Reviewing Key Points

Chapter 5

1. Click this tab to display the Proofing group. 

2. Click this button in the Spelling and Grammar dialog box to replace the selected word with the word in the Suggestions list box.

3. Click this button in the Spelling and Grammar dialog box to display the Word Help window with information about the selected text.

4. During spell checking, click this button to skip the occurrence of the word and all other occurrences of the word in the document.

5. This is the keyboard shortcut to display the Spelling and Grammar dialog box.

6. To display the Word Options dialog box, click the Office button, click the Word Options button, and then click this option in the left panel.

7. Consider making this option active in the Word Options dialog box when correcting a document that contains words that sound similar but have different meanings.

8. This is the default setting for the Writing Style option at the Word Options dialog box with Proofing selected.

9. This reading ease is based on the average number of syllables per word and average number of words per sentence.

10. When completing a spelling check on a document, Word uses this custom dictionary by default.

11. The Research task pane displays when you click the Research button, the Thesaurus button, or this button.