

9. Proofing

Word contains a number of proofing tools. Spelling and grammar checking are active while you write, and if there is a word that Word does not know, it gets a red underline. You will also see that words and phrases can get a green underline. The green highlighting shows that Word thinks there is a grammatical problem in the text.

You can right-click the underlined text to learn more about what Word considers to be the problem. You can then choose to correct the error or ignore it.

9.1 A Few Tip on Spelling and Grammar Check

Spelling and Grammar Check are a good help when you write. Many spelling errors, wrong word order and double spaces are being caught right away, since you immediately become aware of it when the text gets a red or green underline. However, you cannot depend on Word to find all your mistakes, and you should not skip proofreading if you want to be sure everything is in order.

Remember that, although Word is an advanced program, the technology is far from advanced enough for the program to understand what you write. Language and grammar are in themselves incredibly complicated things to for a computer to process, which means that there are limits to what a word processor can figure out. For example, Word thinks that "hying error" is a word made of "hying" and "error". We know that it should have been "typing" instead of "hying", but Word does not. Therefore - proofread your document if it is important that it is correct.

Word contains a dictionary of most words in many different languages, but some words are not in found its dictionary. Technical terms, slang, some foreign words etc. can be missing.

9.2 Thesaurus

A synonym is a word that means the same as another word. If you find that you use the same word many times in the same text, you can get suggestions for other terms from the thesaurus. The word "use" for example could in many contexts be replaced with "utilise".

The synonym dictionary will not only suggest words that mean the same thing. It also suggests related words that you can use as inspiration to adapt the text a little. You may find that the thesaurus does not have any suggestions, or that the suggestions are nonsense, but that is in the nature of the thing. Use it as a tool for inspiration.

It can help make your writing more varied and interesting, but be sure that understanding is not lost. Take care to not use too many advanced foreign words. In technical literature, foreign words can be a necessity, but too many fancy words can have the opposite effect of what was intended. If you use too many foreign words, it is my experience that:

- Fifty percent of the readers do not understand what you are writing.
- Forty percent will get the feeling that you are just trying to be clever. In certain fields this is also known as "techno-babble".

- Ten percent will be impressed by your vocabulary.

But that should not deter us from using the thesaurus to vary the language a little.

To use the thesaurus, just click the right mouse button on a word in your text and point to Synonyms in the menu that appears. If there are synonyms for the word you clicked on, it will be on the list.

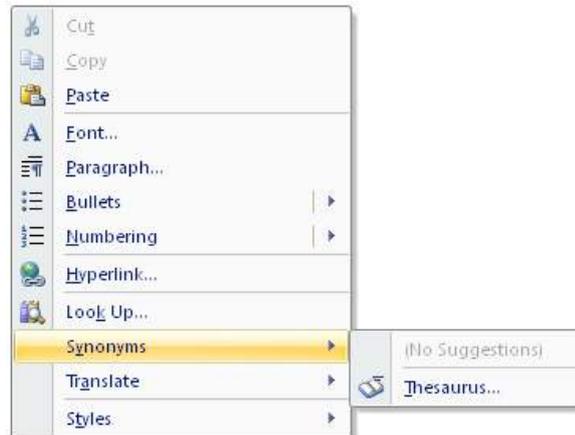


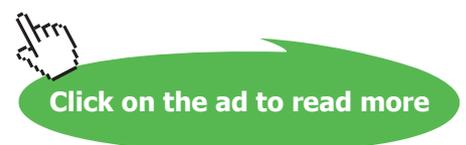
Figure 91

What do you want to do?

No matter what you want out of your future career, an employer with a broad range of operations in a load of countries will always be the ticket. Working within the Volvo Group means more than 100,000 friends and colleagues in more than 185 countries all over the world. We offer graduates great career opportunities – check out the Career section at our web site www.volvogroup.com. We look forward to getting to know you!

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9.3 Track Changes

Imagine that you have been to an important meeting and you have "won" the task of writing the report. Your boss is committed to ensuring that all important agreements during the meeting will be included in the minutes. That is why you would like the boss to look over the report before you send it to the participants.

Word provides a smart feature that detects what is added, modified and deleted from your document. Added text will be highlighted with red color and underlined. Deleted text that is deleted, will still appear, but with red highlighting and strikethrough. This makes it easy to see what changes your boss or colleagues are proposing.

The only thing you have to do is review the changes and accept or reject them.

First you have to turn on the function. Select the Review Tab and then click on the Track Changes button. You can then save and close the document while waiting for someone to propose changes. You can of course also send it in a mail and get it back with corrections.



Figure 83: The Track Changes button.

Once everyone has had a chance to make a contribution, you open the document and switch off Track Changes. The Review Tab in the Ribbon also has a group of buttons that help you review the changes (see Figure 93). Here you can navigate to the various locations where changes have been proposed, and you can choose to accept or reject them.



Figure 93

Remember to save your document when you are finished. I would suggest that you save it as a new file using Save As, so you have both the final document and the document with the proposed changes.