

5.7.14 What Difference Does the Tab Type Make to a Tab Leader?

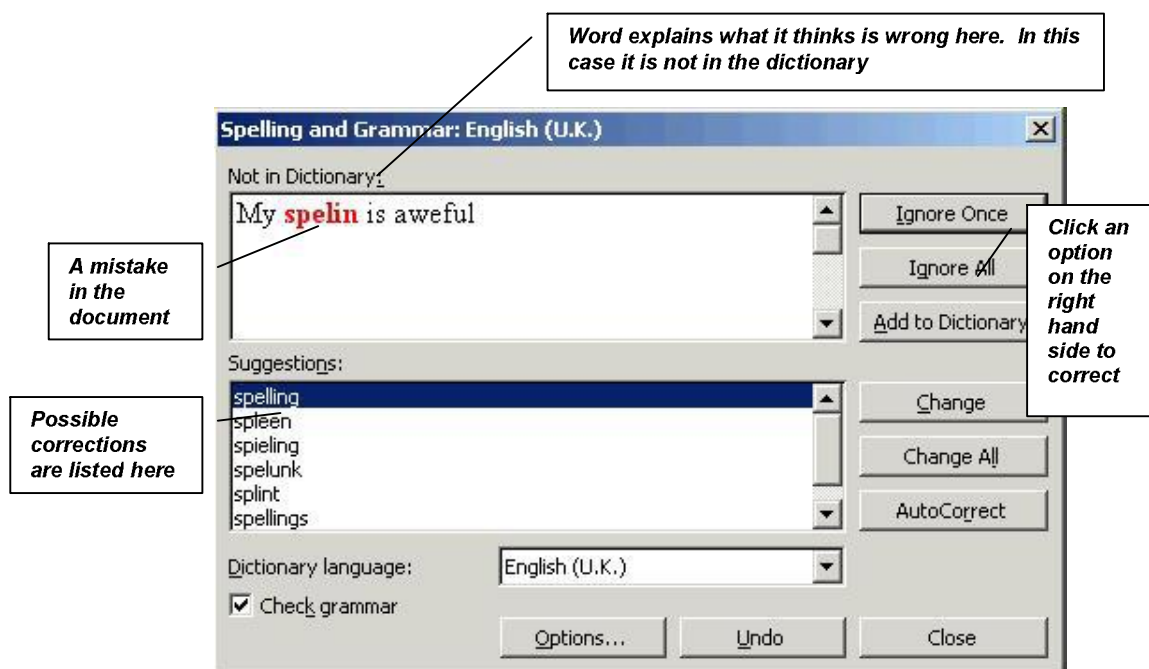
- This is a left tab at 7cm with a leader
- This is a right tab at 7cm with a leader
- This is a centre tab at 7cm with a leader
- £1.00, this is a decimal tab at 7cm with a leader

5.8 Spelling and Grammar

5.8.1 Performing a Spelling and Grammar Check

1. Click on the Spell Check icon 

or
Click on Tools
Click on Spelling and Grammar



A word highlighted in red at the top indicates a misspelling
A word or sentence highlighted in green at the top indicates a grammatical error

2. Click on the appropriate icon on the right hand side (see next page)
3. Click Cancel to finish the spell check early
or
Click OK once the spell check is complete

5.8.2 How to Correct Your Mistakes with Spell Check

Spelling Corrections

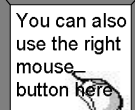
If the word is spelt correctly	<i>Click on Ignore</i>
If the word is spelt correctly and occurs several times in the document	<i>Click on Ignore All</i>
If the word is spelt correctly and is a word that you use very commonly, e.g. your name	<i>Click on Add to Dictionary This will add the word to the dictionary so that it is never seen as a misspelling again</i>
If the correct spelling is listed under Suggestions	<ol style="list-style-type: none"> 1. <i>Click on the correct suggestion</i> 2. <i>Click on Change</i>
If the correct spelling is listed under Suggestions and the misspelling occurs commonly in the document	<ol style="list-style-type: none"> 1. <i>Click on the correct suggestion</i> 2. <i>Click on Change All</i>
If Word has found a duplicate word (e.g. I would like <i>like</i> to see you.) and you would like to delete the duplicate.	<i>Click on the Delete button (this will appear in place of the Change button when Word finds a duplicate word)</i>
If the word is spelt incorrectly and the correct suggestion is not listed	<ol style="list-style-type: none"> 1. <i>Click into the large box containing the text</i> 2. <i>Make the correction manually</i> 3. <i>Click on Change</i>

Grammar Corrections

If there is no grammatical error	<i>Click on Ignore</i>
If there is no grammatical error and similar sentences appear in the rest of your document	<i>Click on Ignore Rule</i>
If the correct grammar appears under Suggestions	<ol style="list-style-type: none"> 1. <i>Highlight the correct suggestion</i> 2. <i>Click on Change</i>
If the grammar is incorrect, but the correct suggestion does not appear	<ol style="list-style-type: none"> 1. <i>Click into the large box containing the text</i> 3. <i>Make the correction manually</i> 4. <i>Click on Change</i>

Quick spelling and grammar check

Right click any word which has a red or green line underneath it and a shortcut menu of suggested corrections will appear.



If you have the American dictionary...

Try clicking on Tools, Language, Set language, English (UK), OK.

