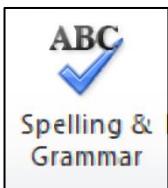# STP COMPUTER EDUCATION

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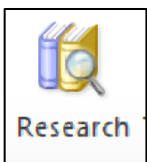www.stpcomputereducation.com

SUBJECT :- MICROSOFT OFFICE

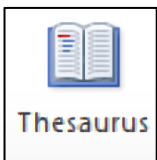# Chapter 13
Microsoft Word (Review)

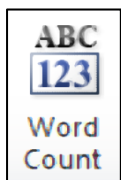**Spelling & Grammar** ➔ Check the spelling and grammar of text in the document**. [shortcut key = F7]**

Research ➔ Open the Research task pane to search through reference material , such as dictionaries , encyclopedias, and translation services.
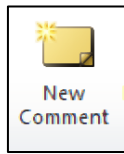
[shortcut key = Alt + Click]

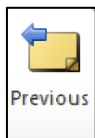**Thesaurus** ➔ Suggests other word with a similar meaning to the word you have selected.

Word Count ➔ Find out the no. of words , character , paragraphs , and line in the document.

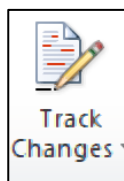**New Comment** ➔ Add a comment about the selection.

Delete ➔ Delete a selected comment .

Previous ➔ Navigate to the previous comment in the document.

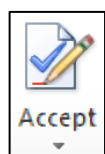**Next** ➔ Navigate to the next comment in the document.

Track changes ➔ Track all the changes made to the document , including insertions ,deletions and formatting changes. **[shortcut key = Ctrl + Shift + E]**
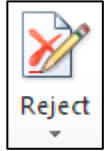
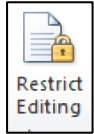Choose how to view the proposed changes to the document.

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