Spell checking

What is spell checking in ms word

- **spell check** is a software tool for correcting spelling. It's available in word processing programs, email programs, cell phones, and a variety of other applications, such as blogs and forums.

- Spell check lets you know when words are misspelled, corrects misspelled words as you type, and allows you to search a whole document for misspelled words.
- In **Microsoft Word** documents, you can choose which spell check features you want to use

- . These options are often found in the 'Proofing' window, located under the 'Review' tab, depending on the version of Word that you use.
- Word's spell check function is set to automatically check your spelling while you type. Errors in your document will have color-coded underlines.

- reflecting your choices, like red for spelling errors, green for grammar errors, and blue for contextual spelling errors
- If you right-click on an underlined word, a menu with correctly spelled options will appear, which you can select to correct or ignore. You can also always correct the word on your own.

- The contextual errors let you know when a word is used in the wrong context. Take, for example, the sentence:

- 'I want too ride with you.' If you right click on the word 'too', a menu will appear with the correct word.

Spell Check Documents

- If you prefer, you can make corrections when you've completed your essay or research paper.

- To do this, select 'Spelling and Grammar' in the 'Proofing' window, and spell check will scan all words in the document and suggest corrections for errors.

- Another handy spell check feature is the 'Replace' option. If you know you've misspelled a name, for example, you can enter the misspelled version under the 'find' field and the corrected version in 'replace' field. This will correct every instance throughout the document.

Run the spelling and grammar checker manually

- To start a check of the spelling and grammar in your file just press F7 or follow these steps:

- Open most Office programs, click the **Review** tab on the ribbon. In Access or InfoPath you can skip this step. In Project you'll go to the **Project** tab.

- Click **Spelling** or **Spelling & Grammar**.

File	Home	Insert

ABC
✓

Spelling &
Grammar

📖 Thesaurus

ABC
123 Word Count

Proofing
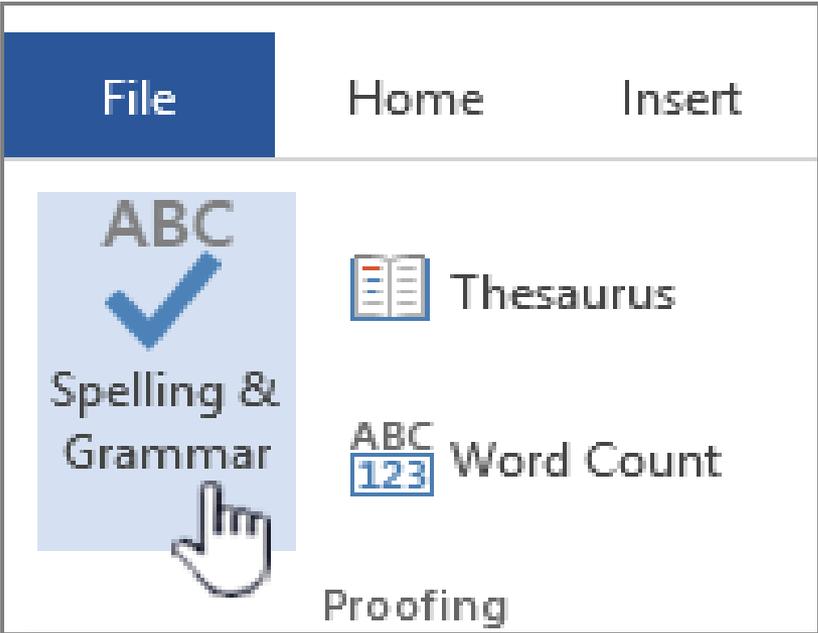
- If the program finds spelling mistakes, a dialog box appears with the first misspelled word found by the spelling checker.

- After you decide how to resolve the misspelling (ignoring it, adding it to the program's dictionary, or changing it), the program moves to the next misspelled word.

- Office marks potential spelling errors with a red squiggly line:

- Potential grammatical errors are marked with a blue squiggly line:

- If spelling or grammatical errors aren't marked, automatic checking might be turned off. You can [turn on the automatic spelling and grammar checker](#).

- When you see a spelling or grammatical error that you want assistance fixing, right-click on the underlined word or phrase and choose one of the options to fix the error.

- If Office is flagging words as misspelled but you have it spelled the way you want it, select **Add to Dictionary** to teach Office not to flag that word as misspelled in the future. For more information on this see: [Add or edit words in a spell check dictionary](#).