

# Word 2003

for Windows XP

## Spelling, Grammar & Thesaurus



### Spelling and Grammar

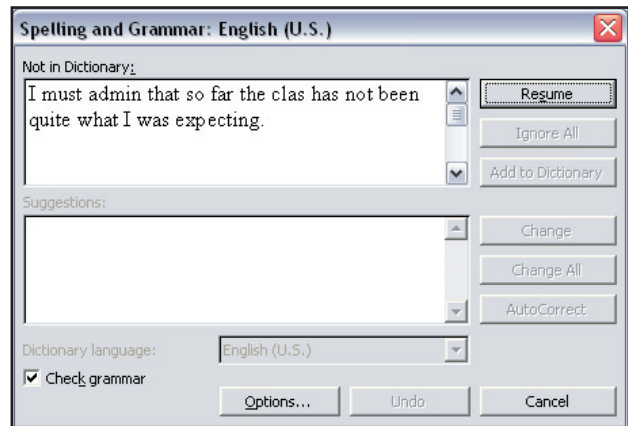
Before beginning the Spelling and Grammar check program, save your document.

- Click the **Spell Check** button on the Standard toolbar or choose **S**pelling and Grammar from the **T**ools menu

If a word in your document is not found in Word's dictionary, it is highlighted in the "Not in Dictionary" portion of the dialog box and suggested spellings appear in the "Suggestions" box.

- Click the correct word in the "Suggestions" box and then click the **C**hange button
- Continue checking your document

Use the **I**gnore **O**nce and **I**gnore **A**ll buttons for words that are spelled correctly but are not in Word's dictionary. Words that you use often that are not in the dictionary can be added to a supplemental dictionary in your account using the **A**dd to **D**ictionary button. You can manually edit misspelled words in the "Not in Dictionary" box if Word doesn't have a suggested spelling.



If the box labeled "Check grammar" has a check in it, then your document's grammar will also be checked while the spelling is checked. Use the **O**ptions button to change the various default settings.

For more information on using Spelling and Grammar, use Office Assistance.

### Thesaurus

The Thesaurus gives you a listing of synonyms and antonyms of a specified word. Word 2003 treats the Thesaurus differently than previous versions. Here, it is a reference book used by the Research pane. We will use the Thesaurus to select another word for **terrible**.

- Type the word *terrible* and place the insertion point in the word
- Choose Tools > Language > Thesaurus

The Research pane appears with the Thesaurus chosen in the reference books drop-down menu. A list of synonyms appears within the pane.

- Right click a synonym and choose **I**nsert to replace the current word
- To explore more possibilities, right click a synonym and choose **L**ook Up
- Use the **B**ack and **F**orward buttons to browse through your history of words looked-up

