spelling or phrase from the listed suggestions.
- To add a word to the dictionary right-click on the word and select the Add to Dictionary option.
- The thesaurus feature gives a list of synonyms and antonyms of a selected word.
- The mail merge feature is used to create a personalized letter for many people without preparing it separately for everyone.
- To create a mail merge, you need to select the step by step Mail Merge Wizard and follow the six main steps to complete it.

EXERCISE

A. Tick (✔) the correct option :

1. Which wavy line shows grammatical mistake?

   (a) Red ☐ (b) Green ☐ (c) Blue ☐

2. The spelling and grammar command is available under the —

   (a) Review tab ☐ (b) Reference tab ☐ (c) Home tab ☐

3. Which feature is used to view antonyms and synonyms of a word?

   (a) Spelling Grammar ☐ (b) Thesaurus ☐ (c) Mailings ☐

4. Under which tab is the mail merge option found?

   (a) Home ☐ (b) Mailings ☐ (c) Insert ☐

5. Which wavy line shows spelling errors :

   (a) Blue ☐ (b) Green ☐ (c) Red ☐

B. Fill in the blanks :

1. The _____ line indicates a contextual error.
2. The thesaurus feature is present under the _____ tab.
3. The start Mail Merge command is found under the _____ tab.
4. Press the _____ key to check spelling and grammar.
5. There are _____ main steps to complete a mail merge.

C. Match the columns given below :

1. synonym   (a)   Personalized letters
2. F7   (b)   opposite meaning
3. Mail Merge   (c)   Thesaurus
4. Red wavy line   (d)   Spelling errors
5. Antonym   (e)   Spelling and grammar

D. Tick (✔) the correct statements and cross (✗) the incorrect ones :

1. By default, MS Word automatically checks a document for spelling and grammar errors.
2. The red line indicates a contextual error.
3. Synonyms are different words having the same meaning.
4. Antonyms are the words with the opposite meaning.
5. Mail Merge is a not a feature of MS Word.

E. Answer the following Questions :

1. What are the three basic types of spelling and grammar errors in MS Word?
2. How can you correct spelling and grammar errors in MS Word?
3. What is the use of the thesaurus feature of MS Word?
4. What is the advantage of using Mail Merge?
5. What does the spelling and grammar feature of MS-Word?
6. What are the suggestions shown in the document, when spelling and grammar check feature work on the document?
7. Is it possible to add a new word to the MS Word dictionary?
8. What is the meaning of blue wavy line?
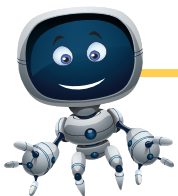
ACTIVITY

- Using Mail Merge, prepare letters to be sent to the parents of all the students to invite them for the annual day celebration of your school.