

## Checking Key Strokes

Key strokes simply means “characters with spaces”. You can count the number of key strokes in a selection or selections by:

1. Selecting the text that you want to count:
  - a. Use your mouse to highlight the selection.
2. On the **Review** tab, in the **Proofing** group, click **Word Count**.

Additionally:

When you type in a document, Office Word 2007 automatically counts the number of pages and words in your document and displays them on the status bar at the bottom of the workspace.

Example:



## Checking Spelling and Grammar

Check spelling and grammar in Word

1. On the **Review** tab, in the **Proofing** group, click **Spelling & Grammar**.
2. The Spelling and Grammar dialog box appears. The first suggested correction is highlighted.
3. Use the following buttons to check your spelling and grammar:

<b>Ignore Once</b>	Ignore this word once, but check it again.	<b>Ignore All</b>	Ignore this word throughout the document.
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<b>Ignore Rule</b>	Ignore this rule throughout the document.	<b>Next Sentence</b>	Check the next sentence.
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<b>Add to Dictionary</b>	Include this word in the	<b>Change</b>	Use the suggested word in
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program's dictionary.

the Suggestions pane.

**Explain** See an explanation for the suggested change.

**Change All** Use the suggested word to change all instances of this word.

**Change All** Use the suggested word to change all instances of this word.

**AutoCorrect** Use the first suggested word each time you click AutoCorrect.


**Check grammar** Select to correct the grammar in this document.

**Undo** Undo the change. Continue clicking for previous corrections.

**Options** The Options dialog box appears. Select how the program corrects spelling and grammar for all documents.

## Checking Size of Ad

To quickly view the size of your ad, use print preview.

1. Click the **Microsoft Office Button** , point to the arrow next to **Print**, and then click **Print Preview**.
2. Click the buttons on the Ribbon, which is a part of the Microsoft Office Fluent user interface, to preview the page or make changes.