

User Services

October 2001

Word: Using Grammar Check

Microsoft Word automatically underlines grammatical errors with a wavy green line. Word compares the sentence structure of the document with predetermined writing rules. There are two ways to use the grammar check feature: 1. **as you type** or 2. **all at once**. This document describes how to use the grammar check feature.

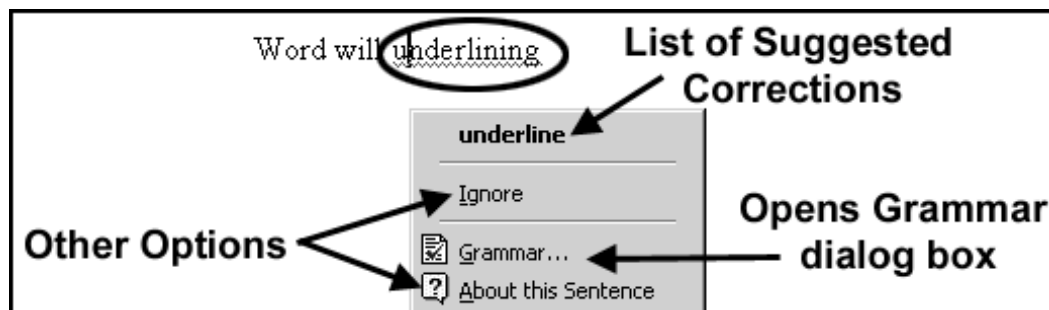
Grammar Check as you Type

- As you type a document a green wavy line appears under the words or phrases that are questionable. **Right click** on the underlined word. The **grammar** shortcut menu will appear.

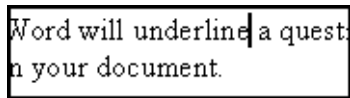


- The grammar shortcut window has four options from which to choose.

List of Suggested Corrections	A listing of suggested corrections from the grammar checker.
Ignore	Word will ignore the problem.
Grammar	Opens the Grammar dialog box.
About this Sentence	Display information about the grammar rule the word or phrases is violating.

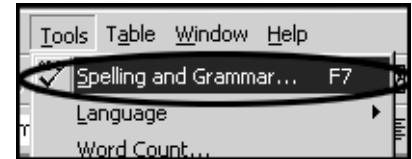


- Select the desired option and the green wavy line will disappear.



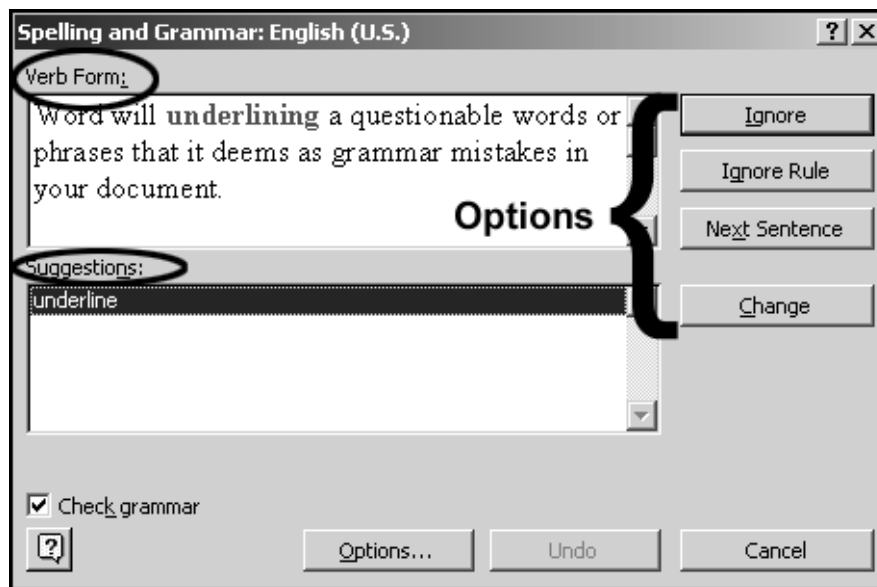
Check Grammar all at Once

1. From the **Tools** pull-down menu select the **Spelling and Grammar** option. **Note:** You can also click the **Spelling and Grammar** button on the **Standard** toolbar.

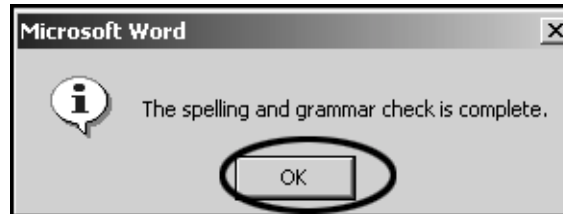


2. The **Spelling and Grammar** dialog box will open and begins checking the spelling and grammar in the document. When an error is found, it displays the error in the top field. This field name changes depending on the grammatical error found. In this example the field is named, **Verb Form**. In the Suggestions field, a list of possible suggestions will appear.
3. The **Spelling and Grammar** dialog box has four grammar options:

Ignore	Ignores this occurrence of the problem in the document.
Ignore Rule	Ignores all occurrences of the problem in the document.
Next Sentence	Moves to the next problem in the document.
Change	Change to one of the suggested words. Click on the suggestion and then click the Change button.



4. Select the desired option. Word will continue to spell and grammar check the entire document.
5. When spell and grammar check is finished, the **Microsoft Word** dialog box will appear indicating the spell and grammar check is complete. Click **OK**.



Note: This option checks grammar and spelling at the same time. The Spelling and Grammar dialog box will have different options depending upon the error found. For more information on spell check, view the ITS document, **Using Spell Check**.

6. Congratulations, you know how to use the grammar check in Word.

Grammar Check Tips

1. Word does not always have suggested corrections for errors found.
2. Always look at the suggestions carefully, at times Word may not have a correct suggestion.

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