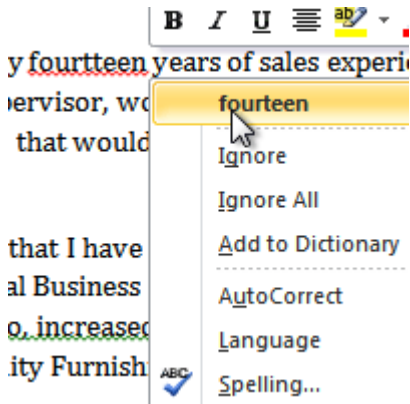**Word 2010**

Checking Spelling and Grammar

Introduction

Are you worried about making mistakes when you type? Don't be. Word provides you with several **proofing features** that will help you produce professional, error-free documents. In this lesson, you will learn about the various **proofing** features, including the **spelling and grammar** tool.

Checking spelling and grammar

Video: Spelling and Grammar in Word 2010

To make your document appear professional, you'll want to make sure it is free from **spelling and grammar** errors. Word has several options for checking your spelling. You can run a spelling and grammar **check**, or you can allow Word to check your spelling **automatically** as you type.
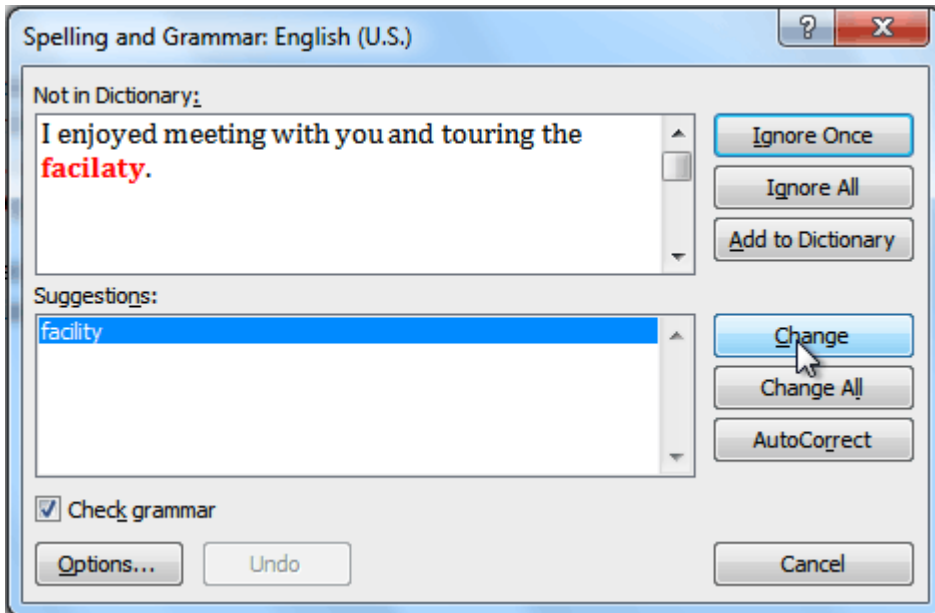
Optional: You can download this **example** for extra practice.
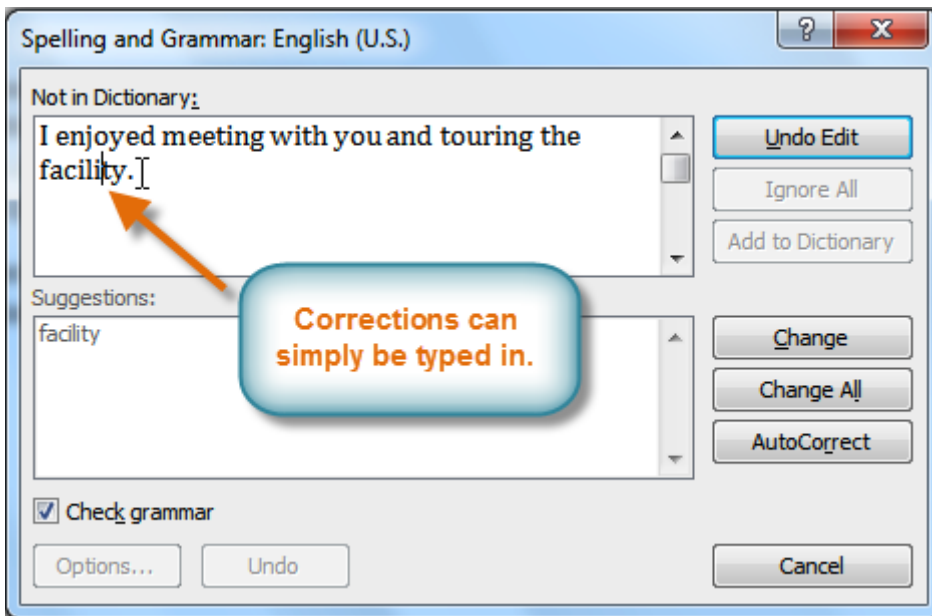
To run a spelling and grammar check:

1. Go to the **Review** tab.
2. Click on the **Spelling & Grammar** command.
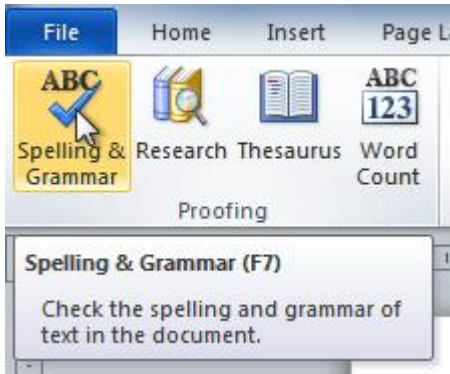
3. The **Spelling and Grammar** dialog box will open. For each error in your document, Word will try to offer one or more **suggestions**. You can select a suggestion and click **Change** to correct the error.

4. If no suggestions are given, you can manually type the correct spelling.

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's an error when it's actually not. This often happens with people's names, 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 grammar error, you can choose from several options:

For spelling "errors"

- **Ignore Once:** 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 this word in the document.
- **Add to Dictionary:** 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 Once:** This will skip the "error" without changing it.
- **Ignore Rule:** This will skip this "error" and all other instances that relate to this grammar rule.
- **Next Sentence:** This skips the sentence without changing it and leaves it marked as an error. This means it will still show up if you do another spelling and grammar check later on.

If you're not sure about a grammar error, you can click **Explain** to see why Word thinks it's an error. This can help you determine whether you want to change 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 spelling and grammar check. These errors are indicated by **colored wavy lines**.

- The **red line** indicates a misspelled word.
- The **green line** indicates a grammatical error.
- The **blue line** indicates a contextual spelling error. This feature is turned off by default.

A **contextual spelling** error occurs when the wrong word is used but the word is spelled correctly. For example, if you write **Deer Mr. Theodore** at the beginning of a letter, **deer** is a contextual spelling error because **dear** should have been used. **Deer** is spelled correctly, but it is used incorrectly in this letter.

To use the spelling check feature:
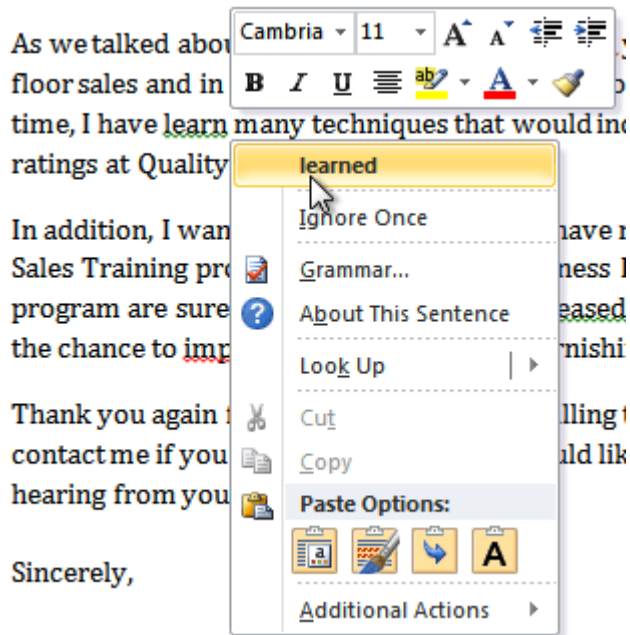
1. Right-click the **underlined word**. A menu will appear.
2. Click the **correct spelling** of the word from the **listed suggestions**.
3. The corrected word will appear in the document.
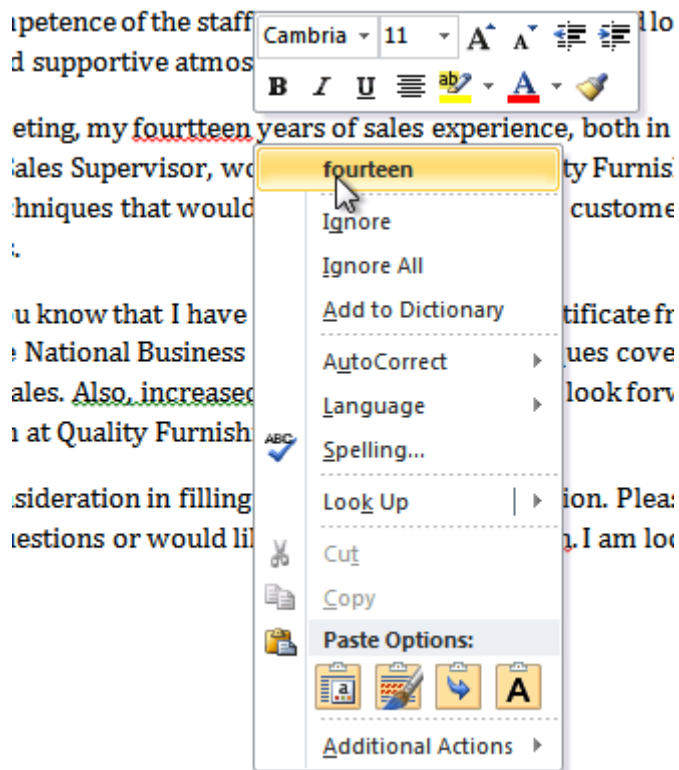
You can choose to **Ignore** an underlined word, add it to the **dictionary**, or go to the **Spelling** dialog box for more options.

To use the grammar check feature:

1. Right-click the **underlined word or phrase**. A menu will appear.
2. Click the **correct phrase** from the **listed suggestions**.
3. The corrected phrase will appear in the document.

As we talked abou~~t~~... Cambria ▾ 11 ▾ A˄ A˅ 🔳 🔳
floor sales and in... **B** *I* U̲ ☰ ᵃᵇ꙰ ▾ **A** ▾ 🧹
time, I have learn many techniques that would inc
ratings at Quality... **learned**

In addition, I wan... Ignore Once ...have
Sales Training pr... 📄 Grammar... ...ness
program are sure... ❓ About This Sentence ...eased
the chance to imp... Look Up ｜ ▸ ...nishi

Thank you again... ✂ Cut ...lling
contact me if you... 📋 Copy ...uld lik
hearing from you... 📋 **Paste Options:**
                    📋 📋 📋 **A**

Sincerely,   Additional Actions ▸

You can also choose to **Ignore** an underlined phrase, go to the **Grammar** dialog box, or click **About This Sentence** for information on the grammar rule.

To change the automatic spelling and grammar check settings:

1. From **Backstage view**, click **Options**.
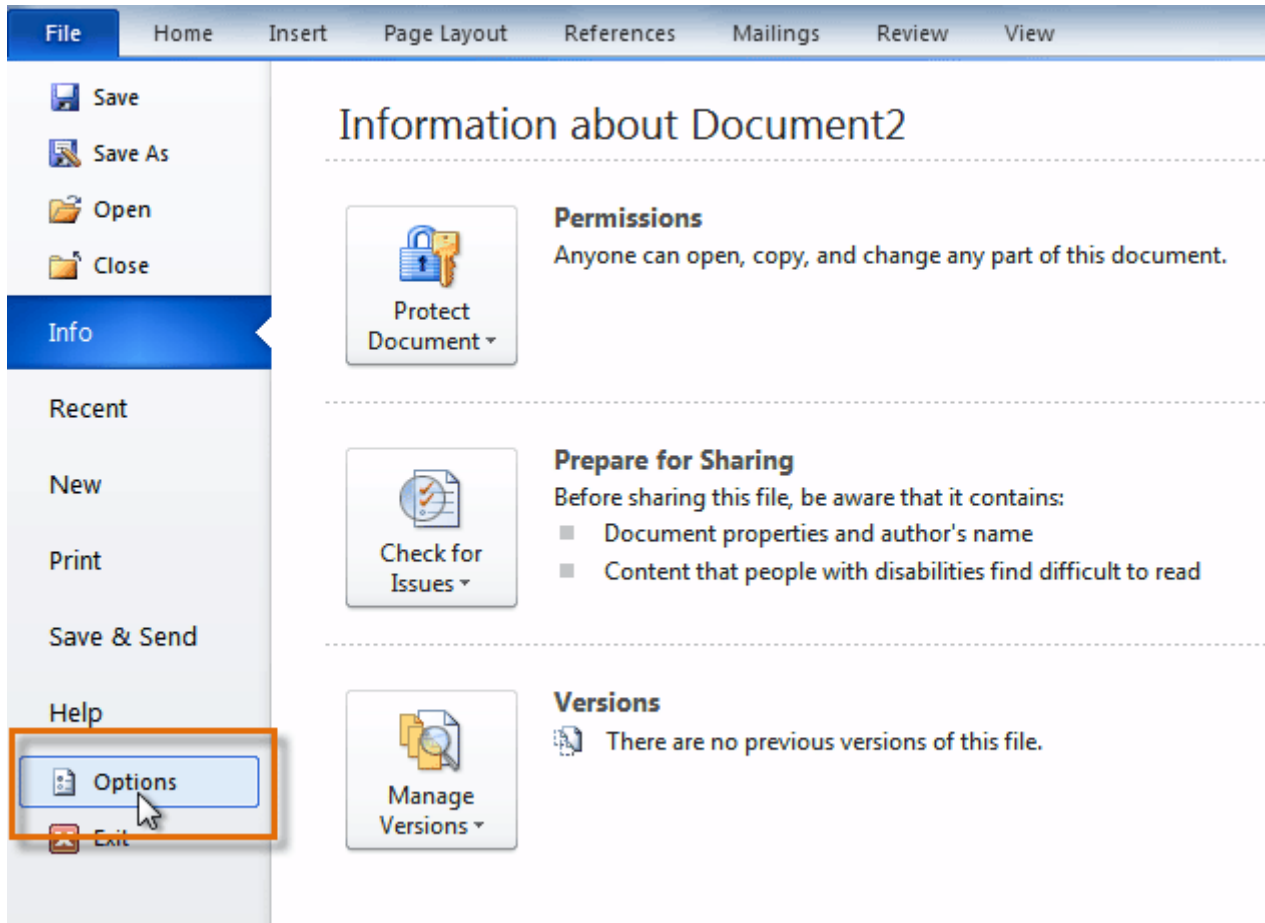
2. Select **Proofing**. The dialog box gives you several options to choose from.
   o If you don't want Word to automatically check spelling, uncheck **Check spelling as you type**.
   o If you don't want grammar errors to be marked, uncheck **Mark grammar errors as you type**.
   o To check for contextual spelling errors, check **Use contextual spelling**.
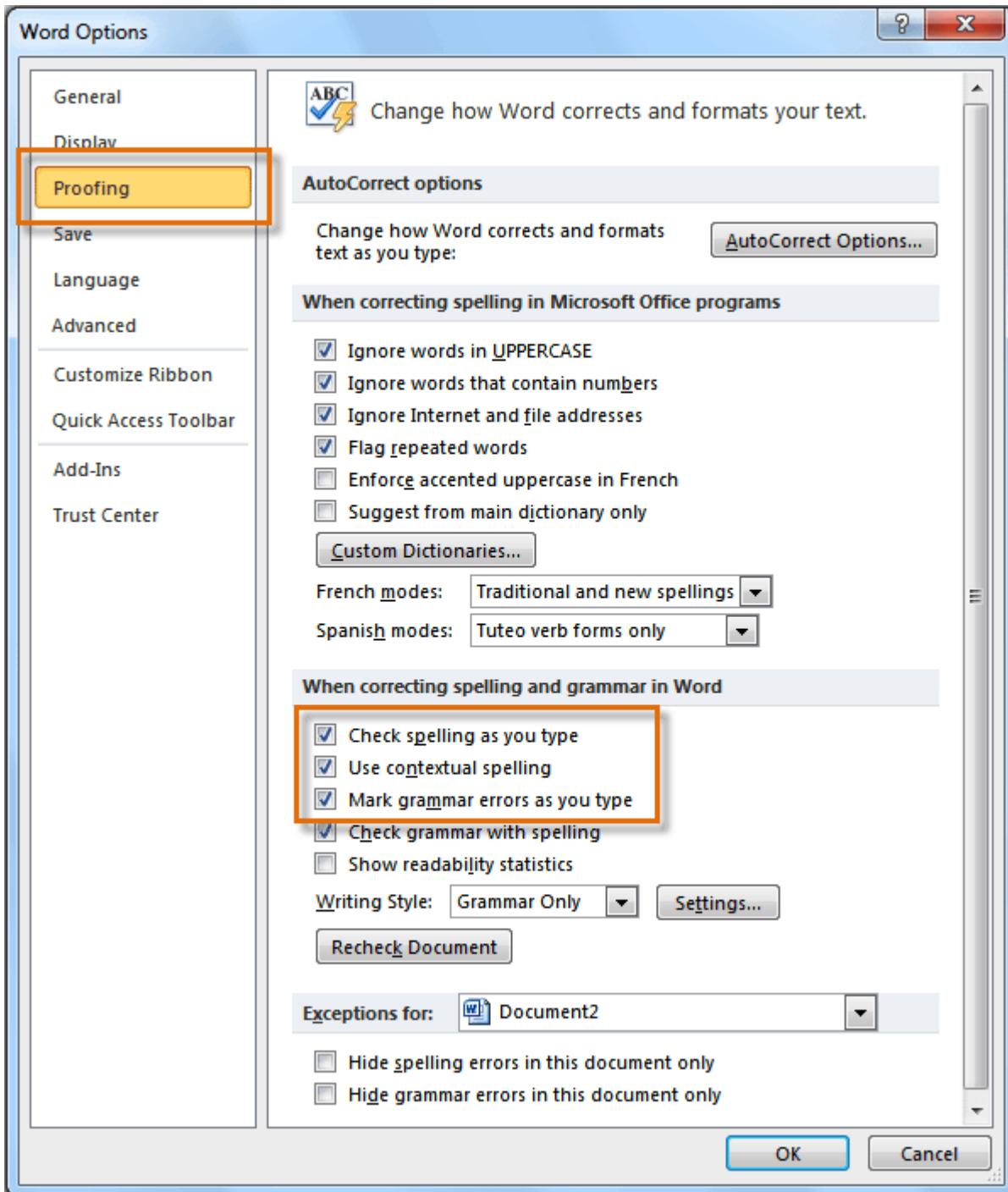

If you've turned off the automatic spelling and/or grammar checks, you can still run a check by going to the **Review tab**and clicking the **Spelling & Grammar** button.

To 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 those annoying red, green, 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. Luckily, you can hide spelling and grammar errors in a document so the lines will not show up on any computer.

1. From **Backstage view**, click **Options**.
2. Select **Proofing**.
3. In the drop-down box next to **"Exceptions for:"** select the correct document (if you have more than one document open).
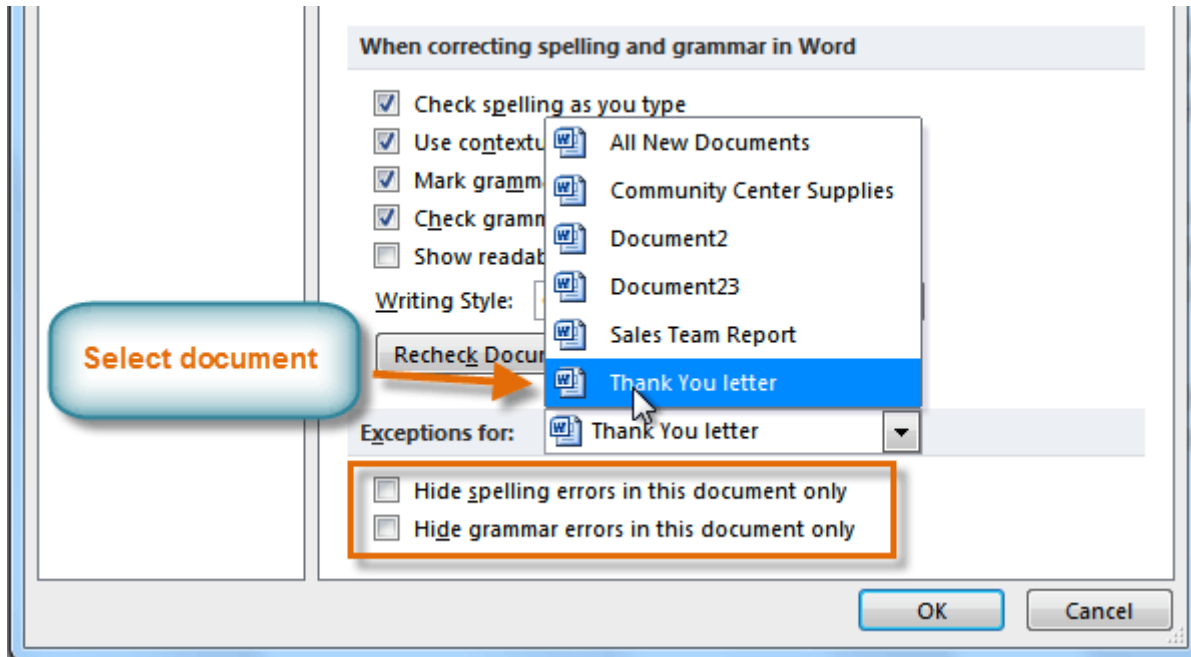
4. Put a check mark next to **Hide spelling errors in this document only** and **Hide grammar errors in this document only**.
5. Click **OK**.

Challenge!

1. Open an **existing Word document**. If you want, you can use this **example**.
2. Correct the **spelling errors**.
3. Correct the **grammar errors**.