

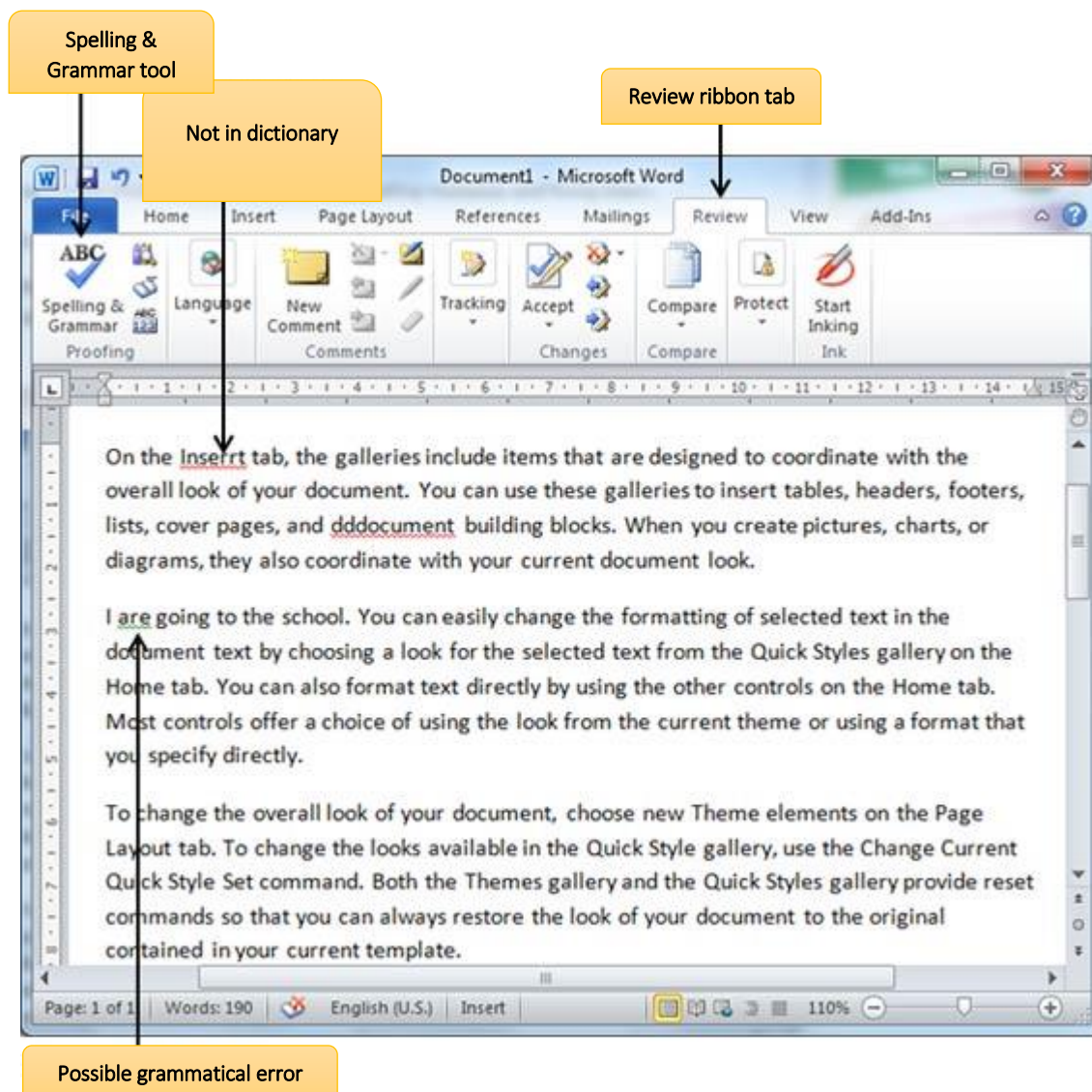
Microsoft Word 2010 has a spelling and grammar checking proofing tool. It is intelligent enough to declare any words not within the dictionary within Word 2010. It attempts to review sentences to assist with grammar.

- A red underline beneath a word means it is not in the Word 2010 dictionary (possible spelling error).
- A green underline beneath a word possibly means grammar errors.
- A blue line under correctly spelled but misused words. (The word requires checking within context)

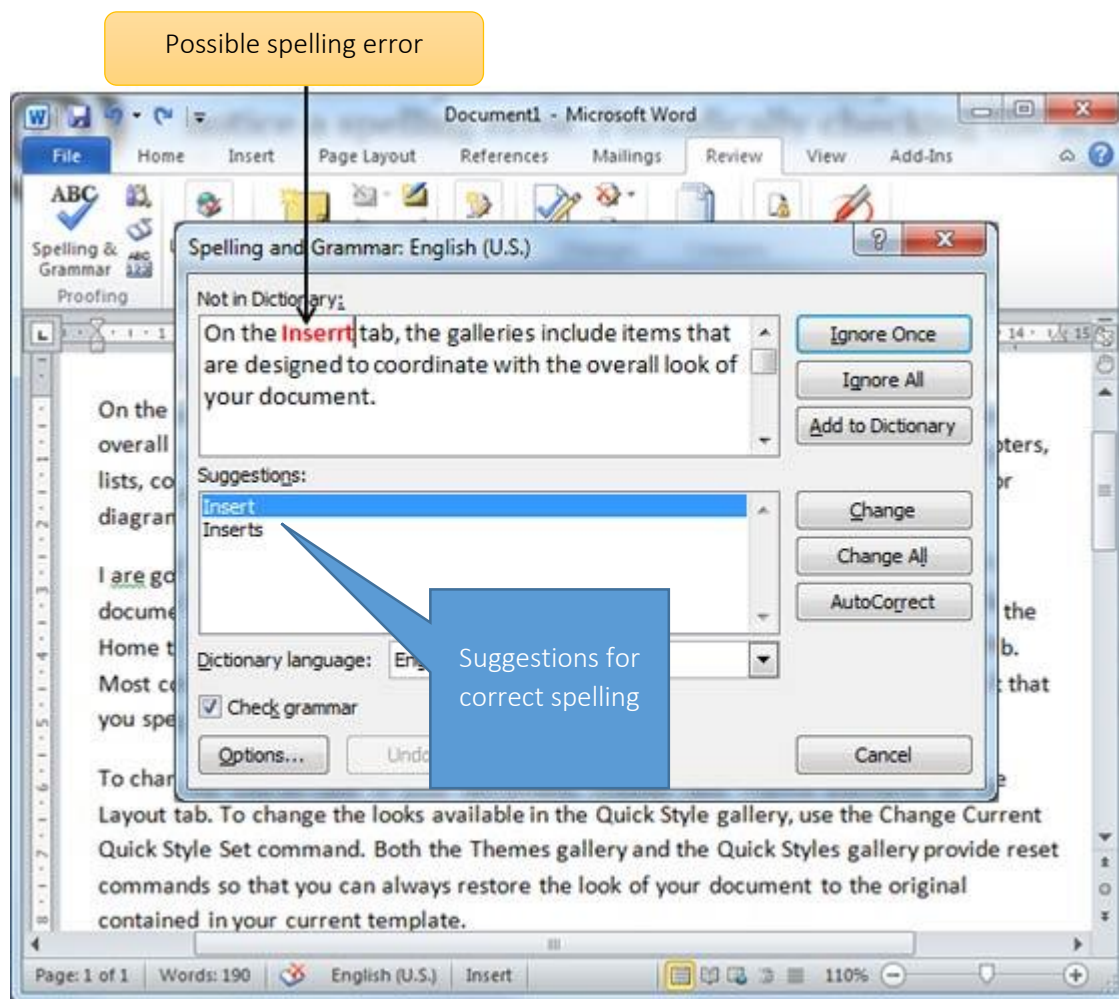
Check Spelling and Grammar using Review tab:

Here is a procedure for using the spelling & grammar proofing tool:

Step (1): Click the Review tab and then click Spelling & Grammar button.



Step (2): A Spelling and Grammar dialog box will appear and will display possible spelling or grammar errors and correct suggestions as shown:



Notice the dialog box advises the reason for showing the word or sentence (for example: “Not in dictionary”)

SPELLING: the following options:

- Ignore: If you feel the word has correct spelling – Word 2010 can ignore and move on.
- Ignore All: As “Ignore” but this will ignore every instance of the word throughout the whole document.
- Change: This button can be used to change to either the selected suggestion (you can select from the list) or manually alter within the dialog box by typing / deleting / altering then clicking “Change”
- Change All: As “Change” above but this will change every instance of the word throughout the whole document.

GRAMMAR: the following options

- Next Sentence: You can click Next Sentence to direct the grammar checker to skip ahead to the next sentence.
- Explain: The grammar checker displays a description of the rule that caused the sentence to be flagged as a possible error.
- Change: This button can be used to change to either the selected suggestion (you can select from the list) or manually alter within the dialog box by typing / deleting / altering then clicking “Change”
- Undo: This will undo the last grammar changed.

Spelling & Grammar will continue until a dialog box shows it is complete.

