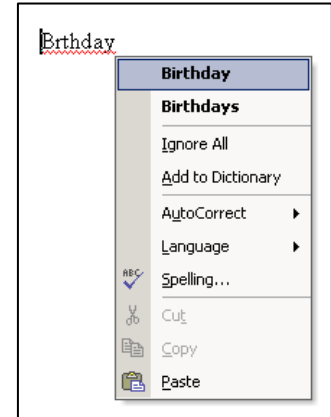


## Checking and Correcting Spelling Errors

A spelling or typographical error can be costly especially on such important documents as cover letters, résumés, and reports. Microsoft Word has several different mechanisms in place to catch these errors and correct them.

**Spell-it:** provides a visual cue to errors within a document

- The Spell-it feature places a wavy red line underneath words not recognized by the main dictionary and a green wavy line underneath possible grammatical or typographical mistakes.
- Simply right click the word(s) with this underlining to open a shortcut menu with possible suggestions which you can either change or ignore. Right click for the shortcut menu, and (left) click to make your selection.
- Words that are in uppercase or words with numbers are ignored by this checking system.



**AutoCorrect:** Automatically corrects common errors as you type

- Corrects commonly misspelled words (“teh” to “the”)
- Capitalizes the first letter in a sentence
- Capitalizes days of the week
- Corrects accidental use of the caps lock key (“tHE” to “The”)
- Corrects two initial capitals (“THE” to “The”)
- Inserts special symbols (e.g. copyright and trademark)
- To see a list of options click on the **Tools** menu and select **AutoCorrect**

**Spelling and Grammar Checker:** Checks for misspellings and grammatical errors



Click the **Spelling and Grammar**

**button** on the **Standard toolbar** to check for errors in the document. This checking system will catch errors not detected by Spell-it and AutoCorrect. You can either change or ignore the suggestion. It is recommended to always perform the Spelling and Grammar checker before you print the document.

