

Fix Spelling and Grammar Errors

Academic Writing

Academic writing should be your best writing. This means:

- No **spelling errors**.
- No **grammar errors**.

Microsoft Word Can Help You!

Here is some writing with spelling and grammar errors it.

- Spelling errors are highlighted with **red squiggles**.
- Grammar errors are highlighted with **double blue underlines**.

In this paper I go to tell you what I think about tem people dat eat G.B. I think they be people who like to eat messsy food. It get all over fingers and it not nice. ¶

Spelling
Error

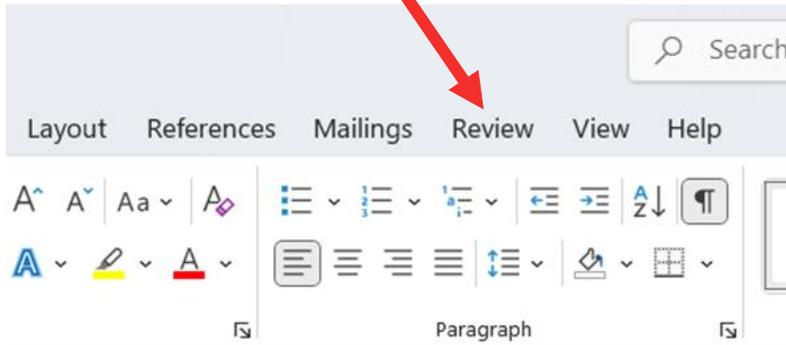
Grammar
Error

Fix Spelling and Grammar Errors

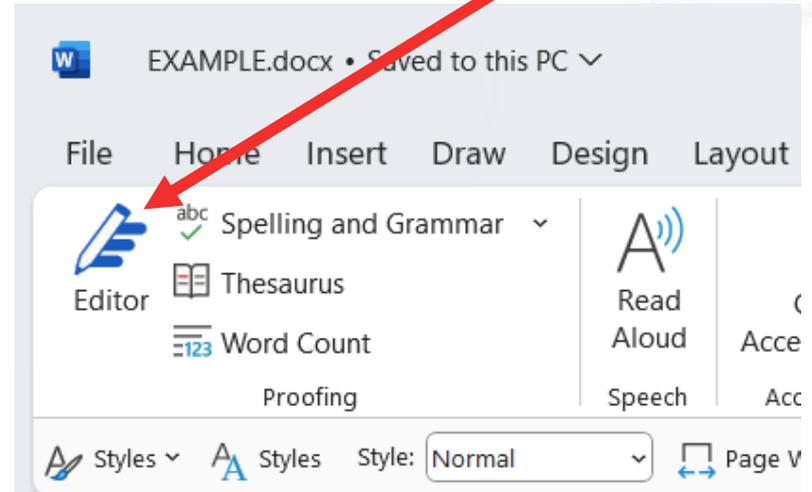
Use the Microsoft Word Editor

The editor software built into Microsoft word can help you even more.

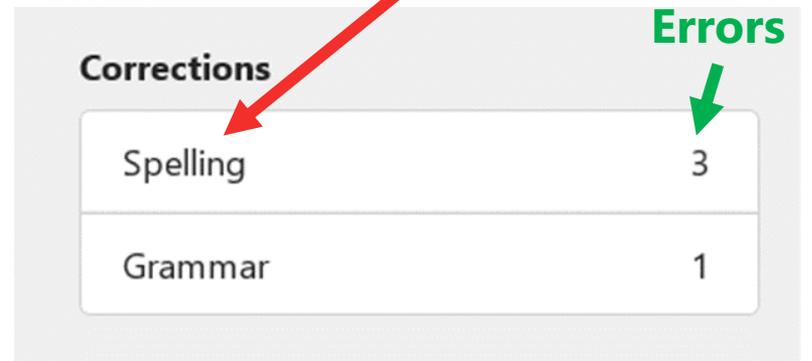
Step 1. Click **Review** on the menu.



Step 2. Click on the **Editor** icon.



Step 3. Click on **Spelling**.

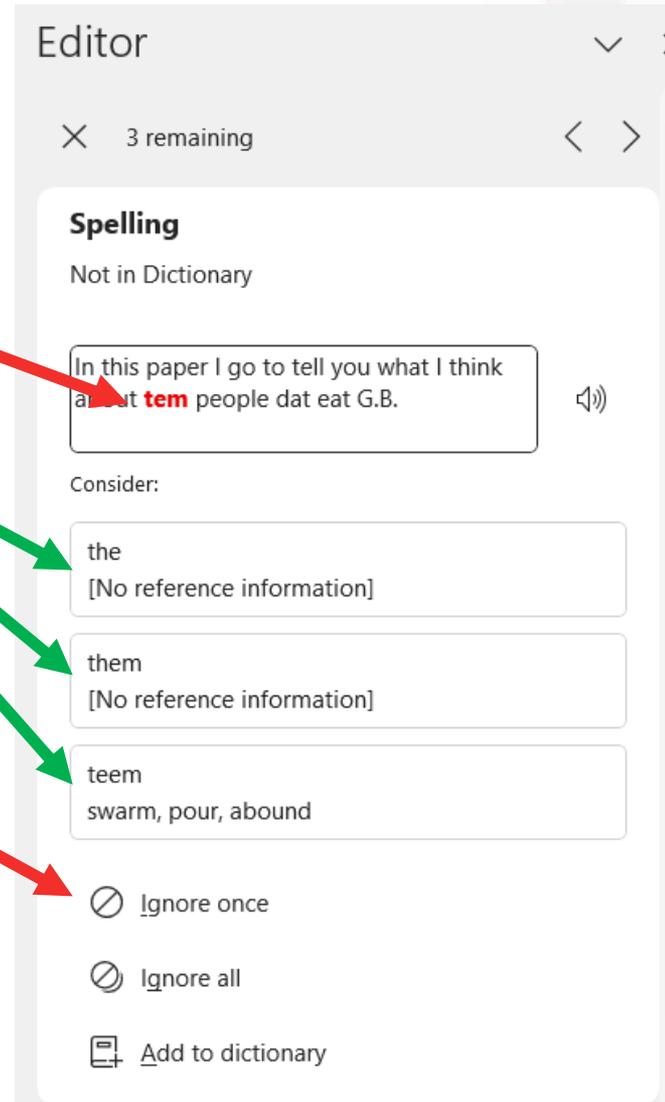


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Step 4. One by one, the Editor will go to each spelling error.

- The error will be highlighted in **bold red**.
- The editor will make **3 suggestions**. If one of the suggestions is the correct spelling or correct word, just click it.
- If none of the suggestions is correct, click **Ignore once** to go to the next error.
- You can return to the red squiggles in the text later.



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Step 5. Once you have corrected the spelling errors, correct grammar errors by clicking **Grammar**.

Corrections	
Spelling	3
Grammar	1

of
Grammar
Errors

- Click on one of the suggested correction.
- Or click **Ignore once** to go to the next error.

Step 6. One by one, the Editor will go to each spelling error.

- The error will be highlighted in **bold blue**.

Editor

✕ 1 remaining

Grammar

Double-check that you're sticking to singular or plural

It **get** all over fingers and it not nice.

Consider:

gets

⊘ Ignore once