

Instructor Spell and Grammar Configuration 01

This document is the spelling and grammar checking configuration for your instructor. This is a reference document for you.

Preuss

1/11/2014

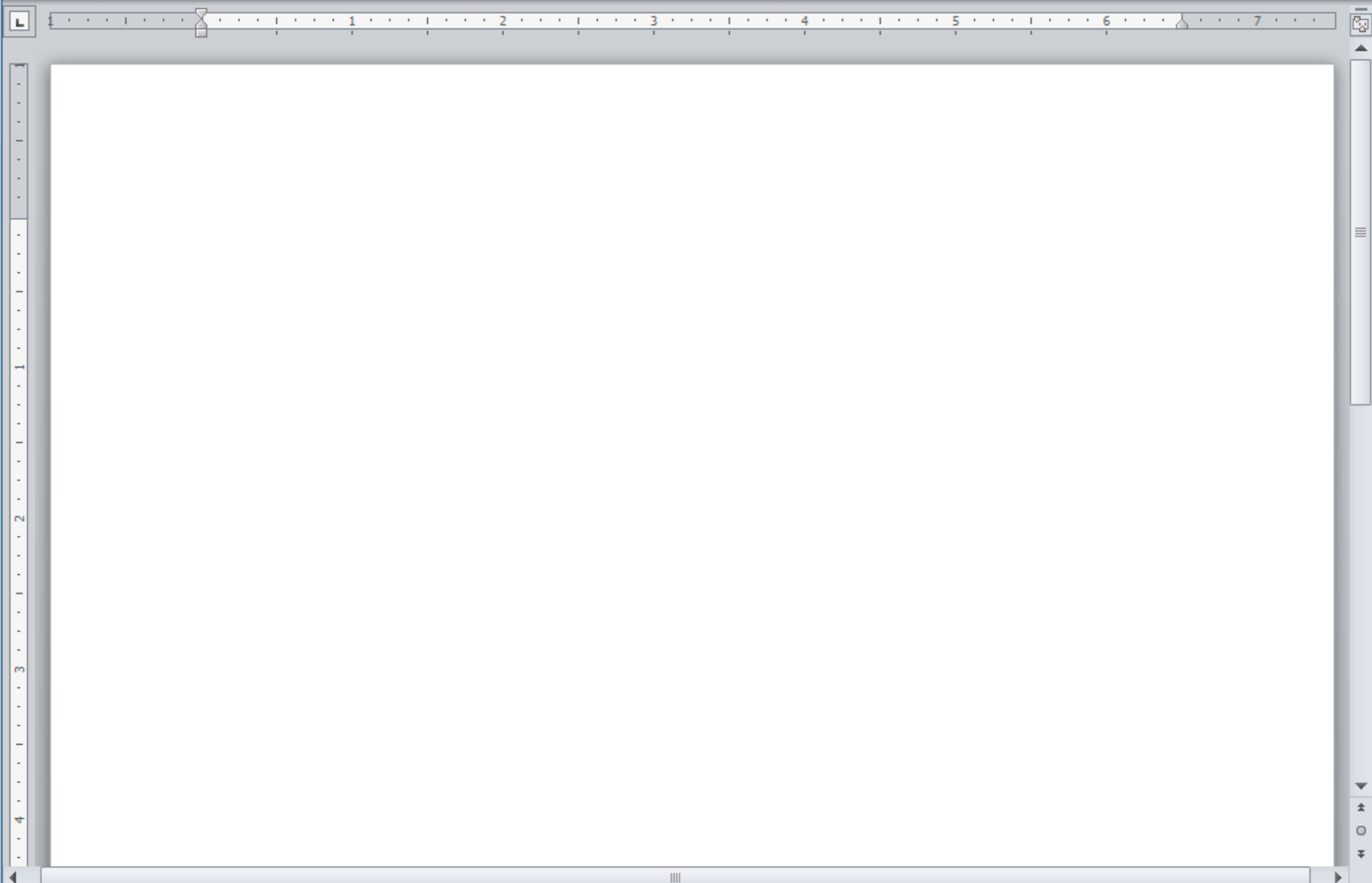
Clipboard

Font: Calibri, 11, Bold, Italic, Underline, Text Color, Background Color, Font Color

Paragraph: Bullets, Numbered, Decrease Indent, Increase Indent, Paragraph Spacing, Line and Paragraph Spacing, Text Wrapping




Styles: Normal, No Spacing, Heading 1, Heading 2, Change Styles

Editing: Find, Replace, Select





- Save
- Save As
- Open
- Close
- Info
- Recent
- New
- Print
- Save & Send
- Help**
- Options
- Exit

Support

-  **Microsoft Office Help**
Get help using Microsoft Office.
-  **Getting Started**
See what's new and find resources to help you learn the basics quickly.
-  **Contact Us**
Let us know if you need help or how we can make Office better.

Tools for Working With Office

-  **Options**
Customize language, display, and other program settings.
-  **Check for Updates**
Get the latest updates available for Microsoft Office.



Product Activated

Microsoft Office Professional Plus 2010
This product contains Microsoft Access, Microsoft Excel, Microsoft SharePoint Workspace, Microsoft OneNote, Microsoft Outlook, Microsoft PowerPoint, Microsoft Publisher, Microsoft Word, Microsoft InfoPath.

[Change Product Key](#)

About Microsoft Word

Version: 14.0.7106.5003 (32-bit)
[Additional Version and Copyright Information](#)
 Part of Microsoft Office Professional Plus 2010
 © 2010 Microsoft Corporation. All rights reserved.
[Microsoft Customer Services and Support](#)
 Product ID: 02260-018-0000106-48311
[Microsoft Software License Terms](#)

Word Options

- General
- Display
- Proofing**
- Save
- Language
- Advanced
- Customize Ribbon
- Quick Access Toolbar
- Add-Ins
- Trust Center

Change how Word corrects and formats your text.

AutoCorrect options

Change how Word corrects and formats text as you type:

When correcting spelling in Microsoft Office programs

- Ignore words in UPPERCASE
- Ignore words that contain numbers
- Ignore Internet and file addresses
- Flag repeated words
- Enforce accented uppercase in French
- Suggest from main dictionary only

French modes:

Spanish modes:

When correcting spelling and grammar in Word

- Check spelling as you type
- Use contextual spelling
- Mark grammar errors as you type
- Check grammar with spelling
- Show readability statistics

Writing Style:

Exceptions for:

- Hide spelling errors in this document only
- Hide grammar errors in this document only

- General
- Display
- Proofing**
- Save
- Language
- Advanced
- Customize Ribbon
- Quick Access Toolbar
- Add-Ins
- Trust Center

Change how Word corrects and formats your text.

AutoCorrect options

Change how Word

When correcting

- Ignore words in the dictionary
- Ignore words with one letter missing
- Ignore Internet and network addresses
- Flag repeated words
- Enforce accents
- Suggest from the dictionary

Custom Dictionary

French modes:

Spanish modes:

When correcting

- Check spelling as you type
- Use context-sensitive spelling corrections
- Mark grammar errors as you type
- Check grammar as you type
- Show readability statistics

Writing Style: Grammar & Style

Settings...

Check Document

Exceptions for: Document1

- Hide spelling errors in this document only
- Hide grammar errors in this document only

Grammar Settings

Writing style:
Grammar & Style

Grammar and style options:

Require

- Comma required before last list item: don't check
- Punctuation required with quotes: don't check
- Spaces required between sentences: don't check

Grammar:

- Capitalization
- Fragments and Run-ons
- Misused words
- Negation
- Noun phrases
- Possessives and plurals
- Punctuation
- Questions

Reset All OK Cancel

OK Cancel

Word Options

- General
- Display
- Proofing**
- Save
- Language
- Advanced
- Customize Ribbon
- Quick Access Toolbar
- Add-Ins
- Trust Center

Change how Word corrects and formats your text.

AutoCorrect options

When correcting

- Ignore words with capital letters
- Ignore words with numbers
- Ignore Internet and network addresses
- Flag repeated words
- Enforce accents
- Suggest from dictionary

Custom Dictionary

French modes:

Spanish modes:

When correcting

- Check spelling
- Use context-sensitive spelling
- Mark grammar errors
- Check grammar
- Show readability statistics

Writing Style: Grammar & Style Settings...

Check Document

Exceptions for: Document1

- Hide spelling errors in this document only
- Hide grammar errors in this document only

Grammar Settings

Writing style: Grammar & Style

Grammar and style options:

- Relative clauses
- Subject-verb agreement
- Verb phrases

Style:

- Clichés, Colloquialisms, and Jargon
- Contractions
- Fragment - stylistic suggestions
- Gender-specific words
- Hyphenated and compound words
- Misused words - stylistic suggestions
- Numbers
- Passive sentences
- Possessives and plurals - stylistic suggestions
- Punctuation - stylistic suggestions

Reset All OK Cancel

OK Cancel

- General
- Display
- Proofing**
- Save
- Language
- Advanced
- Customize Ribbon
- Quick Access Toolbar
- Add-Ins
- Trust Center

Change how Word corrects and formats your text.

AutoCorrect options

When correcting

- Ignore words in the dictionary
- Ignore words with one letter missing
- Ignore Internet and network paths
- Flag repeated text
- Enforce accents
- Suggest from the dictionary

Custom Dictionary

French modes:

Spanish modes:

When correcting

- Check spelling
- Use context-sensitive spelling
- Mark grammar errors
- Check grammar
- Show readability statistics

Writing Style: Grammar & Style Settings...

Check Document

Exceptions for: Document1

- Hide spelling errors in this document only
- Hide grammar errors in this document only

Grammar Settings

Writing style:
Grammar & Style

Grammar and style options:

- Passive sentences
- Possessives and plurals - stylistic suggestions
- Punctuation - stylistic suggestions
- Relative clauses - stylistic suggestions
- Sentence length (more than sixty words)
- Sentence structure
- Sentences beginning with And, But, and Hopefully
- Successive nouns (more than three)
- Successive prepositional phrases (more than three)
- Unclear phrasing
- Use of first person
- Verb phrases - stylistic suggestions
- Wordiness
- Words in split infinitives (more than one)

Reset All OK Cancel

OK Cancel