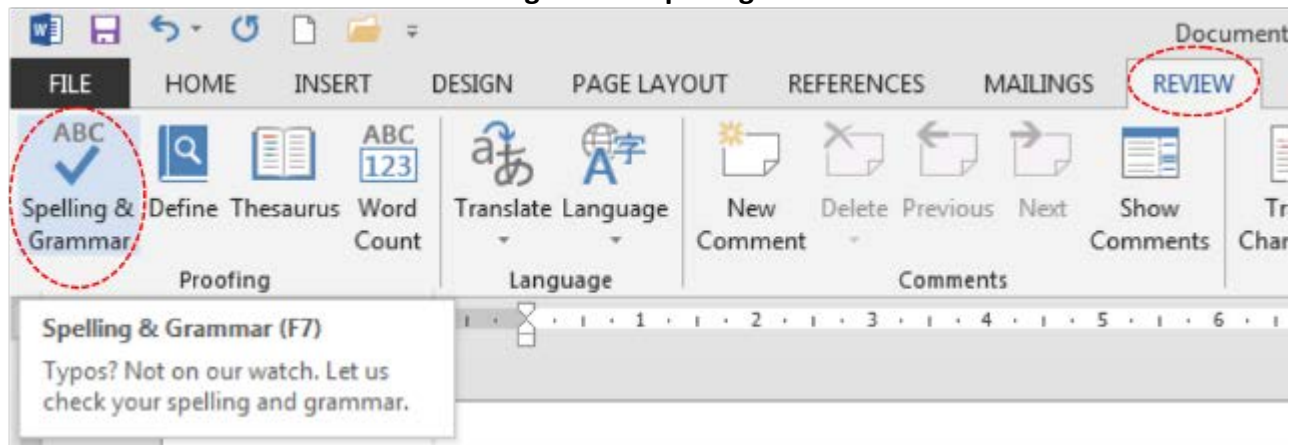
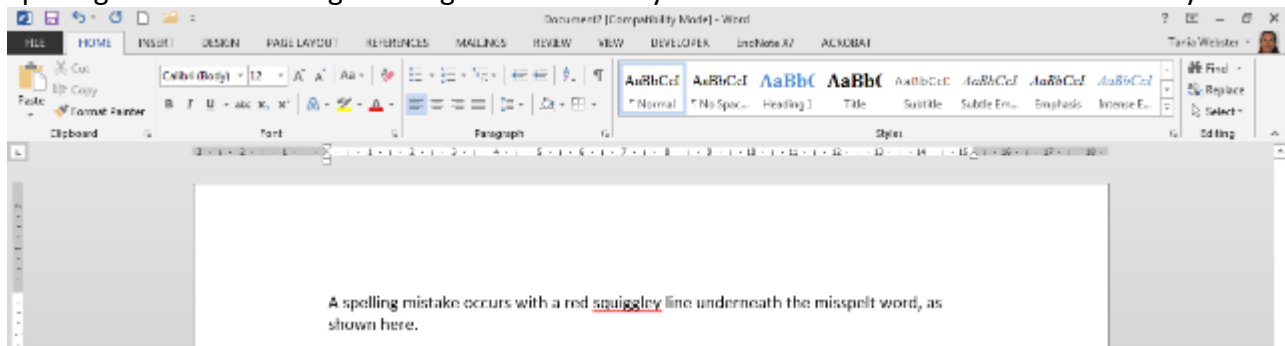


Spell Check

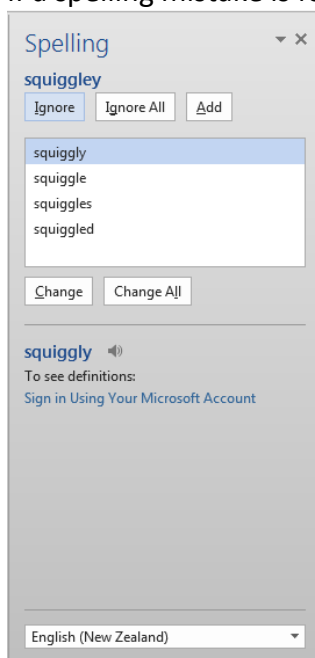
Click on the **Review** tab << then **Proofing** << click **Spelling & Grammar**



Spelling & Grammar will go through the whole of your document and check each word for you.



If a spelling mistake is found, the following panel will appear to the right of your document;

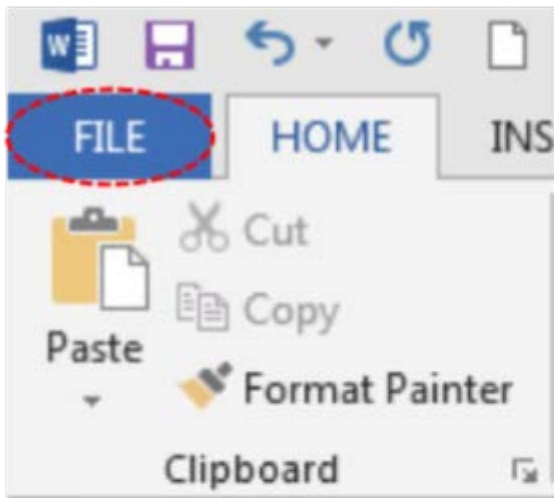


As you can see there are multiple options to deal with the suggestions that Word has given you, normally the correct spelling is the first suggestion shown and you can click on the **Change** button to correct your misspelling.

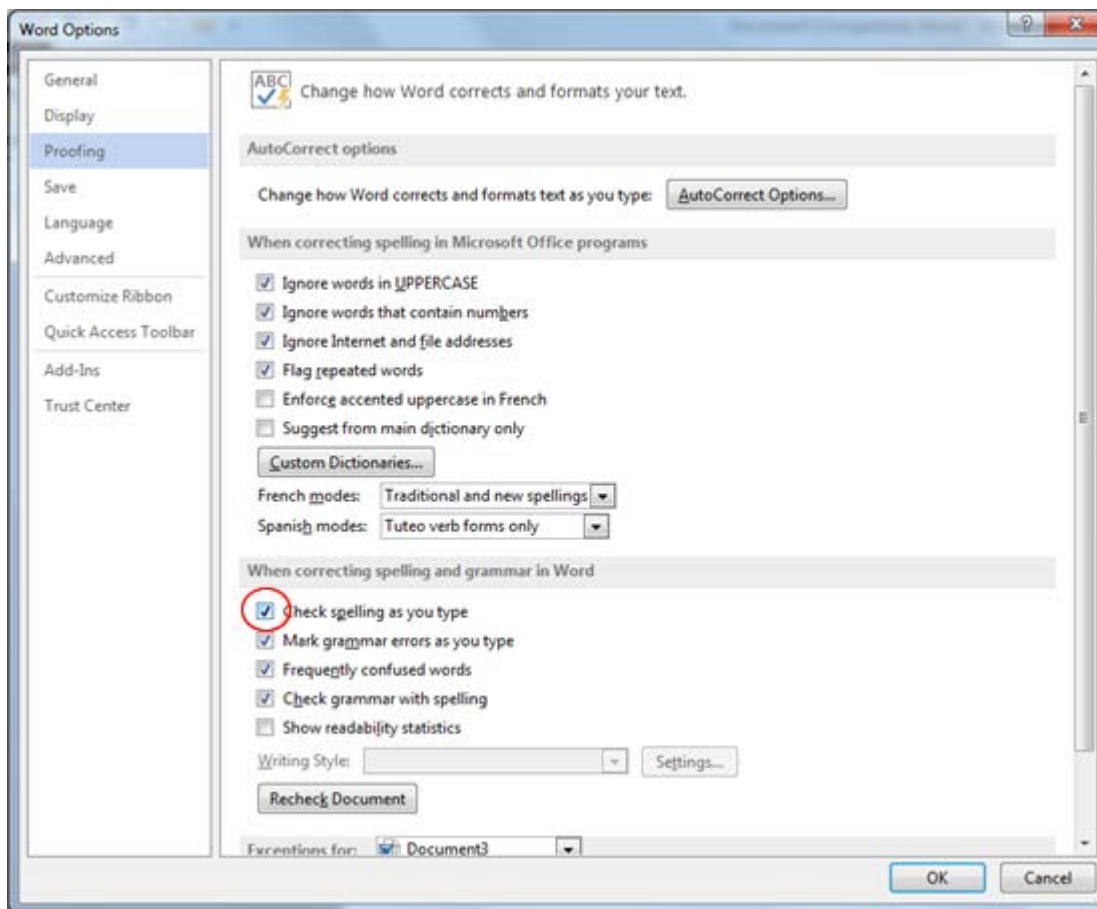
Automatic Spell Check from Home

This is where Word automatically checks your spelling as you type; there are some options you need to check.

Click on the **File** tab on the **Ribbon** << Select **Options**



Select **Proofing** << tick **Check spelling as you type**



A spelling mistake usually occurs with a **red squiggly line** underneath, as shown below;

·squiggley·

Correct Mistakes

Right click on the word and the following dialogue box will appear << **Select** the correct spelling

