

Templates

- A **template** is a predesigned document you can use to create new documents with the **same formatting**. With a template, many of the more important document design decisions such as **margin size, font style and size, and spacing** are predetermined.
- In MS Word, **documents are usually based on Normal Template(normal.dotx)**.
- MS Words displays a number of templates like Equity Fax, Report, Letter etc. You can select any one of those according to your requirement and open it by clicking create button for new document making.

Wildcard Searching

- A wildcard allows you to **search for variable text** i.e. using wildcards, you can find words in your Word documents that you know only a part of, or a group of words with similar letters.
- two basic wildcard characters, ? and *, where ? represents any single letter, and * represents a group of letters.

Wildcard Searching

- To search for a character as a wildcard, type a backslash (\) before the character.
- The **question mark (?) wildcard represents any single character.** for example 'b?t' finds bat, bet, bit, and but
- The **asterisk (*) wildcard represents a string of characters.** for example 'b*t' finds bit, boat, and burnt

Proofing/ Spelling and Grammar Check

- Proofing means reading each word (and punctuation mark) **in a document slowly and carefully while looking for errors** i.e. Careful reading of a document, to detect any errors in spelling, punctuation, or grammar.
- Word provides you with several **proofing features** that will help you produce professional, error-free documents.

spelling and grammar

- By default, Word automatically checks your document for **spelling and grammar** errors. **These errors are indicated by colored wavy lines.**
- The **blue line** indicates a contextual spelling error.
 - A **contextual spelling** error is when an incorrect spelling of a word is chosen. For example, if you write **Deer Mr. Theodore** at the beginning of a letter, **deer** is a contextual spelling error because **dear** should have been used. **Deer** is spelled correctly, but it is used incorrectly in this letter.
- The **red line** indicates a misspelled word.
- The **green line** indicates a grammatical error.