Unit 3 Discussion

[Name of the Writer]

[Name of the Institution]

Unit 3 Discussion

**Paragraph 1**

The Design tool in Microsoft Word can be used for various purposes, such as creating a professional document. It enables a person to choose a pre-existing format from various ones that are provided, to fill in what is needed and make the document look professionally eligible. This tool is extremely useful as it allows a person to choose a professional or academic format, whichever is suitable for their desired purpose. It can also be used to add or edit any text and imagery used by the person in their document (Wempen, & Jackson, 2017). It can also be easily composed by combining various geometric shapes, symbols, and objects. The design tool helps, select various titles to input while making a professional document. It also helps separate paragraphs from subheadings so that the document looks qualified and precise. The design tool also helps with correcting prior mistakes which can be confusing when preparing a file.

**Paragraph 2**

The Spelling & Error tool helps proofread and correct any grammatical errors included in a word document. This editing tool can make a considerable difference when creating a professional document. It is quite useful when finding out grammatical, punctuation errors consisted of a document. Thus, using this tool, it would enable the user to correct any spelling, sentence structure, or punctuation errors that are consisted of the document. It is very important that all documents are spellchecked before submitting them as most of these documents are official and requires professional work. The took also has a dictionary with it which helps users find the most appropriate words to use or replace while making a document. This tool can also be useful for those with certain learning disabilities. It offers sensible alternatives to users with different needs. Moreover, a spellchecker can help the pupil with identifying their mistakes so that they can practice becoming more punctual.

**References**

Wempen, G., & Jackson, C. (2017). Understanding Microsoft Word 2016.