

RUNNING SPELLING AND GRAMMAR CHECKS
ON
MICROSOFT WORD

1. Please visit the following tutorial(s) that pertain to your desktop and laptop system.
2. Fiddle with the application on your system (both, if you are using two systems) and make sure you understand it by going over your English documents so far.
3. Jot down any questions you have and bring this paper with you to class.

MICROSOFT 2010

Microsoft 2010: Spelling and Grammar

<https://www.youtube.com/watch?v=ael8Vkz4lhA>

3:34 minute video by GCFLearnFree.com

MICROSOFT 2016

Microsoft 2016: Spelling and Grammar

<https://www.youtube.com/watch?v=h20EBvn1UCY>

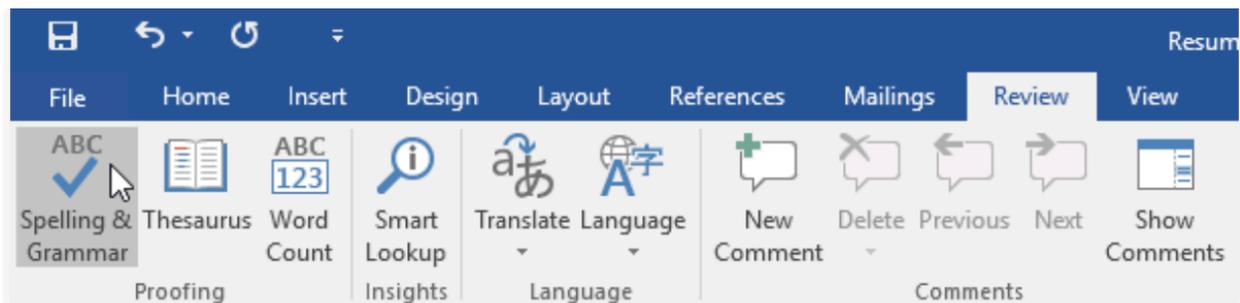
3:49 minute video by GCFLearnFree.com

or

Microsoft 2016: Spelling and Grammar

https://www.youtube.com/watch?v=quXzr_CtsYs

4 minute video by Erin Wright, professional copyeditor



<https://edu.gcfglobal.org/en/word2016/checking-spelling-and-grammar/1/>

Your Grammar Checker will (probably) NOT pick up on these writing errors:

1. **Overly used terms or phrases:** nice, good/bad, fun
2. **Homophones:** no-know, too/to/two, read (present tense)/read (past tense)
3. **Redundancies** - when two words mean the same thing: "careful scrutiny"
4. **Repeated Words and Phrases:** embarrassed, embarrassed, embarrassing
5. **Vague words or phrases:** how late is "slightly late"?
(Remember, "show don't tell!")
6. **Some "typos":** Too many spaces between words, an extra period
7. **Formatting errors:** wrong margin size, not indenting paragraphs, no headers, no title, wrong font size or style, etc.
8. **The wrong name** (if you are copying and pasting to send to multiple recipients) or the **wrong spelling of a person's name** or any proper noun
9. **Inaccurate information**
10. **A spelling mistake that is valid:** split - spit (spellcheck will not catch!)
11. **Compound words:** "all together" and "altogether" are both correct, but used in different situations. Spell check sees them both as correct regardless. Also, "every day" and "everyday", and so forth.
12. **Punctuation** - if you miss a hyphen or apostrophe, Spellcheck may not pick up on it.
13. **Switching Verb tenses** within the same document: As long as the sentences are grammatically correct, grammar check will not catch a change from one sentence to the next.
14. **Capitalization, Underlining, Italics:** Formatting errors that depend on human interpretation. For example, "her snow white hair" or "Snow White's hair".
15. **ALL CAPS:** Spellcheck will not correct a misspelled word in all capital letters, assuming that it may be an acronym (or accidental all caps).
16. **Intended negatives:** "Sally is a lovely girl." "Sally is not a lovely girl." Both are grammatically correct!! Be sure you catch missing negatives!!
17. **Wrong prepositions:** "Mom is at the store" & "Mom is on the store" are both grammatically correct!
18. **Wrong subordinating conjunctions:**
"Although he was mad he didn't hit Tom."
"Consequently, he was mad he didn't hit Tom."
"When he was made he didn't hit Tom." *
19. **Appositive commas:**
"My aunt, who lives in New York, is coming to visit." (info not essential)
"My aunt who lives in New York is coming to visit."
(tells which aunt - essential)
20. **Best choice of words:** large? or gargantuan?



*SpellCheck and GrammarCheck cannot read minds!
Know thy spelling and grammar!*