### Word 2010 Checking Spelling and Grammar

# Introduction

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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

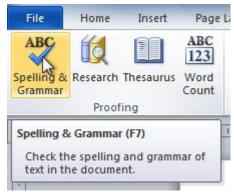


To make your document appear professional, you'll want to make sure it is free from **spelling and grammar** errors. Word has several options for checking your spelling. You can run a spelling and grammar **check**, or you can allow Word to check your spelling **automatically** as you type.

Optional: You can download this <u>example</u> 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.

Spelling and Grammar: English (U.S.)		? X
Not in Dictionary:		
I enjoyed meeting with you and touring the	<b>_</b>	Ignore Once
facilaty.		Ignore All
	-	Add to Dictionary
Suggestions:		
facility	~	Change
		Change All
	-	AutoCorrect
✓ Chedk grammar		
Options Undo		Cancel

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

Spelling and Grammar: English (U.S.)	? ×	
Not in Dictionary:		
I enjoyed meeting with you and touring the	<b>^</b>	Undo Edit
facility.]		Ignore All
	-	Add to Dictionary
Suggestions: Corrections can		
facility simply be typed in.		Change
		Change Al
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Options Undo		Cancel

## 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**.

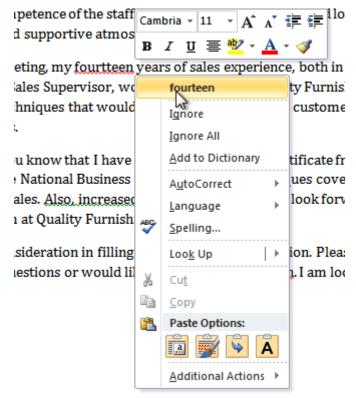
- The **red line** indicates a misspelled word.
- The green line indicates a grammatical error.
- The **blue line** indicates a contextual spelling error. This feature is turned off by default.

As we talked about in our meeting, my fourtteen ce, both in commissioned
floor sales and in the role of Sales Supervisor, wo Spelling error dity Furnishings. In that
time, I have learned many techniques that wouldve customer satisfaction
ratings at Quality Furnishings.
In addition, I wanted to let you no that I have recently recieved my certificate from the Superior
Sales Training program at the dational Business Institute. several techniques covered in the
program are sure to bolster ales. Also, increased customer satisfaction. I look forward to having
the chance to impliment them at Quality Furnishings.
Th Contextual spelling error n in filling the Sales A: Grammatical error I free to
col. or would like additiona forward to
hearing from you soon.

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:

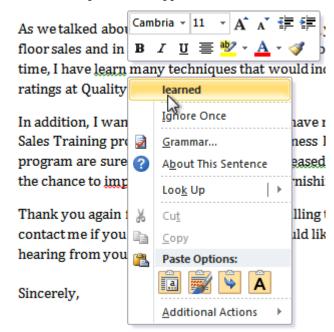
- 1. Right-click the underlined word. A menu will appear.
- 2. Click the **correct spelling** of the word from the **listed suggestions**.
- 3. The corrected word will appear in the document.



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:

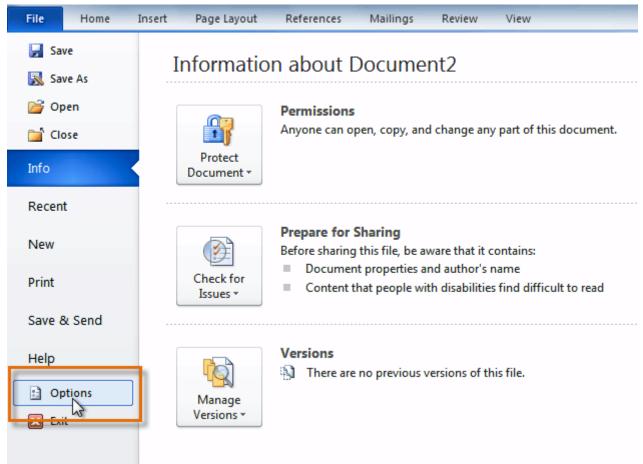
- 1. Right-click the underlined word or phrase. A menu will appear.
- 2. Click the **correct phrase** from the **listed suggestions**.
- 3. The corrected phrase will appear in the document.



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.
  - If you don't want Word to automatically check spelling, uncheck **Check spelling as you type**.
  - If you don't want grammar errors to be marked, uncheck Mark grammar errors as you type.
  - To check for contextual spelling errors, check Use contextual spelling.

Word Options	8	x
General Display	Change how Word corrects and formats your text.	
Proofing	AutoCorrect options	
Save	Change how Word corrects and formats text as you type:	
Language	When correcting spelling in Microsoft Office programs	
Advanced Customize Ribbon	Ignore words in UPPERCASE	
	✓ Ignore words that contain numbers	
Quick Access Toolbar	<ul> <li>Ignore Internet and file addresses</li> <li>Flag repeated words</li> </ul>	
Add-Ins	Enforce accented uppercase in French	
Trust Center	Suggest from main dictionary only	
	Custom Dictionaries	
	French <u>m</u> odes: Traditional and new spellings	=
	Spanis <u>h</u> modes: Tuteo verb forms only	
	When correcting spelling and grammar in Word	
	<ul> <li>Check spelling as you type</li> <li>Use contextual spelling</li> <li>Mark grammar errors as you type</li> <li>Check grammar with spelling</li> <li>Show readability statistics</li> </ul>	
	Writing Style: Grammar Only 💌 Settings	
	Rechec <u>k</u> Document	
	Exceptions for: Document2	
	<ul> <li>Hide <u>spelling</u> errors in this document only</li> <li>Hi<u>d</u>e grammar errors in this document only</li> </ul>	•
	OK Cance	•

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).

	When correcting spelling and grammar in Word
Select document	<ul> <li>Check spelling as you type</li> <li>Use contextu</li> <li>Mark gramm</li> <li>Check gramn</li> <li>Show readat</li> <li>Writing Style:</li> <li>Bales Team Report</li> <li>Sales Team Report</li> <li>Exceptions for:</li> </ul>
	<ul> <li>Hide spelling errors in this document only</li> <li>Hide grammar errors in this document only</li> </ul>
	OK Cancel

- 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.