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.