# Lesson 17 Spelling and Grammar Check

## Spelling & Grammar Check

Word automatically checks for spelling and grammar mistakes as you type. However, it's a good idea to run the *Spelling & Grammar* tool as the final step when finishing your document. When run, the *Spelling & Grammar* tool will check your entire document for spelling & grammar errors, and allow you to insert the corrections. The following explains how to run the *Spelling & Grammar* tool:

1. Click the **Review** tab.
2. Click **Spelling & Grammar.**




3. The **Spelling & Grammar** checker will open to the right side of the document.
4. From the **Spelling & Grammar** tool you can choose the following options:

a. **Ignore** – Ignore the currently selected misspelled word.

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b. **Ignore -** All Ignore the currently selected misspelled word and all the instances of the misspelled word in the document**.**

c. **Add** – Add the selected ,misspelled word to the dictionary so it will not be identified as a mistake.

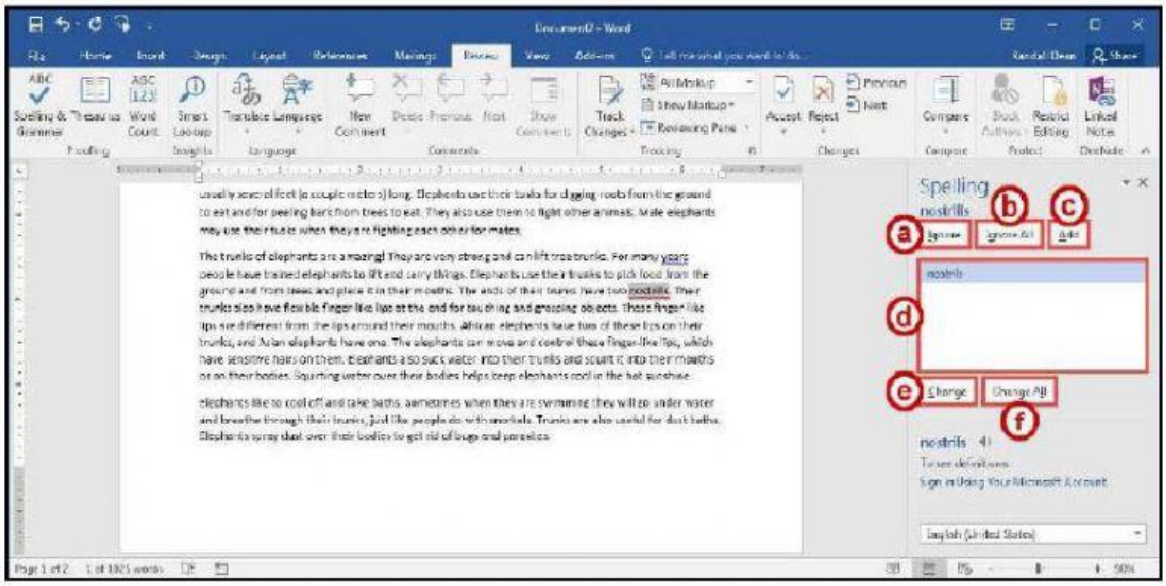
d. **Suggest Word List** – a list of suggested words for the misspelled word.

e. **Change**- Apply the currently selected suggestion to the misspelled word.

f. **Change All**- Apply the currently selected suggestion to all instances of the misspelled word in the document.

**Note**: The *Spelling & Grammar* tool will continue to check your document for any misspelled words, or grammar errors. The *Spelling and Grammar* check will notify you when it has completed checking your document.

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## Questions

1. **Name 3 options from the Spelling and Grammar and give details of each option.**

2. **How do you get to Spelling and Grammar. Give the steps?**

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