

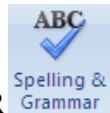
Using Grammar Check

Grammar Check is a feature that checks for grammatical mistakes in a document. *Grammar Check* can be useful in preventing embarrassing mistakes, but be aware that *Grammar Check* is not always right.

Activating & Deactivating Automatic Grammar Check

By default, *Grammar Check* is on whenever Word is open. When you turn this feature off, *Grammar Check* will not run as you work on your document. The feature can be easily activated using the *Review* command tab. You can also grammar check a document after you are finished typing.

1. From the *Review* command tab, in the *Proofing* group, click **SPELLING &**



GRAMMAR
OR

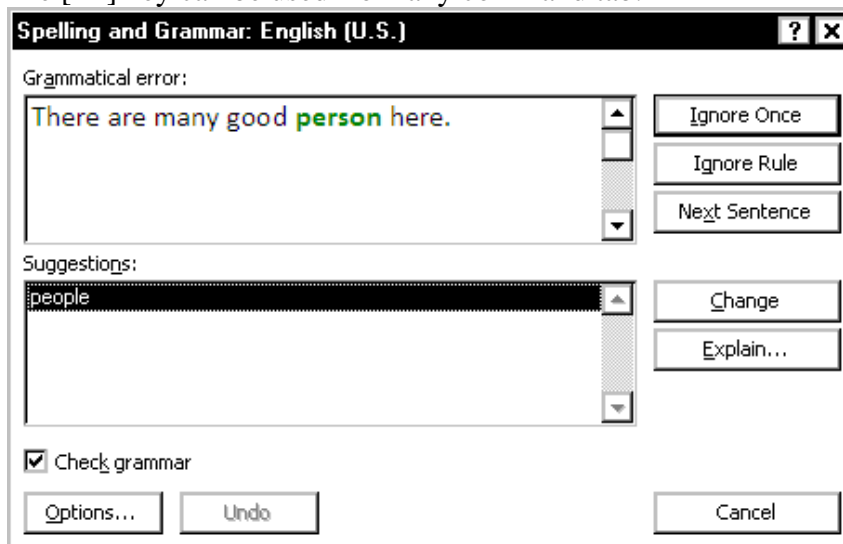
Press [F7]

the *Spelling and Grammar* dialog box appears.

NOTES:

The *Spelling and Grammar* dialog box appears only if Word detects spelling or grammar errors.

The [F7] key can be used from any command tab.



2. To deactivate *Automatic Grammar Check*, deselect **Check grammar** to activate *Automatic Grammar Check*, select **Check grammar**.
NOTE: The option is selected if a checkmark appears in front of it.
3. To exit the *Spelling and Grammar* dialog box, click **CANCEL**

Correcting Grammar

When *Grammar Check* finds a sentence that appears to have improper grammar, the possible error will be underlined with a wavy green line. You can correct mistakes through the *Quick* menu or through a dialog box. If an error has no clear solution, Word displays the grammatical rule being violated.

Correcting Grammar: Quick Menu Option

Using the *Quick* menu to access correction options allows you to manage grammar mistakes quickly and easily.

1. Right click the grammatical error » select the appropriate option:

Suggestions

Corrects the error to the selected suggestion

Ignore Once

Ignores only this instance of the error

Grammar...

Opens the *Spelling and Grammar* dialog box, where you can choose from more options

About This Sentence

Opens a *Microsoft Office Word Help* dialog box that explains the sentence error and suggestions

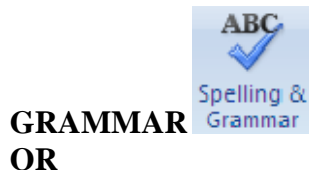
Look Up...

Opens the *Research* dialog box with online reference suggestions

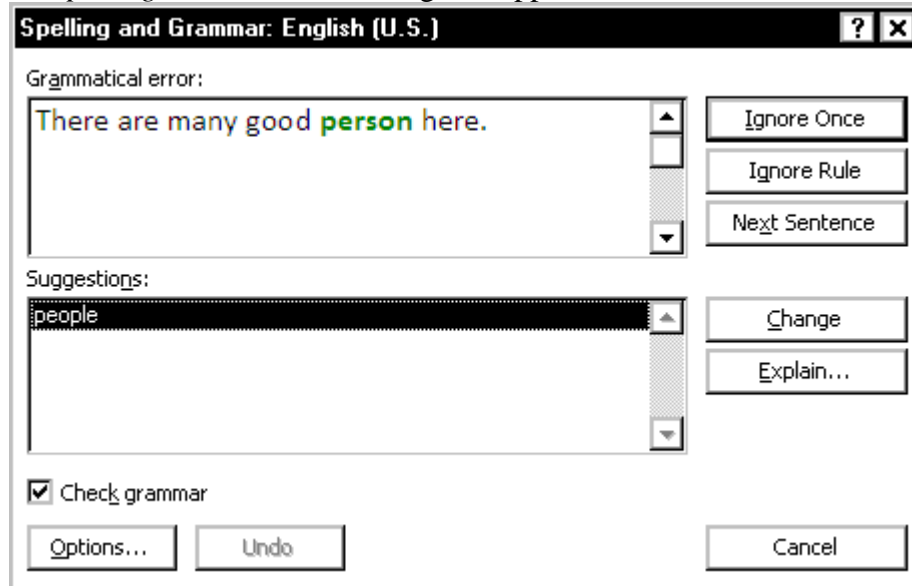
Correcting Grammar: Dialog Box Option

Using the dialog box option is a little more time-consuming, but you have more options for correcting grammatical errors.

1. From the **Review** command tab, in the *Proofing* group, click **SPELLING &**



Press [F7]
the *Spelling and Grammar* dialog box appears.



2. Select the desired option:

Ignore Once

Ignores the highlighted error

Ignore Rule

Ignores all errors based on the current grammatical rule being violated

Next Sentence

Skips to the next grammatical error

Change

Changes the error to the selected suggestion

Explain

Opens an *Office Assistant* dialog box that explains the sentence error and suggestions

1. When *Spelling and Grammar Check* is finished, in the dialog box that appears, click **OK**