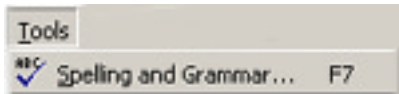




Microsoft Word: Spelling & Grammar. . .



Microsoft Word performs many kinds of quality checks on your document, at different times. The program will not only check your spelling, but will also attempt (and I do mean “attempt”) to save you from poor use of grammar. The most important of these features, though, is the **Spelling and Grammar** tool. Users usually find themselves making a habit of doing this before printing or sending out a document.



Spelling and Grammar... can be found under the **Tools** menu.

Or you can just click on the button



The current word being checked. The wavy line under it also indicates that something is wrong.

This, I’m guessing, will be the next thing **Spelling and Grammar...** goes after.

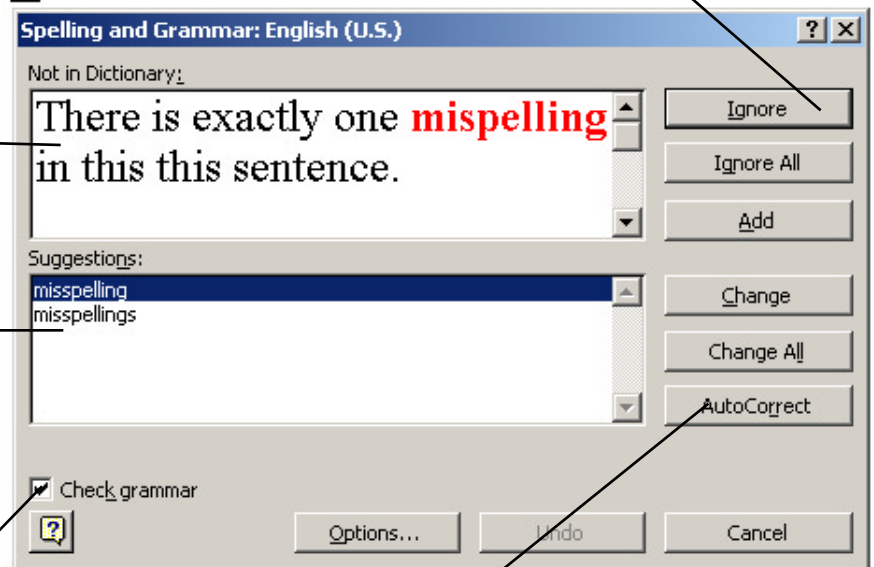
You’ll find sometimes that the error is not actually an error

There is exactly one **misspelling** in this this sentence.

Word will show you the context in which your spelling or grammar error occurs . . .

. . . and will offer some suggestions on how to fix it.

Some users are so irritated by the grammar checker’s constant nitpicking that they prefer to turn it off so they can just look for spelling mistakes. Nothing beats good old human proofreading skills for truly making sure your document’s all right.



Clicking **AutoCorrect** will force Word to take its best shot at fixing it for you and moving on to the next one. I really don’t recommend doing this if for no other reason than you’d be admitting the computer is smarter than you are.