

Spelling and Grammar Checking

When Spelling and Grammar check is activated, Word displays a red wavy line under words that do not appear in Word's dictionary (such as misspellings and proper names) or are duplicate words (the, the) and a green wavy line appears under words that have grammatical errors. These errors may be corrected as you encounter them or after the document is finished. Some words in a document that are correct will appear with a wavy red underline.

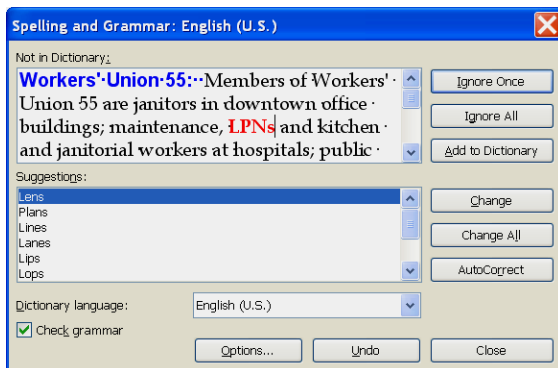
Correct Spelling and Grammar While Typing

To correct a grammatical or spelling error while typing, complete the following steps:

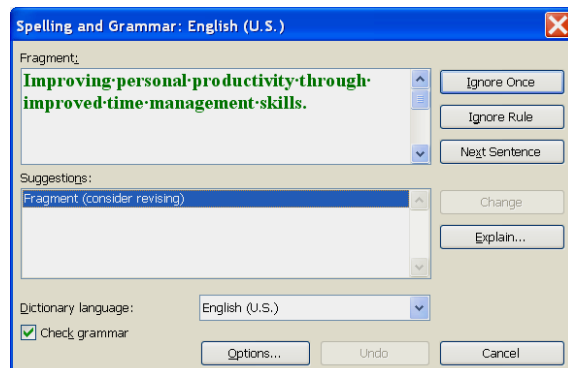
- ❖ Right-click the first word that has a red wavy line.
- ❖ A list of substitutions for that word will appear.
- ❖ Click the correct spelling of that word.
- ❖ If the word was the correct spelling, you would click the **Ignore All** button.

Correct Spelling and Grammar

Spelling and Grammar may be checked while inputting the document or after the document input is completed. The illustrations below show the Spelling and Grammar check boxes. The steps below explain how to check the spelling and grammar in a document.



Spell Check Dialog Box



Grammar Check Dialog Box

- ❖ Click at the beginning of the document.
- ❖ Click the **Spelling and Grammar** button on the **Standard** toolbar (see illustration).
- ❖ As the document is being checked, misspelled words or problematic sentences are selected.
- ❖ Appropriate alternatives are then suggested for the words or sentence.
- ❖ These words will appear in the **Suggestions** box in the **Spelling and Grammar** dialog box.
- ❖ One of the following options needs to be chosen:
 - Click a **Suggestion** and then click **Change** to make the substitution.
 - If the word is one that may appear more than once in the document, click the **Change All** button.
 - Click **Ignore Once** to skip the word or rule.
 - Click **Ignore All** or **Ignore Rule** to skip every instance of the word or rule.
 - If none of the suggestions is appropriate, click in the document and make the necessary change and then click **Resume**.



- ❖ When the **Spelling and Grammar** check is completed, a message box will appear saying the Spelling and Grammar check is complete.
- ❖ Click **OK** to return to the document

NOTE: Sometimes a document is quite long. In those instances, you might not want to check the whole document, but only a portion of it. To do that, select the text and complete the steps above to check the spelling and grammar in the selected portion of the document.

NOTE: If you decide you don't want to check grammar at the same time you are checking spelling, you may click the **Check Grammar** button in the **Options** dialog box under **Tools** to remove the checkmark and clear that option.