

FLASHBACK



- ❖ The Spelling and Grammar feature of MS Word marks spellings and grammatical errors while typing text in a document, and also allows you to fix the errors.
- ❖ The red and green wavy lines show spelling and grammatical errors, respectively.
- ❖ The blue wavy lines show 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.
- ❖ The Thesaurus feature gives a list of synonyms and antonyms of the selected word.
- ❖ The Mail Merge feature is used to create a personalized letter for many people without preparing it separately for everyone.



EXERCISES

A. Tick (✓) the correct answers.

- Which tab holds the Spelling & Grammar command?
a. Review tab b. References tab c. Home tab
- Which wavy line shows grammatical mistakes?
a. Red b. Green c. Blue
- Which feature is used to view antonyms and synonyms of a word?
a. Spelling & Grammar b. Thesaurus c. Mailings
- Which feature is used to send a personalized letter to many people?
a. Spelling & Grammar b. Thesaurus c. Mail Merge
- Which option do you click to add words in MS Word dictionary?
a. Add to Dictionary b. Dictionary c. Thesaurus

B. Fill in the blanks.

- The blue wavy line indicates a contextual error.
- The F7 key is pressed to open the Spelling and Grammar dialog box.
- The Thesaurus feature is present under the Review tab.
- The Start Mail Merge command is found under the mailings tab.
- There are six main steps to complete a Mail Merge.

According to this book.

C. Match the columns.

- | | |
|------------------------|---|
| 1. Synonym and antonym | a. To check spelling and grammatical errors (2) |
| 2. F7 | b. To create personalized letters (3) |
| 3. Mail Merge | c. Indicates spelling errors (4) |
| 4. Red wavy lines | d. Can be viewed using Thesaurus (1) |

D. Answer the following questions.

1. What do you mean by setting language in MS Word 2010?

To set language means to tell MS Word that the words and grammar are to be checked according to a dictionary of the language we are referring to.

2. What are the three basic types of spelling and grammar errors marked in MS Word? are

① Red wavy line shows spelling errors.

② Green wavy line shows a grammatical mistake.

③ Blue wavy line shows that words are correct in spelling but not meaningful in the sentence.

3. How can you correct spelling and grammatical errors in MS Word?

To correct the errors, right-click on the marked word to look for various available options, and select the correct one.

4. What is the use of Thesaurus?

The Thesaurus feature gives a list of all the synonyms and antonyms of a selected word.

5. What is Mail Merge?

It is a feature is used to create a personalized letter for many people without preparing it separately for everyone.

(a) To,

Mr. Chander Mohan Arora
304, Shivlok House
Karampura
Delhi
110015

Subject : Invitation for the party

Dear Chander Mohan

It is our pleasure to invite you on the first birthday party of our son.

Venue : Hotel 361, Pitam Pura

Time : 7 pm

Date : February 28

Kindly spare some time for the event and bless him.

Thanks and regards,

Vikas & Komal

(b) To,

Mr. Rakesh Kumar Dhingra
R-405, Anupam
Karkardooma
Delhi

Subject : Invitation for the party

Dear Rakesh Kumar

It is our pleasure to invite you on the first birthday party of our son.

Venue : Hotel 361, Pitam Pura

Time : 7 pm

Date : February 28

Kindly spare some time for the event and bless him.

Thanks and regards,

Vikas & Komal

(c) To,

Ms. Prem Lata Narang
31/44, West Punjabi Bagh
Delhi
110014

Subject : Invitation for the party

Dear Prem Lata

It is our pleasure to invite you on the first birthday party of our son.

Venue : Hotel 361, Pitam Pura

Time : 7 pm

Date : February 28

Kindly spare some time for the event and bless him.

Thanks and regards,

Vikas & Komal

(d) To,

Ms. Veena Arora
B-1/8, Model Town - II
Delhi
110088

Subject : Invitation for the party

Dear Veena

It is our pleasure to invite you on the first birthday party of our son.

Venue : Hotel 361, Pitam Pura

Time : 7 pm

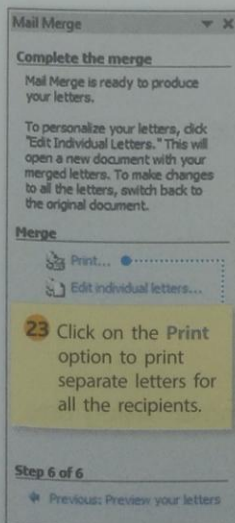
Date : February 28

Kindly spare some time for the event and bless him.

Thanks and regards,

Vikas & Komal

◆ Fig. 2.23 Completion of Mail Merge



◆ Fig. 2.24 Mail Merge: Step 6 of 6



LET'S REVIEW

Write T for True and F for False.

1. By default, MS Word does not check spelling and grammar errors. F
2. The Spelling & Grammar tool is found under the Review tab. T
3. You cannot add a new word to the dictionary of MS Word. F
4. The Thesaurus feature of MS Word gives a list of only synonyms. F