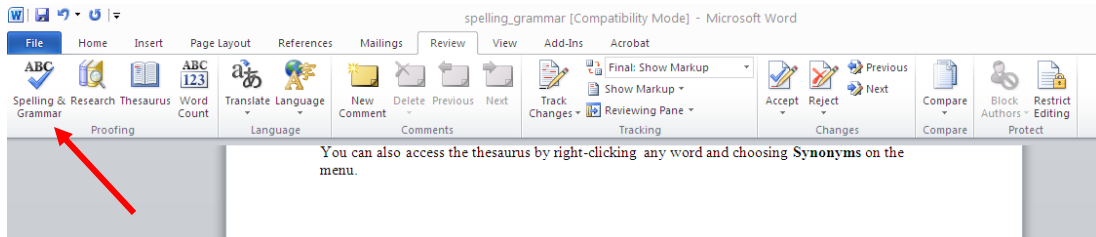


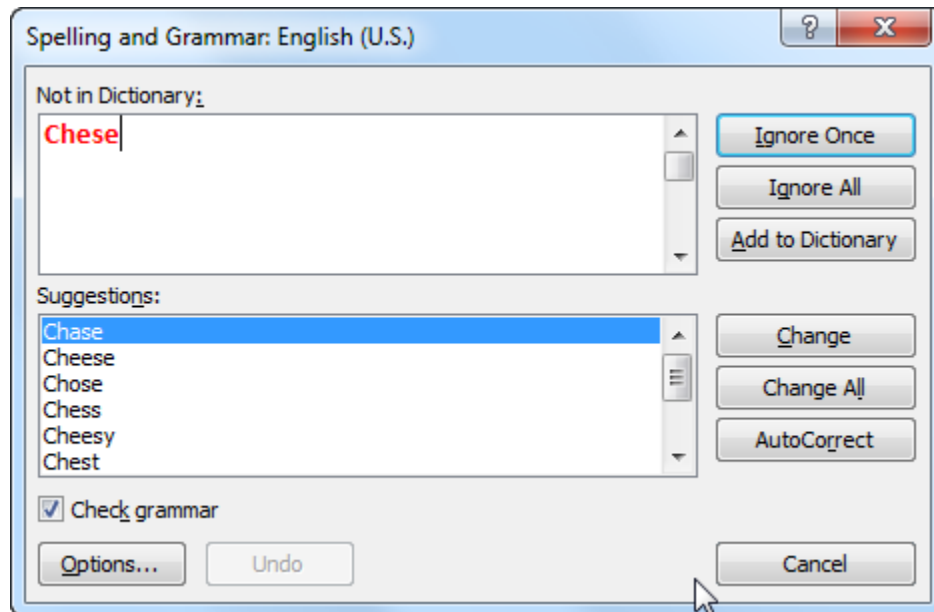
Spelling and Grammar

To check the spelling and grammar of a document

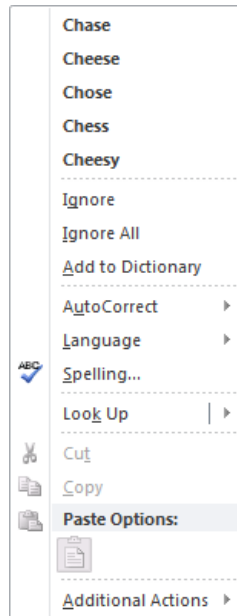
- Place the cursor at the beginning of the document or the beginning of the section that you want to check
- Click the **Review** Tab on the Ribbon
- Click **Spelling & Grammar** on the Proofing Group.



- Any errors will display a dialog box that allows you to choose a more appropriate spelling or phrasing.



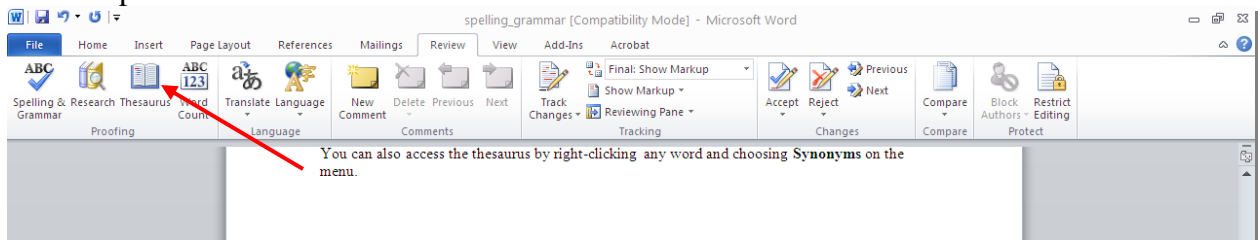
If you wish to check the spelling of an individual word, you can right click any word that has been underlined by Word and choose a substitution.



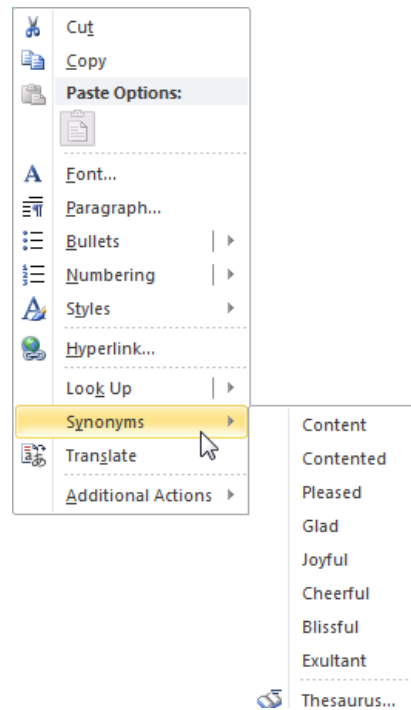
Thesaurus

The Thesaurus allows you to view synonyms. To use the thesaurus:

- Click the **Review** Tab of the Ribbon
- Click the **Thesaurus** Button on the Proofing Group.
- The thesaurus tool will appear on the right side of the screen and you can view word options.



You can also access the thesaurus by right-clicking any word and choosing **Synonyms** on the menu.



Check Word Count

To check the word count in Word 2007 look at the bottom left corner of the screen. It will give you a total word count or if you have text highlighted it will tell you how many words are highlighted out of the total.

