

# Get Tech Ready...Get Tech GO!



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## Factsheet 13: Checking for errors using Microsoft Word spelling checker, grammar checker, and synonyms tool.

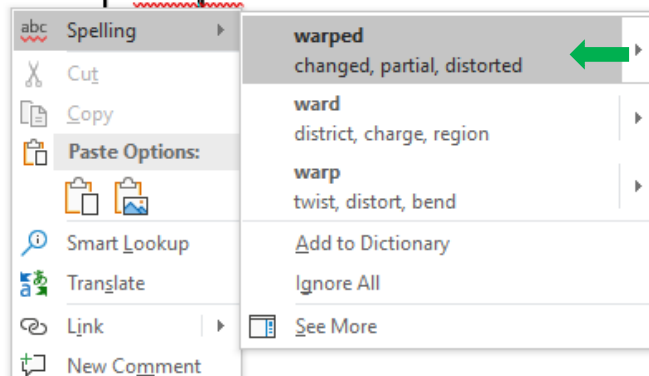
There are several tools built into Microsoft Word to help with proofreading.

### Spelling Checker

Words spelt incorrectly will be underlined red.

- Right click on the underlined word.
- Select the correct word from the choice provided (green arrow). Check the synonyms under the words listed to ensure you choose the correct word.
- If your word is not listed, try retyping it or use the 'Dictate' tool to speak your word

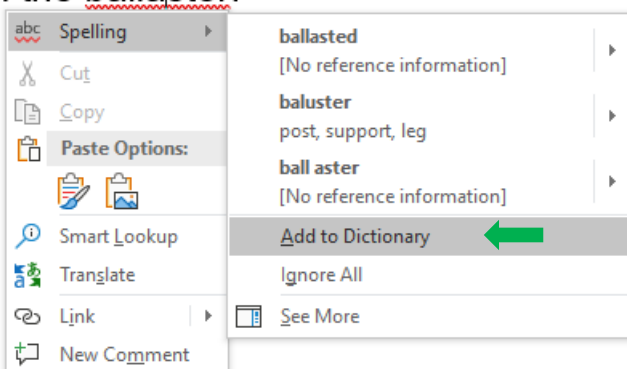
...e us, for there was no sign of any wind, and  
...d, and the ship warpd three or four miles



Note: For Microsoft Word 'Dictate' instructions see:

- Factsheet 11 - Using speech to text in Microsoft Word - Dictate your writing

...round the corner of the island. The captain  
...from the ballaster.



Note: Course terminology may also be underlined red. After checking that a course related word is spelt correctly, add it to your dictionary. When you type the word in the future it will be ignored unless it is spelt incorrectly.

- Right mouse click on the word.
- Select 'Add to dictionary' (green arrow).

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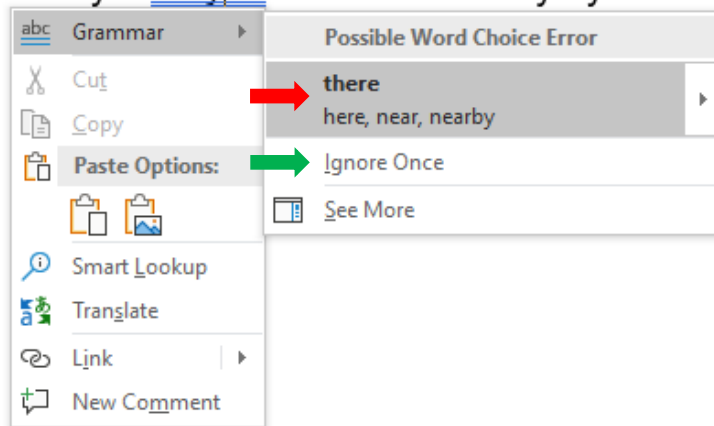


## Grammar Checker

Words underlined in blue are highlighted as possible grammatical errors.

- Right click on words highlighted blue.
- Choose a correction from the list provided (red arrow) or choose to ignore (green arrow) if you are happy that your word / sentence is correct.

We, worked hard to complete the work in time for the  
surprised to see it all come together in such a short  
possible and yet they're it was before my eyes.

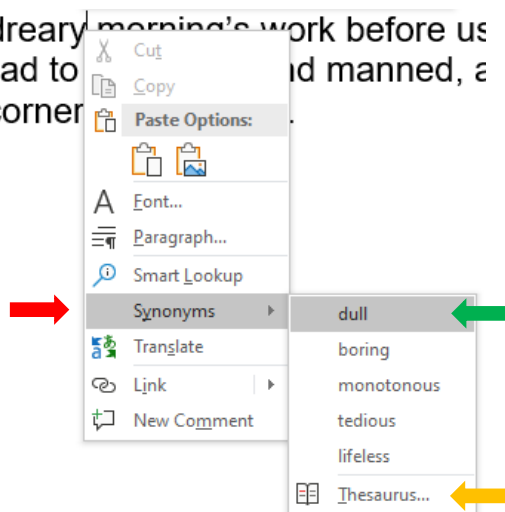


## Synonyms tool

It can be good to vary your word choice within your writing. Doing so can make your writing more enjoyable to read help you to develop your vocabulary.

Find a different word to use in a sentence:

We had a dreary morning's work before us  
the boats had to be well manned, a  
round the corner



- Right click on the word you would like to change (in this example 'dreary').
- Select 'Synonyms' from the menu (red arrow).
- Choose an alternative word (green arrow) - be sure to check the meaning is the same as your original word.
- Choose 'Thesaurus' for more choices (yellow arrow).