

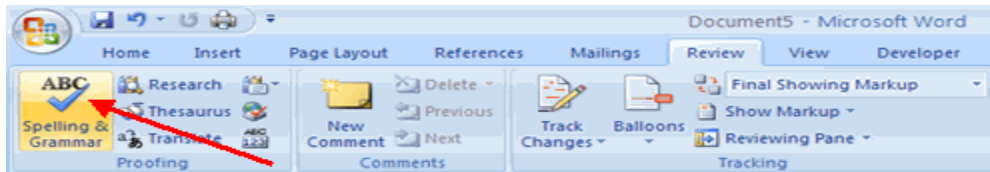
## 6. Word 2007 Proofing and Finishing

There are many features to help you proofread and finish your document.

### Spelling and Grammar

To check the spelling and grammar of a document

- Place the cursor at the beginning of the document or the beginning of the section that you want to check
- Click the **Review** Tab on the Ribbon
- Click **Spelling & Grammar** on the Proofing Group.

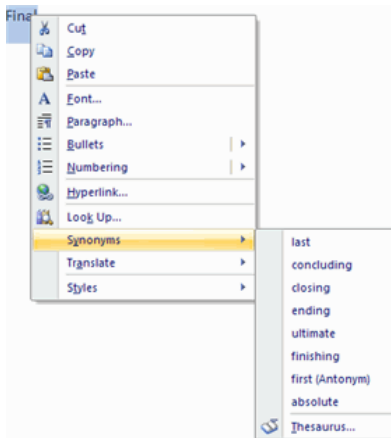
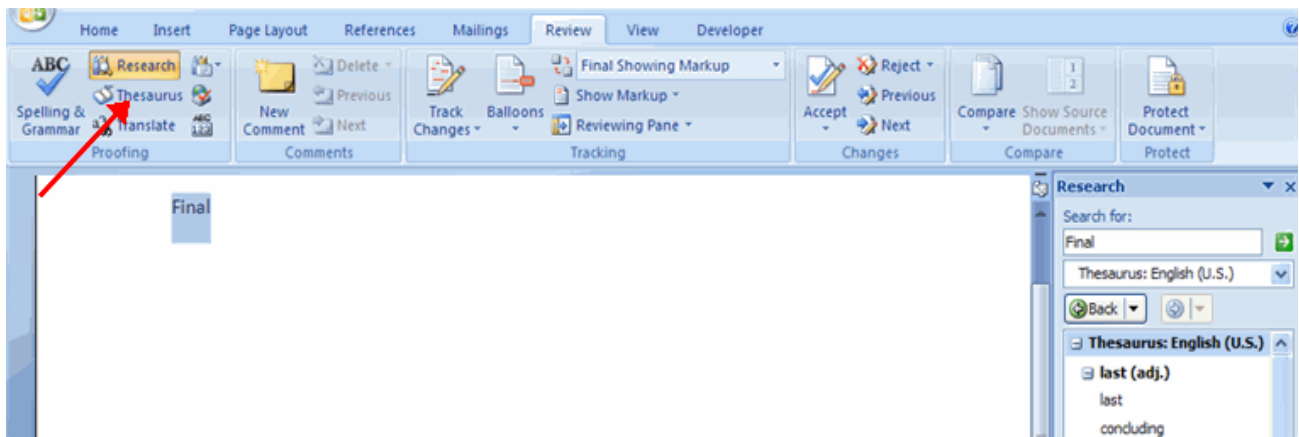


- Any errors will display a dialog box that allows you to choose a more appropriate spelling or phrasing.

### Thesaurus

The Thesaurus allows you to view synonyms. To use the thesaurus:

- Click the **Review** Tab of the Ribbon
- Click the **Thesaurus** Button on the Proofing Group.
- The thesaurus tool will appear on the right side of the screen and you can view word options.



You can also access the thesaurus by right-clicking any word and choosing **Synonyms** on the menu.

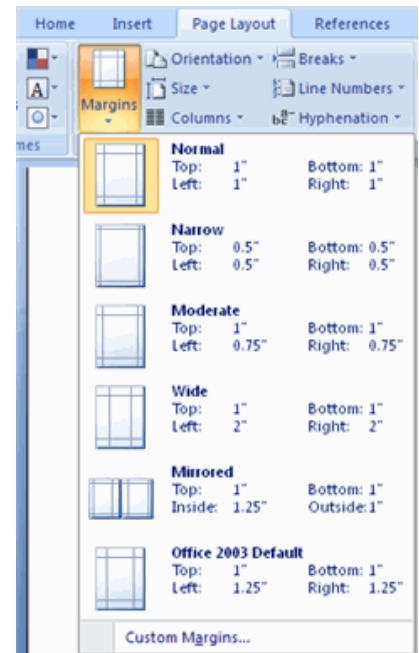
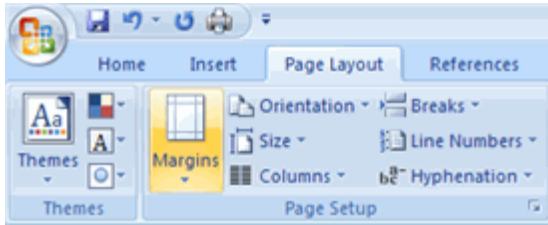
## Modify Page Margins and Orientations

The page margins can be modified through the following steps:

- Click the **Page Layout** Tab on the Ribbon
- On the **Page Setup** Group, Click **Margins**
- Click a **Default Margin**, or
- Click **Custom Margins** and complete the dialog box.

To change the Orientation, Size of the Page, or Columns:

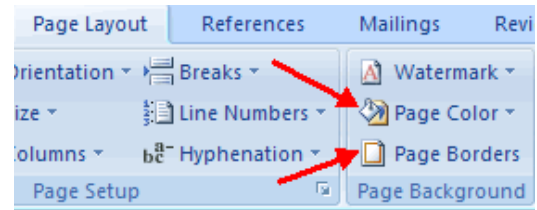
- Click the **Page Layout** Tab on the Ribbon
- On the Page Setup Group, Click the **Orientation**, **Size**, or **Columns** drop down menus
- Click the appropriate choice



## Apply a Page Border and Color

To apply a page border or color:

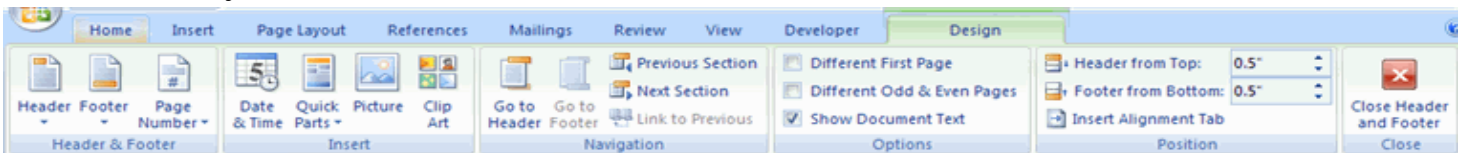
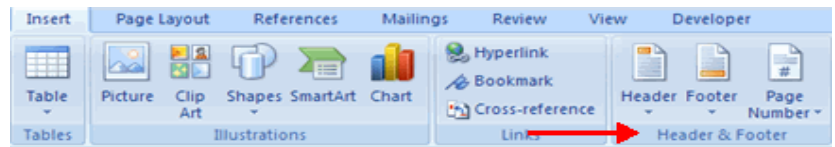
- Click the **Page Layout** Tab on the Ribbon
- On the Page Background Group, click the **Page Colors** or **Page Borders** drop down menus



## Insert Common Header and Footer

To insert Header and Footer information such as page numbers, date, or title, first, decide if you want the information in the header (at the top of the page) or in the Footer (at the bottom of the page), then:

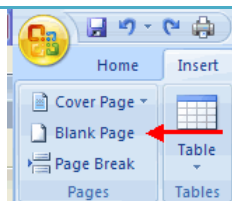
- Click the **Insert** Tab on the Ribbon
- Click **Header or Footer**
- Choose a style
- The **Header/Footer Design** Tab will display on the Ribbon
- Choose the information that you would like to have in the header or footer (date, time, page numbers, etc.) or type in the information you would like to have in the header or footer



## Insert a Cover Page

To insert a cover page:

- Click the **Insert** Tab on the Ribbon
- Click the **Cover Page** Button on the Pages Group
- Choose a style for the cover page



## Insert a Blank Page

To insert a blank page:

- Click the **Insert** Tab on the Ribbon
- Click the **Blank Page** Button on the Page Group