



Spelling a grammar check

By Mark Gillan

Spelling and Grammar

- Microsoft applications tend to use a
- Red squiggly wavy underline for a word that is not within the default dictionary
- Green squiggly wavy underline or more recent versions have double blue underline for a piece of text that does not confirm to the Microsoft programmed grammar check
- Both signify a possible issue because it does not conform to pre-determined rules and does not mean there is definitely an error
- For example, Microsoft's dictionary does not contain many Scottish or Irish names and I am sure we all know how to spell our own names, therefore it would be a case of telling the spellchecker to ignore all instances

Nowadays, the spelling and grammar checker can check to ensure words are not used out of context.

For example, the word "you" could be used in a sentence instead of "your" to which we see quite often within so many documents nowadays.

We can change a spelling error such as in some of these documents using the suggestion.

Sometimes Microsoft Word can pick up on a word that is correct but just isn't in the Microsoft dictionary. We would choose to ignore this one instance or every instance throughout the whole document.

It is important to check all of our documents to ensure correctness. The tool for checking our documents is accessible through the Review Ribbon Tab and Clicking the Spelling & Grammar tool button.

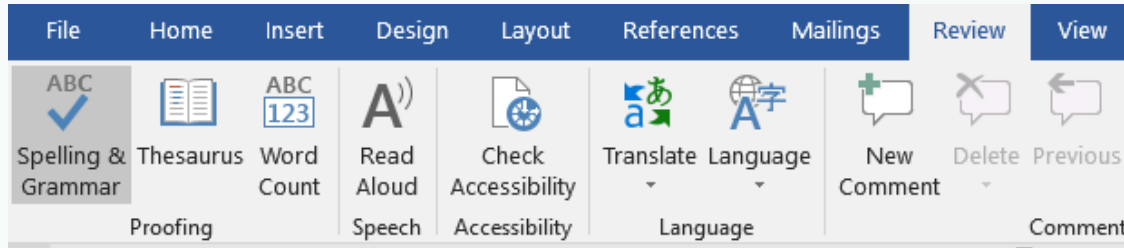
This short document for use with the spelling and grammar tool has been written by Mark Gillan, who really does know his surname is correct. Many documents might have red lines showing what some people think as spelling errors but in fact are just showing as not in the dictionary.

Grammar is shown with a word or sentence. Especially, if something is wrong. We can change or ignore – but – if something is wrong it should be corrected. It is sometimes missed and maybe reading is best as opposed to relying fully upon spelling and grammar checker, What do you think?

Grammar can be difficult for Microsoft Word and it does its very best. Do you like it?

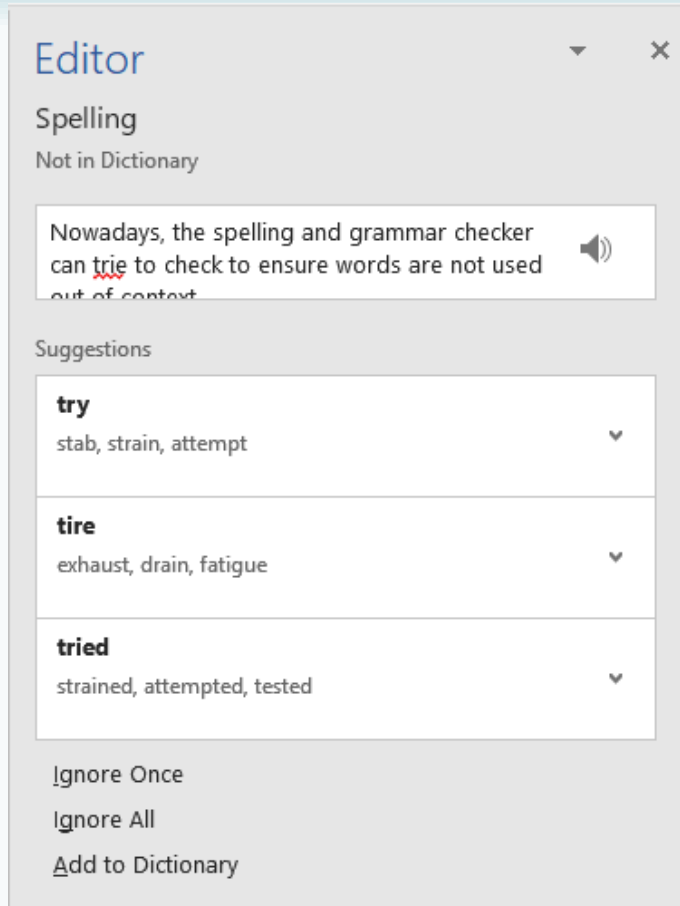
The spelling & grammar proofing tool is only complete when it says it is. A small box will be shown on the screen confirming. Do not exit from the tool until it is fully complete.

Using the proofing tool



- Common spelling mistakes, especially typing errors to which most people make (also known as a 'typo') are automatically corrected by Microsoft proofing tools without any work on behalf of the user. Try it out by typing something wrong such as the word ammend with double 'm' and watch it change before your eyes to the correct 'amend'.
- Sometimes you want to type something different to the autocorrected version of word, just backspace type again or use the smart tag underneath the first letter of the word to instruct the application to leave.
- To invoke the spelling and grammar checker when finished typing text, click at the very start of the text then ...
 - **Navigate to Review > Proofing grouping > Spelling & Grammar**
- The dialog box shown in this example should appear and work through each one ... see next ...

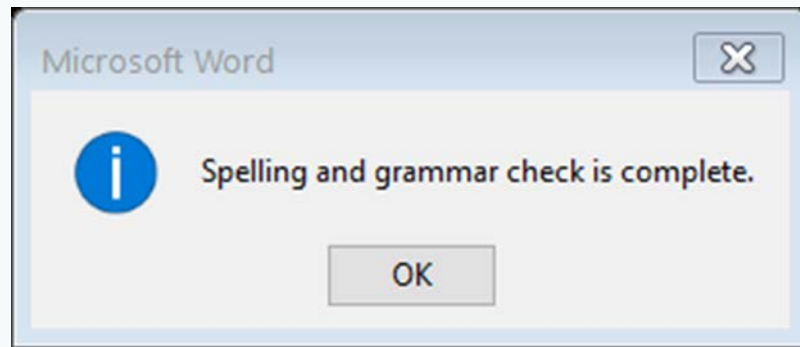
Working through the tool



The editor provides the following:

- Indication as to the possible issue, such as **“Not in Dictionary”**
- Preview of the situation, such as showing text with a red wavy underline for the piece of text in question
- **Suggestions**, such as alternative spelling if the original is close enough and not wildly distant
- Action button for **‘Ignore Once’** being no action taken for this one instance
- Action button for **‘Ignore All’** being no action taken for all instances of same
- An action of **‘Add to Dictionary’** to which great care should be taken because if an error is loaded into the dictionary then it will never be raised again
- If a suggestion is available, the word can be replaced by **‘change’** instances of the word
- It is also possible to manually correct the error
- More recent versions of applications will read the word out loud to assist the user in determining the word itself

Completion



The actions (reminder):

- Ignore instances of possible error
- Change a word to another using suggestions provided
- Change a word to another or correcting an error manually

Completion:

- Once all possible issues responded to by the user, a box similar to the one shown will confirm completion of the Spelling and grammar check
- Nothing is better than finishing with a proofread yourself to ensure everything is okay because the Spelling & Grammar tool is not perfect and mistakes could still exist