

Word 2007

for Windows XP and Vista

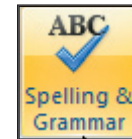
Spelling, Grammar
& Thesaurus



Spelling and Grammar

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

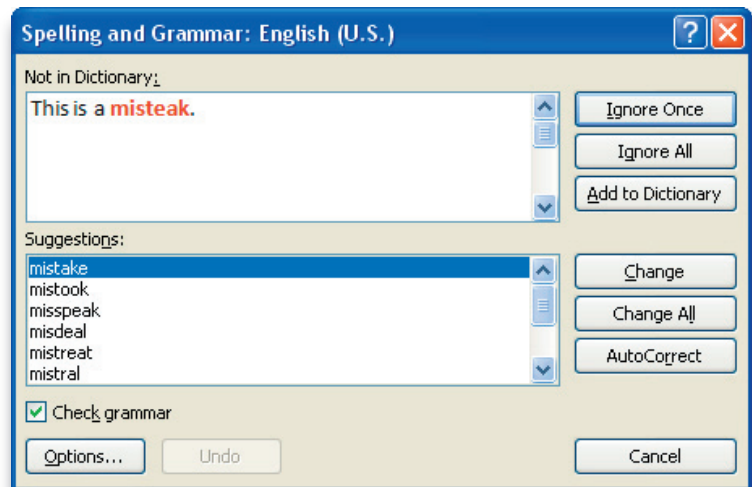
- Click the **Spelling and Grammar** button in the Proofing group on the **Review** tab



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 **Change** button
- Continue checking your document

Use the **Ignore Once** and **Ignore All** 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 **Add to Dictionary** 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 **Options** button to change the various default settings.

For more information on using Spelling and Grammar, use Microsoft Help.

Thesaurus

The Thesaurus gives you a listing of synonyms and antonyms of a specified word. We will use the Thesaurus to select another word for **terrible**.

- Type the word *terrible* and place the insertion point in the word
- Choose the **Thesaurus** button in the Proofing group on the **Review** tab

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 **Insert** to replace the current word
- To explore more possibilities, right click a synonym and choose **Look Up**

