

Spelling and Grammatical Errors in MS Word 2007

For the Spelling and Grammar checks, click Review and see the Proofing area.

The AutoCorrect in MSWORD 2007 corrects spelling and grammatical errors as you type. It includes a list of commonly misspelled words and automatically corrects them. If you frequently misspell a word that it fails to correct, you may select Add and the word will be added to the list.

If it auto corrects a word that you do not want it to correct, you simply click Undo on the the Quick Access Toolbar before typing more into the document.

Grammatical errors cause the correction box to open with a suggestion for correcting the error. You may click Change to accept the suggested correction, or select Ignore to leave it as it is stated.

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