

Microsoft Word 2013: How to take Advantage of Spell Checker

Spelling & Grammar Check is a powerful tool that is often overlooked. It can easily strengthen a weak document.

The screenshot shows the Microsoft Word 2013 interface. The 'Review' tab is active in the ribbon, with the 'Spelling & Grammar' button highlighted. A callout box points to this button with the text 'Spelling & Grammar Tool'. Another callout box points to the 'Review' tab with the text 'Review Tab: Find the Spelling & Grammar Tool Here'. The document content is titled 'Taco Bell' and contains two paragraphs. The first paragraph has several words marked with red squiggly lines: 'fasd', 'smal', 'Californya', 'Bell', and 'Moskin'. A callout box on the right points to the word 'smal' with the text 'Misspelled Word: Marked with Red Underscore'. A callout box on the left points to the word 'Bell' with the text 'Names or Proper Nouns: Use 'Ignore All' in Spelling & Grammar Check'. The status bar at the bottom indicates 'Page 1 of 2' and '459 words'.

Names or Proper Nouns: Use 'Ignore All' in Spelling & Grammar Check

Misspelled Word: Marked with Red Underscore

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After you click the Spelling & Grammar Tool, the Spelling Task Pane will appear.

Ignore: Use this for words that you review and accept but may still be misspelled or not in the dictionary.

Ignore All: Use this for words that you review and accept. All similar words will be skipped.

Add: Click this to add a word you reviewed to the custom dictionary.

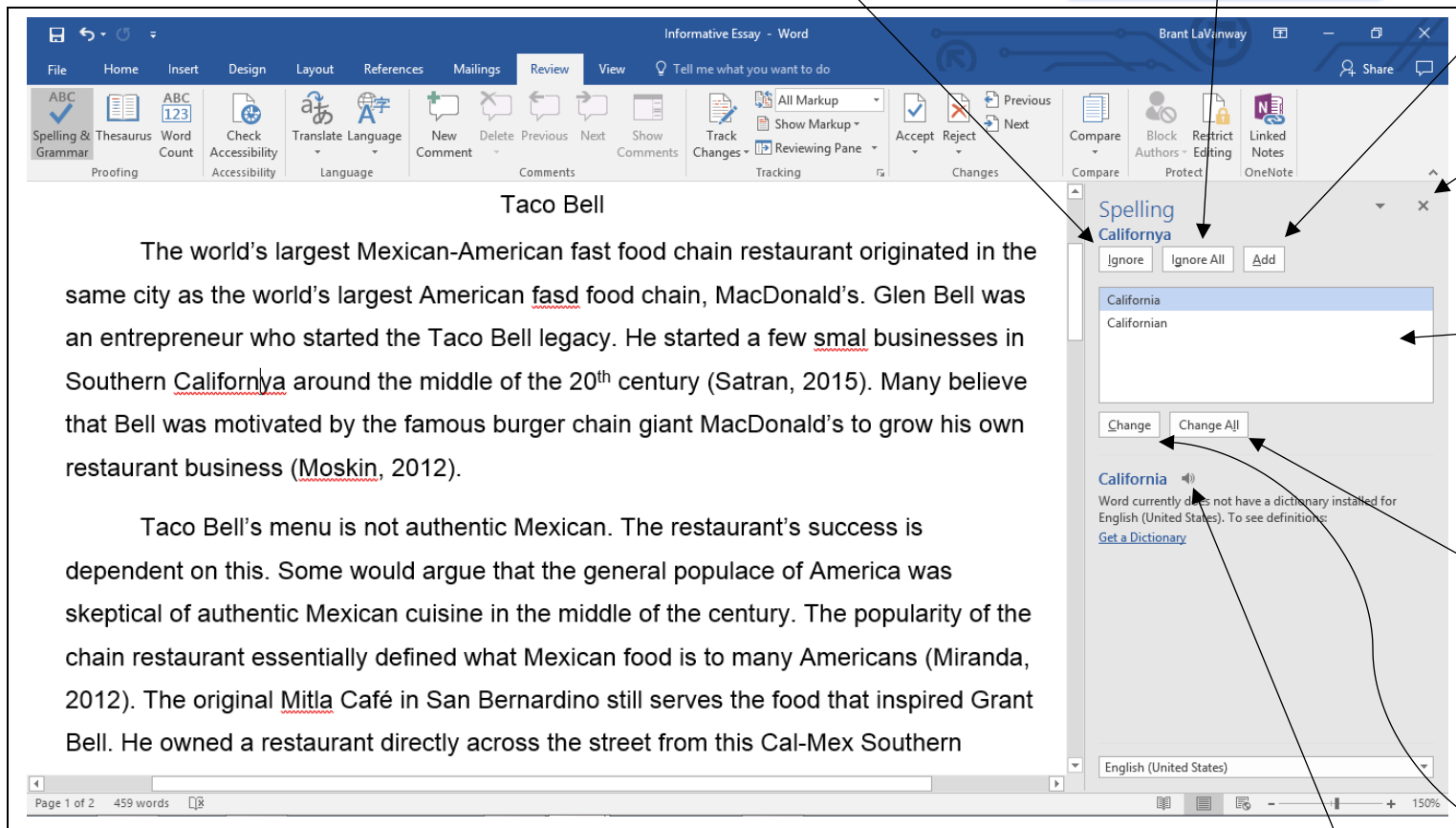
Click the X if you need to exit the Spelling & Grammar check before it's complete.

Suggestion Box: Suggested words will appear here. Select the suggested word you want to use.

Change All: All similarly misspelled words will be changed to the Suggested word by the Spelling & Grammar tool.

Change: This will change the misspelled word to the word selected in the Suggestion Box.

Click the speaker icon to hear the word spoken.



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When Spelling & Grammar check is complete, a window will pop up. It's still a good idea to proofread your work.

Click OK and the Spelling & Grammar check will be finished.

