

# 18 Checking Spelling + Grammar

## Introduction

Worried about making mistakes when you type? Word provides you with several **proofing features**—including the **Spelling and Grammar** tool—that can help you produce professional, error-free documents.

▶ [Play the video by clicking the link below:  
\*\*Checking Spelling + Grammar\*\*](#)

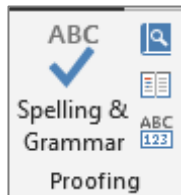
## Exercise 18

*Using the sample as a guide, follow the directions below to complete the exercise.*

- Open a file on your computer:  
UNIT 5 WORD > 18 WORD EXERCISE>  
**Word 18 Template SPELLING+GRAMMAR**
- Save the file in your Documents Folder:  
**File > Save As > My Documents**
- Name your file by typing in the *File Name* box:  
**Word 18 YourFirstNameLastInitial SPELLING+GRAMMAR**  
Save as type: Word Document  
Click **Save**

## Page 1 & 2

- To check spelling & grammar, place your cursor at the beginning of the letter on page 1.



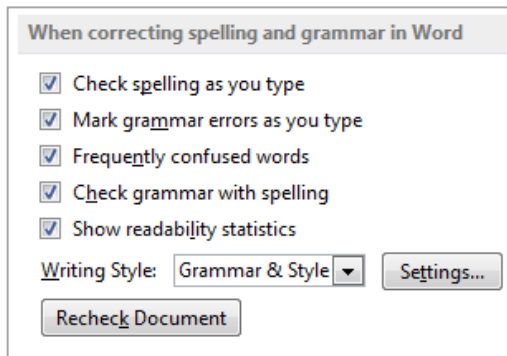
- Go to the Review Tab > Click the **ABC Spelling & Grammar** icon.
- For each error in your document, word will try to offer one or more suggestions. You can select a suggestion and click **Change** to correct the error. If the error is made several times, check the **Change All** button.
- The spelling and grammar check is not always correct.** There are many errors Word will not notice. There are also times when the spelling and grammar check will say something's an error when it's actually not. This often happens with people's names, which may not be in the dictionary.

- To ignore an error, click the **Ignore** button. E.g.: if a name or word is repeated several times, click **Ignore All**.
- Word will move through each error until you have reviewed them all.
- After the last reviewed error, a dialog box will appear confirming that the spelling and grammar check is complete. Click **OK**.

Word gives you the option to select what type of Spelling & Grammar check it will perform.

In the next steps, you will change the Spelling & Grammar check: *Options* and recheck the document.

- Click the **File** Tab > on the bottom of the left column, click **Options** > click **Proofing** > Under the heading: *When correcting spelling and grammar in Word*, **check the boxes as shown**.



- In the drop down menu next to *Writing Style*, select *Grammar & Style*, click **Settings**. Check mark all the boxes under the heading “Grammar”.
- Click **Recheck** document. In the pop up window, click **yes** to reset the spelling & grammar checker. Click **OK** to close the Options Window.
- Place your cursor at the beginning of the Letter on page 1. Go to the Review Tab > Click the **ABC Spelling & Grammar** icon.
- The **Red line** indicates a misspelled word. The **Blue line** indicates a grammatical error, including misused words.
- You will notice that Word now checks things like fragmented sentences, subject-verb agreement, use of first person etc. When considering the grammar changes recommended by Word, decide if they are necessary or not.  
*E.g.: The use of first person in the letter on page 1 is appropriate and should not be corrected.*
- At the end of the check, a dialog box will appear confirming that the spelling and grammar check is complete. Click **OK**.

- Last step:** Read the document carefully after Word performs the Spelling and Grammar check. Make changes to errors you discover that Word did not catch.
- Save your document and email it to your instructor.**