

Microsoft Word Editing Tools

Spelling Check

- Word underlines spelling errors in red
- Right click > the red, underlined word
- Select correction
OR
- Click anywhere in the red, underlined word
- Click Tools > Spelling and Grammar
- Select correction
- Click Change


Grammar Check

- Word underlines grammar errors in green.
- Right click > the green, underlined error
- Select correction
OR
- Click anywhere in the green, underlined error
- Click Tools > Spelling and Grammar
- Select correction
- Click > Change to make correction
- Click > Explain to learn about the error

Options

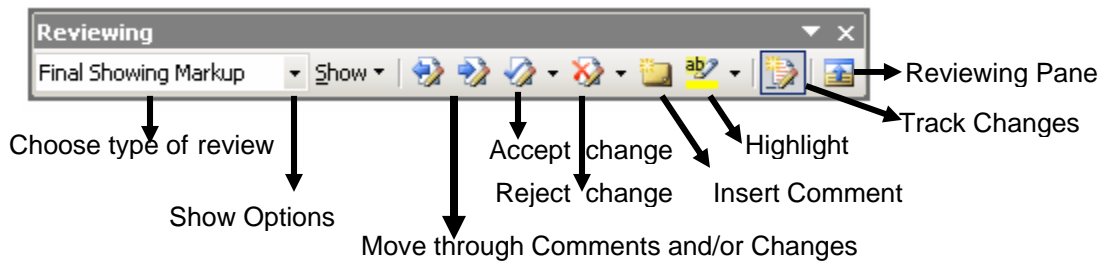
- Make desired selections
- Grammar
- Writing Style
 - Click drop down arrow to select Grammar and Style
- Settings
 - Click drop down arrow for more selections- Require; Grammar; Style

Highlighter

- Click > View > Toolbars > Formatting to make sure the formatting toolbar is checked. The formatting toolbar includes tools to select font type, size, color, alignment, etc.
- Find the highlighter icon 
- Click > highlighter icon
- Change the color of the highlighter by clicking the down arrow to the right of the icon and selecting a new color.
- Click > the beginning of the text to be highlighted and drag the cursor to the end of the desired text. Release the mouse button. The text should now be highlighted in the selected color.
- Click the highlighter icon again to quit highlighting

Tracking Changes

- Click > Tools > Track Changes to open the Reviewing toolbar.



- If you are an editor, you now can add, delete, change words, etc. The changes will be marked in red.
- If you are a writer, you can see the changes made by the editor, and accept or reject those changes by clicking the appropriate icon. Click the arrows to move to the next or previous change, etc.

Inserting Comments

- Click > the word, phrase, or section in a document where you want to add a comment
- Click Insert > Comment
- A red circle will appear in the right margin, and a dotted line will lead from the circle to the place where the comment will be inserted.
- Type the comment in the circle
- Click > outside the circle to close the Comment tool and continue editing.



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