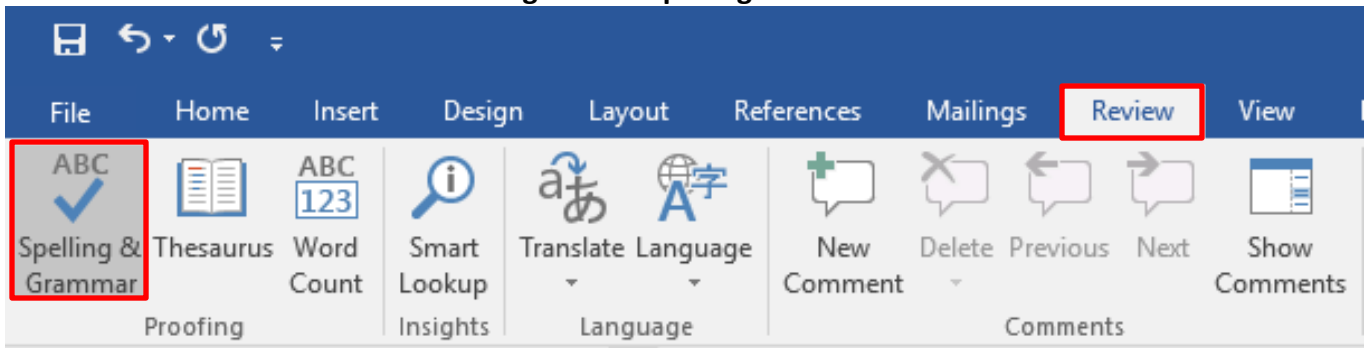


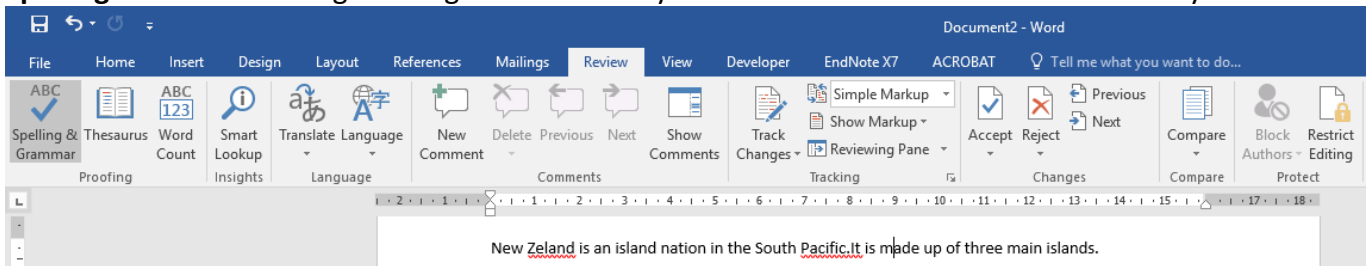
## Spell Check

You can use Spell Check to see if there are any spelling or grammatical errors within your document, and then fix these errors.

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

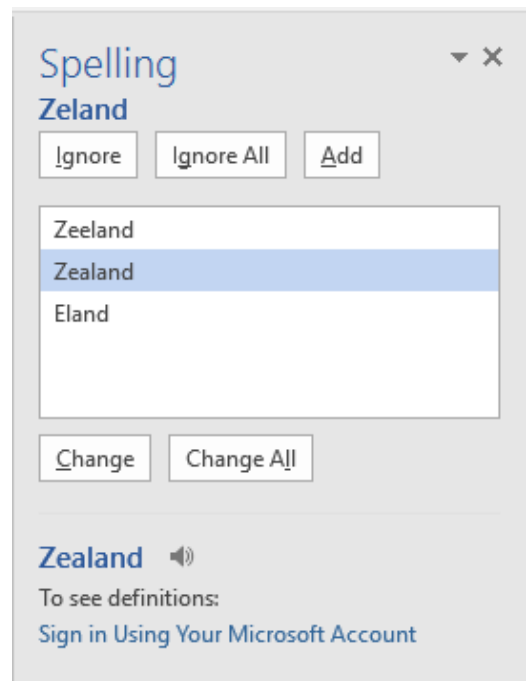


**Spelling & Grammar** will go through the whole of your document and check each word for you.

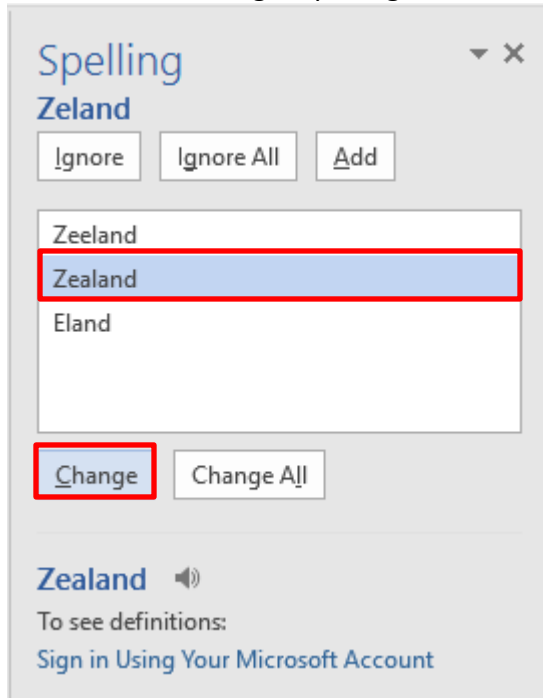


If a spelling mistake is found, it will be distinguished with a red squiggly underneath, and the following panel will appear to the right of your document.

**Zeland**  
~~~~~



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, but in this example, it is the second one down. **Select** the right spelling and then **click** on the **Change** button to correct your misspelling.

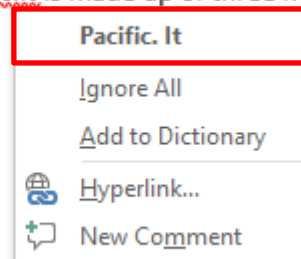


The first spelling mistake has now been corrected.

**New Zealand** is an island nation in the South Pacific. It is made up of three main islands.

You can also **right click** on the word, and this will display the same list of possible spelling suggestions. **Click** on the correct one and it will also be inserted in the errors' place.

New Zealand is an island nation in the South Pacific. It is made up of three main islands.

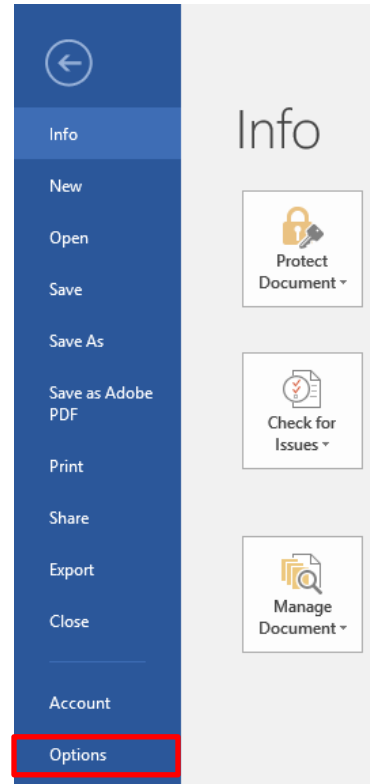
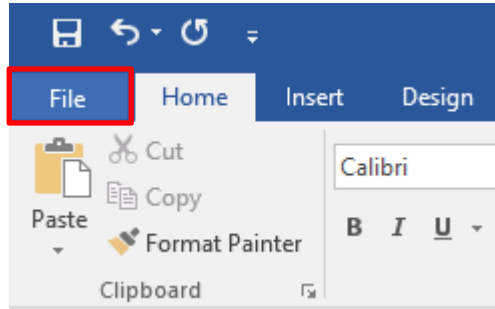


New Zealand is an island nation in the South **Pacific. It** is made up of three main islands.

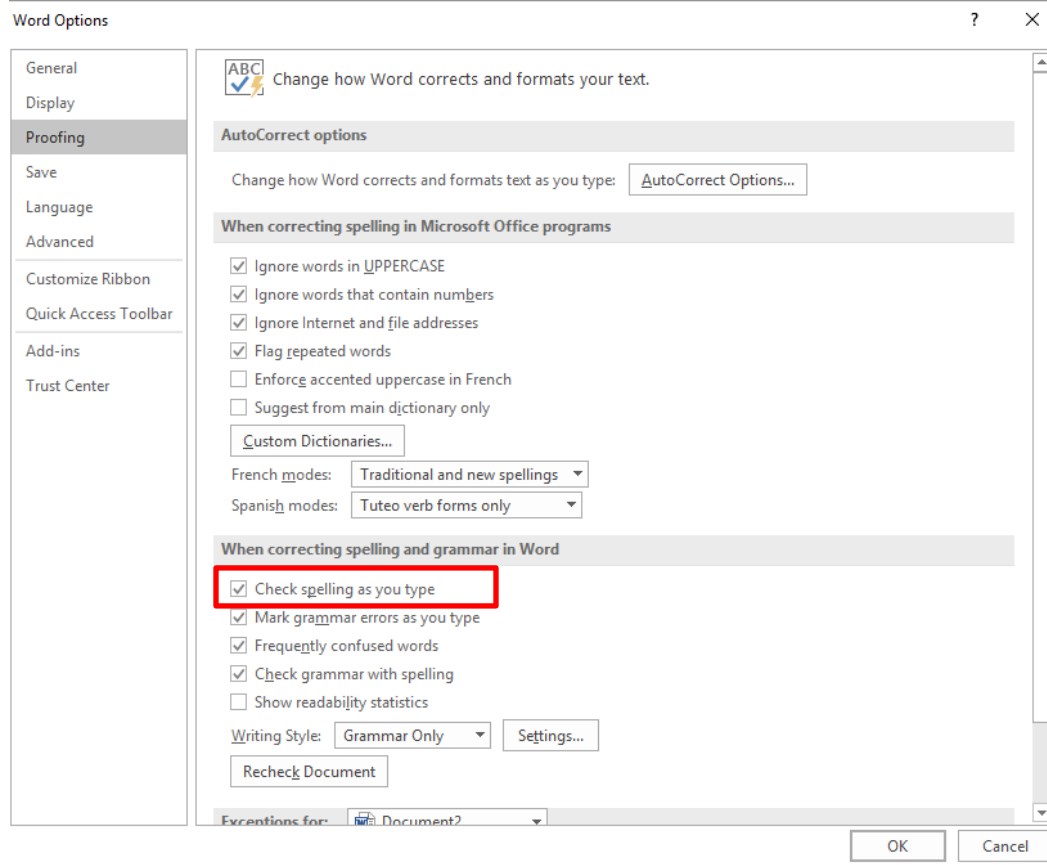
## Automatic Spell Check

This is where Word automatically checks your spelling as you type, and then notifies you of a spelling or grammar error. There are some options you need to check to enable this feature.

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



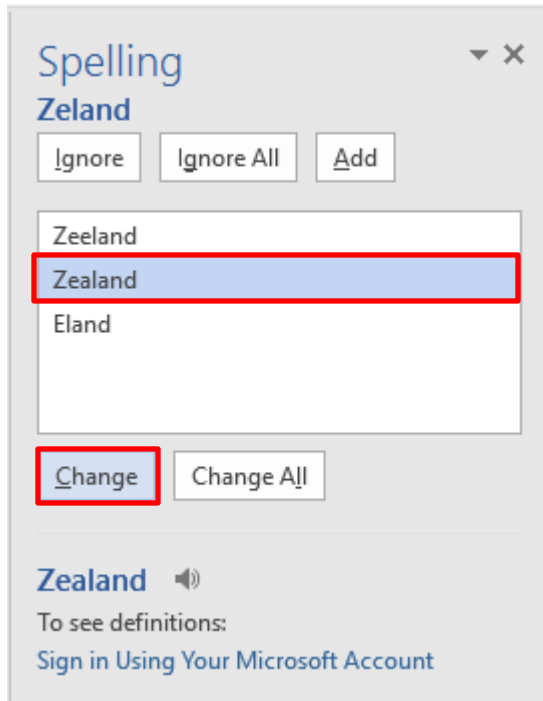
Select **Proofing** << tick **Check spelling as you type**



A spelling mistake will also appear with a red squiggly line underneath, as shown below;

**Zeland**  
~~~~~

To correct the mistake, you can use the same two methods as before; either **click and** use the side menu, or **right click** and select the correct spelling from the menu that pops up.



New Zeland is an island nation in the South Pacific.

