Spell Check

- In this tutorial you will learn how to access and use Microsoft Word’s spell check features.
- Spell check is a simple way to review your document for most spelling and grammar errors.

Spelling and Grammar Error Notifications in Your Document

Microsoft Word will notify you of any suspected by underlining a word or passage.

- Red wavy lines indicate misspelled words.
- Blue wavy lines indicate incorrect word choices.
- Green wavy lines indicate incorrect grammar.

Finding the Spell Check Icon

The SPELLING & GRAMMAR button is located in the top ribbon, under the REVIEW tab.
Running Spell Check

Step 1: Click on the **SPELLING & GRAMMAR** button in the **REVIEW** tab. This will open the **SPELLING & GRAMMAR** window.

Shortcut Tip! You can also access the **SPELLING & GRAMMAR** window by using the **F7** button on your keyboard.

Clicking on the Spelling and Grammar Button will bring up a new window. Notice how in the document, the word is highlighted in blue.

The top half of the dialog box shows the sentence or passage with the incorrect word (in red).

Below are the Suggestions—what Microsoft Word thinks you meant to write.
Step 2: Decide the correct course of action.

Step 3: After you select the correct course of action, the SPELLING & GRAMMAR box will move to the next incorrect instance. Repeat STEP 2 until all instances are corrected.

Finish: When you are finished, click the CLOSE button. Your document has now been checked for most spelling and grammar errors.

It is always a good idea to manually check your document before submission as well.
Spell Check for a Single Instance

You can also individually check error notifications.

**Step 1:** Find an error notification in your document.

**Step 2:** Using your mouse, hover over the incorrect word or passage and RIGHT CLICK. This will bring up a selection menu.

**Step 3:** Select the most appropriate action.

**Finish:** Once your option is selected, click on it. It will automatically change in your document.