

Using Computers

Word Processing Module

Task 2

Objective

Using Word to check the spelling and grammar of your document.

Like most, if not all, word processing packages Word has tools, which will help you to check the spelling and the grammar of your document. You must remember that these tools are not fail safe and are only there to help.

The spell checker will only tell you if a word is spelt correctly (provided that the word is stored in the computer's dictionary). For example, it will not tell you that the word 'there' is spelt incorrectly in the sentence "The men put on there coats" because the word, whilst being the wrong word, is spelt correctly. The spell checker also struggles with nouns. Nouns are name words, names of people, places etc. This is because to add the names of every town, village, city or even country – not to mention the first name and surname of everyone on the planet would be an impossible task! Also, because Microsoft is a US company, the spell checker will try to 'Americanise' your document. Particular words to look out for are words like 'Colour, Flavour etc" were the Americans would not include the "u". Words like "Analyse, Digitise etc" were the "s" would be replaced by a "z" and specific words like "Centre" which would be spelt "Center".

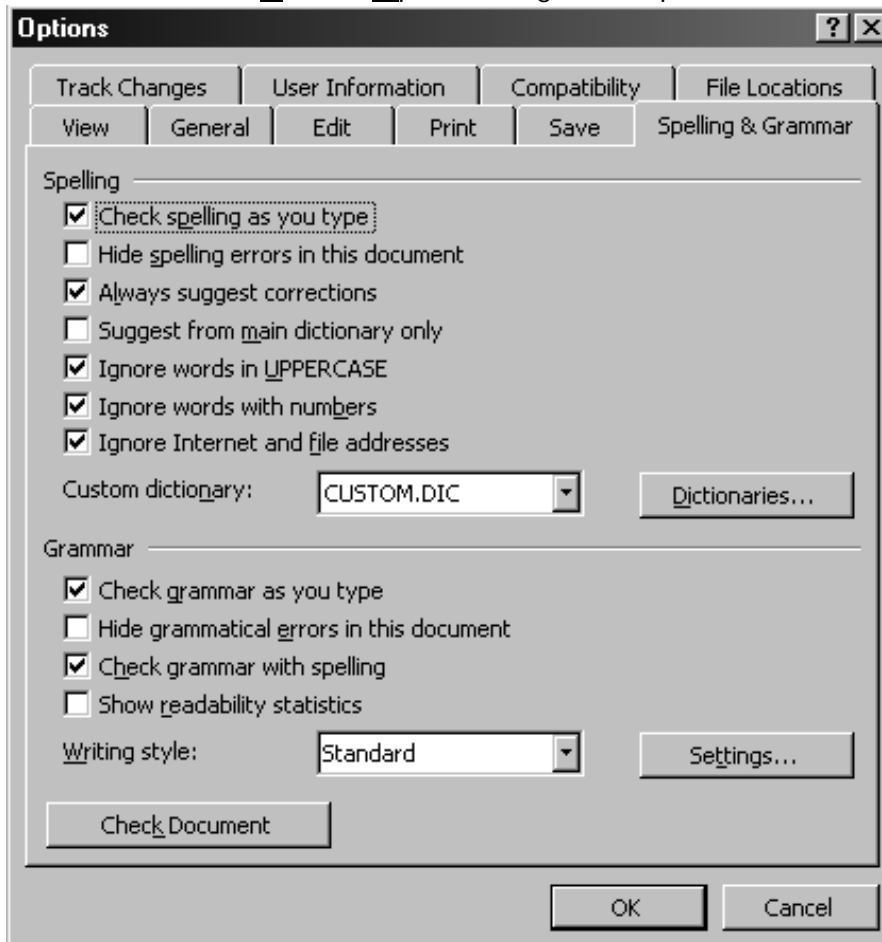
The grammar checker will often pick up the incorrect use of a word (there, their, they're etc). It will also pick up deviations from conventions for punctuation (i.e. it will suggest changing "hello, are you alright?" to "Hello, are you alright?" The golden rule with the grammar checker is to look at what the computer is proposing, consider it and, if you do not agree with the proposal or do not understand it, select Ignore. After all, it is your document and not the computers. The grammar checker can help you achieve more correct English, which can be important in a formal document, but everyone has their own style of writing.

Task 2

Open up your first document, task 1. Use the spelling and grammar checker to analyse your document and make any changes you feel necessary. Print off your updated document and save it on your disk as task 2.

Methodology Task 2:-

The easiest way to check spelling and grammar is to tell the computer to check both as you type. To do this select Tools + Options to get this panel:-



The top section of the panel has a number of tabs. These are the different option categories you can modify. Click on the Spelling & Grammar tab. Look for the options 'Check spelling as you type' and 'Check grammar as you type'. If these boxes are not ticked, click in the box with the mouse. Next click 'OK'. Word will now check the spelling and grammar of your document. Any words it believes are spelt incorrectly will be underlined with a red zigzag line. Any grammar problems will be underlined in green.

To find out what the problem is with a word or sentence click on it with your Right mouse button. If the correct spelling is listed, click on it with the Left mouse button. If your word is correctly spelt but the computer does not know it click on Add. If you do not want to accept a proposed grammatical change click on Ignore Sentence.