

MICROSOFT WORD



Checking Spelling
and Grammar

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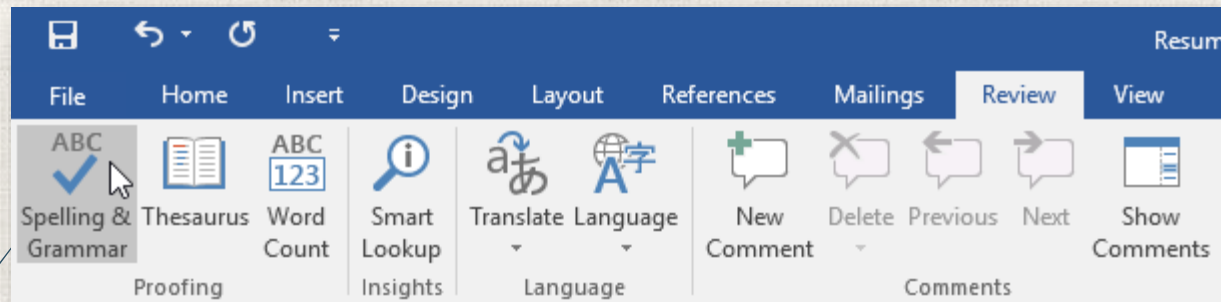
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Introduction

- ▶ Worried about making mistakes when you type? Don't be. Word provides you with several **proofing features**—including the **Spelling and Grammar** tool—that can help you produce professional, error-free documents.

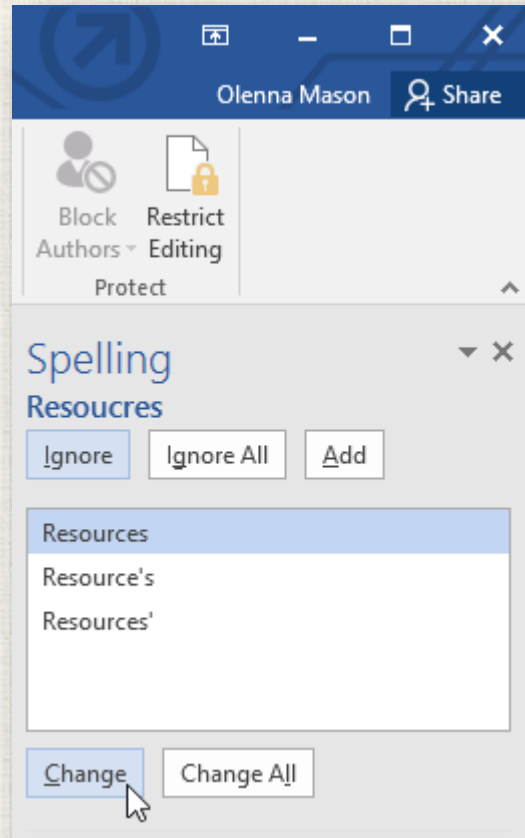
Spelling and Grammar check

1. From the **Review** tab, click the **Spelling & Grammar** command.



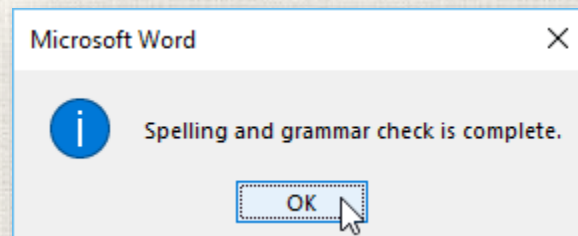
Spelling and Grammar check

2. The **Spelling and Grammar** pane will appear on the right. For each error in your document, Word will try to offer one or more **suggestions**. You can select a suggestion and click **Change** to correct the error.



Spelling and Grammar check

- Word will move through each error until you have reviewed all of them. After the last error has been reviewed, a dialog box will appear confirming that the spelling and grammar check is complete. Click **OK**.



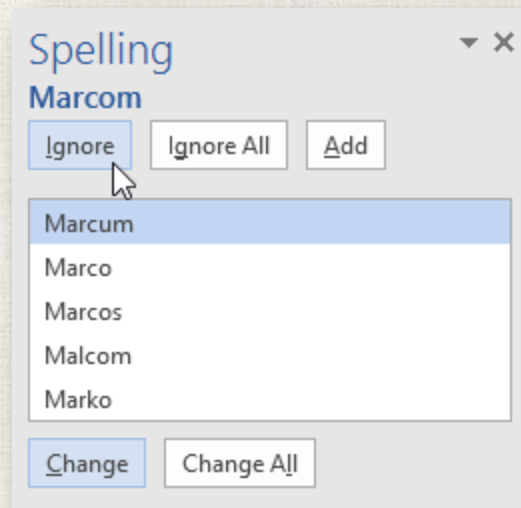
If no suggestions are given, you can manually type the correct spelling in your document.

Ignoring "errors"

- The spelling and grammar check is **not always correct**. Particularly with grammar, there are many errors Word will not notice. There are also times when the spelling and grammar check will say something is an error when it's actually not. This often happens with names and other proper nouns, which may not be in the dictionary.
- If Word says something is an error, you can choose not to change it. Depending on whether it's a spelling or grammatical error, you can choose from several options.

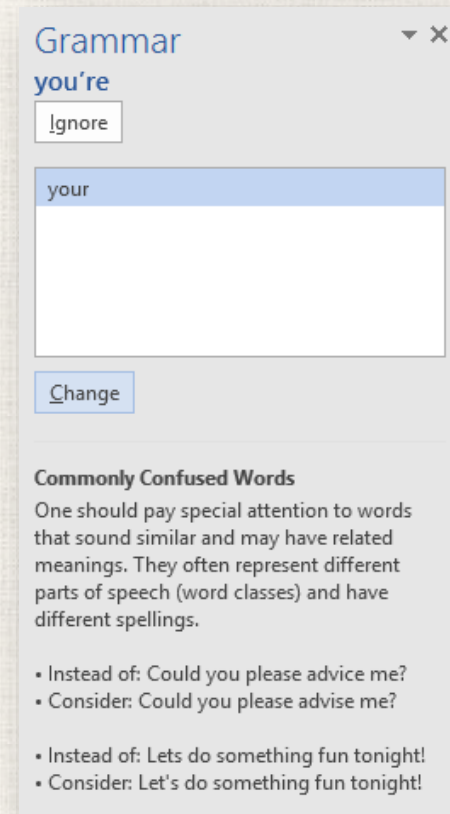
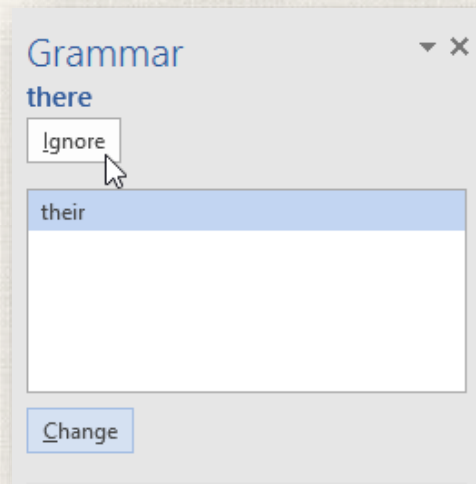
For spelling "errors"

- **Ignore:** This will skip the word without changing it.
- **Ignore All:** This will skip the word without changing it, and it will also skip all other instances of the word in the document.
- **Add:** This adds the word to the dictionary so it will never come up as an error. Make sure the word is spelled correctly before choosing this option.



For grammar "errors"

- **Ignore:** This will skip the word or phrase without changing it.
- ❖ For some grammatical errors, Word will provide an explanation for why it thinks something is incorrect. This can help you determine whether you want to change or ignore it.



Automatic spelling and grammar checking

By default, Word automatically checks your document for **spelling and grammar** errors, so you may not even need to run a separate check. These errors are indicated by **colored wavy lines**.

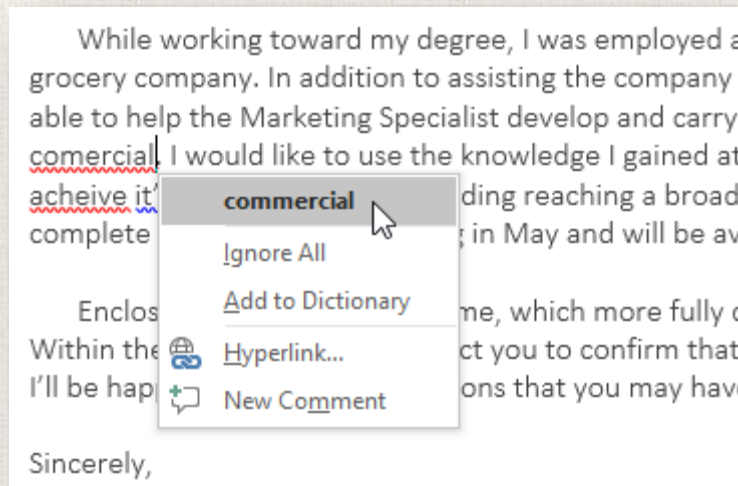
- ▶ The **red line** indicates a misspelled word.
- ▶ The **blue line** indicates a grammatical error, including misused words.

While working toward my degree, I was employed as a marketing assistant with a local grocery company. In addition to assisting the company with there summer promotions, I was able to help the Marketing Specialist develop and carry through ideas for the company's next comercial. I would like to use the knowledge I gained at Fresh Foods to help you're company acheive it's marketing goals, including reaching a broader audience across country. I will complete my degree in marketing in May and will be available for employment in early June.

A **misused word**—also known as a contextual spelling error—occurs when a word is spelled correctly but used incorrectly. For example, if you used the phrase **Deer Mr. Theodore** at the beginning of a letter, **deer** would be a contextual spelling error. **Deer** is spelled correctly, but it is used incorrectly in the letter. The correct word is **Dear**.

11 Correct spelling errors

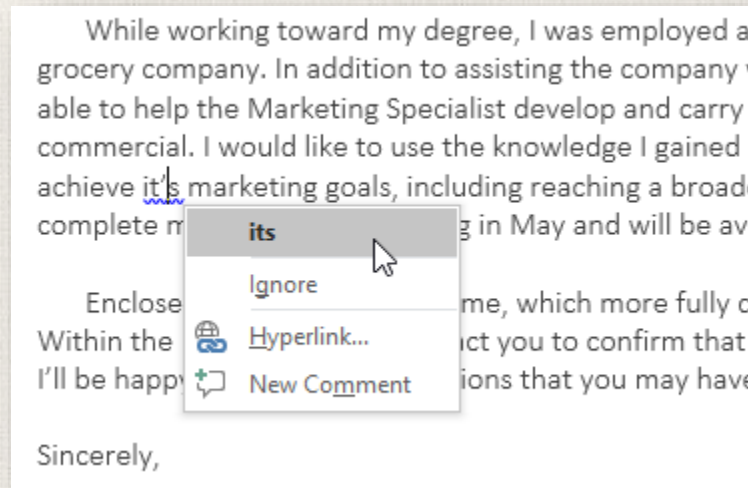
1. Right-click the **underlined word**, then select the **correct spelling** from the list of suggestions.
2. The corrected word will appear in the document.



You can also choose to **Ignore All** instances of an underlined word or add it to the **dictionary**.

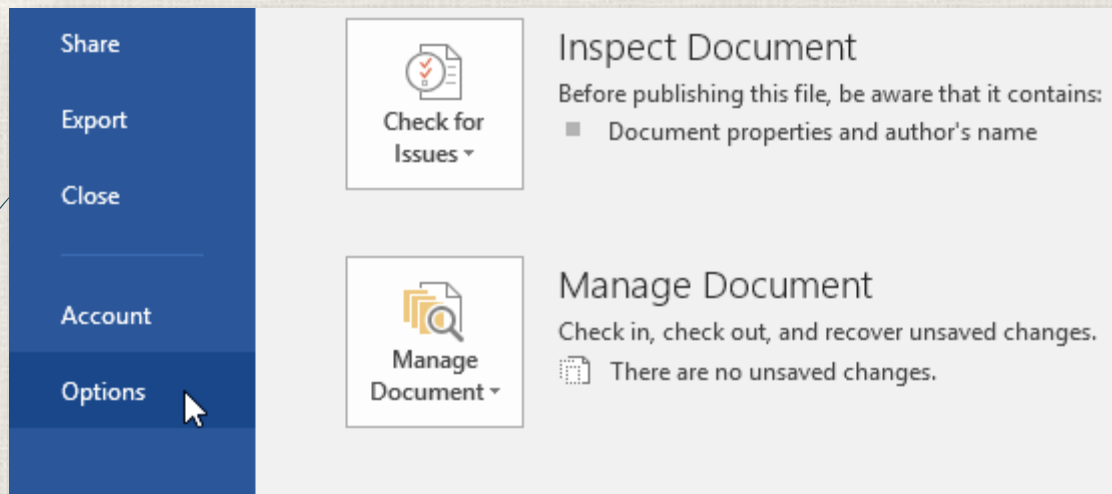
Correct grammar errors

1. Right-click the **underlined word or phrase**, then select the **correct spelling or phrase** from the list of suggestions.
2. The corrected phrase will appear in the document.



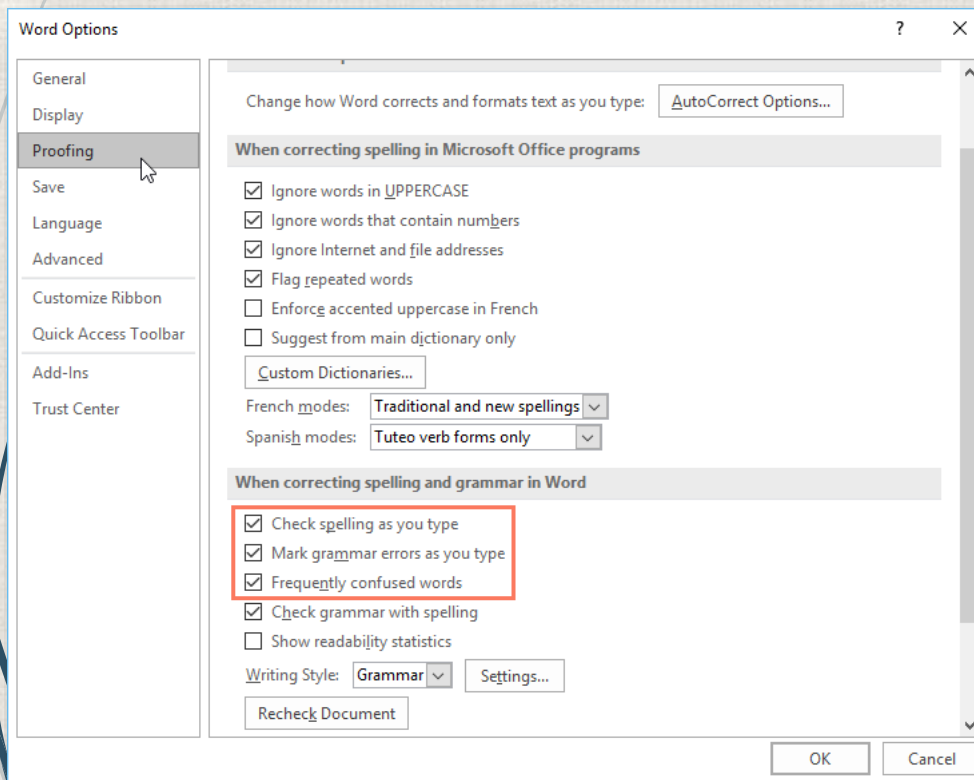
Changing the automatic spelling and grammar check settings

1. Click the **File** tab to access **Backstage view**, then click **Options**.



Changing the automatic spelling and grammar check settings

2. A dialog box will appear. On the left side of the dialog box, select **Proofing**. From here, you have several options to choose from. For example, if you don't want Word to mark **spelling errors**, **grammar errors**, or **frequently confused words** automatically, simply uncheck the desired option.



If you've turned off the automatic spelling and/or grammar checks, you can still go to the **Review** tab and click the **Spelling & Grammar** command to run a new check.

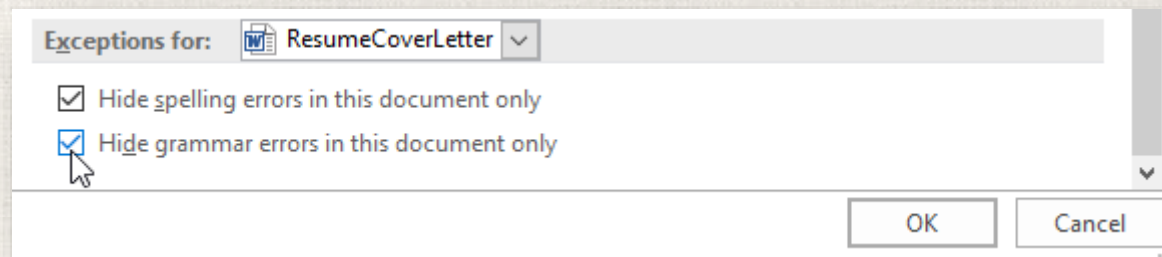
Hide spelling and grammar errors in a document

- ▶ If you're sharing a document like a resume with someone, you might not want that person to see the red and blue lines. Turning off the automatic spelling and grammar checks only applies to your computer, so the lines may still show up when someone else views your document. Fortunately, Word allows you to hide spelling and grammar errors so the lines will not show up on any computer.
- ▶ Click the **File** tab to go to **Backstage view**, then click **Options**.
- ▶ A dialog box will appear. Select **Proofing**, then check the box next to **Hide spelling errors in this document only** and **Hide grammar errors in this document only**, then click **OK**.
- ▶ The lines in the document will be hidden.

Hide spelling and grammar errors in a document

If you're sharing a document like a resume with someone, you might not want that person to see the red and blue lines. Turning off the automatic spelling and grammar checks only applies to your computer, so the lines may still show up when someone else views your document. Fortunately, Word allows you to hide spelling and grammar errors so the lines will not show up on any computer.

1. Click the **File** tab to go to **Backstage view**, then click **Options**.
2. A dialog box will appear. Select **Proofing**, then check the box next to **Hide spelling errors in this document only** and **Hide grammar errors in this document only**, then click **OK**.
3. The lines in the document will be hidden.



Practice

- Open our **practice document**. If you already downloaded our practice document in order to follow along with the lesson, be sure to download a fresh copy by clicking the link in this step.
- Run a **Spelling & Grammar** check.
- **Ignore** the spelling of names like **Marcom**.
- Correct **all** other spelling and grammar mistakes.

April 13, 2016

Ms. Ella Jackson
Human Resources Manager
1234 Marcom Street Drive
Trenton, NJ 08601

Dear Ms. Jackson:

I am exceedingly interested in the Junior Marketing position with Top Tier Telephones, and I believe that my education and employment background are well suited for the position.

While working toward my degree, I was employed as a marketing assistant with a local grocery company. In addition to assisting the company with their summer promotions, I was able to help the Marketing Specialist develop and carry through ideas for the company's next commercial. I would like to use the knowledge I gained at Fresh Foods to help your company achieve its marketing goals, including reaching a broader audience across country. I will complete my degree in marketing in May and will be available for employment in early June.

Enclosed is a copy of my resume, which more fully details my qualifications for the position. Within the next week, I will contact you to confirm that you received my email and resume and I'll be happy to answer any questions that you may have. Thank you for your consideration.

Sincerely,

Adrienne Patel

The image features a light beige background with a fine, woven texture. On the left side, there are several thin, dark blue lines that curve upwards and outwards, resembling stylized grass or reeds. The text 'THE END' is centered in a bold, dark blue, sans-serif font. The letters have a slight 3D effect with a shadow on the right side. Below the text is a faint, semi-transparent reflection of the same text.

THE END

THE END