

Adapting WORD 2007 to your needs.

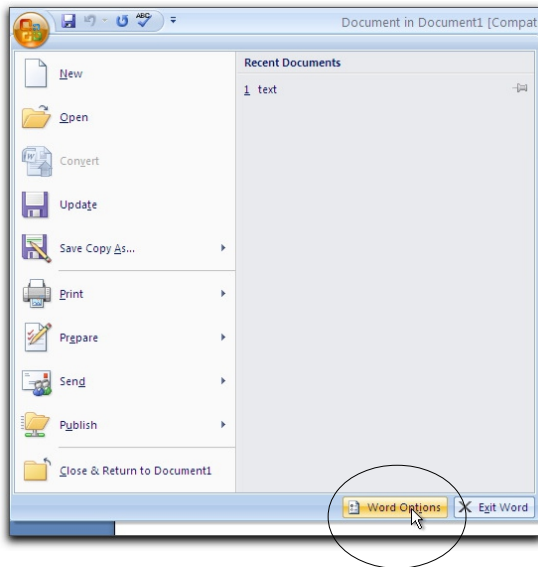
Spelling and Grammar

When a student is in the “writing process” and has followed the pre-writing activities of gathering information, brainstorming and creating some sort of outline, the writing of the first draft should consist of committing ideas to paper.

The active spelling and grammar checker can interfere with this process by giving immediate feedback to the student with the little red and green lines under questionable writing, thereby distracting and often causing the loss of the train of thought. Spelling and Grammar checkers are useful but need to be used at the right time in the process for the needs of the writer.

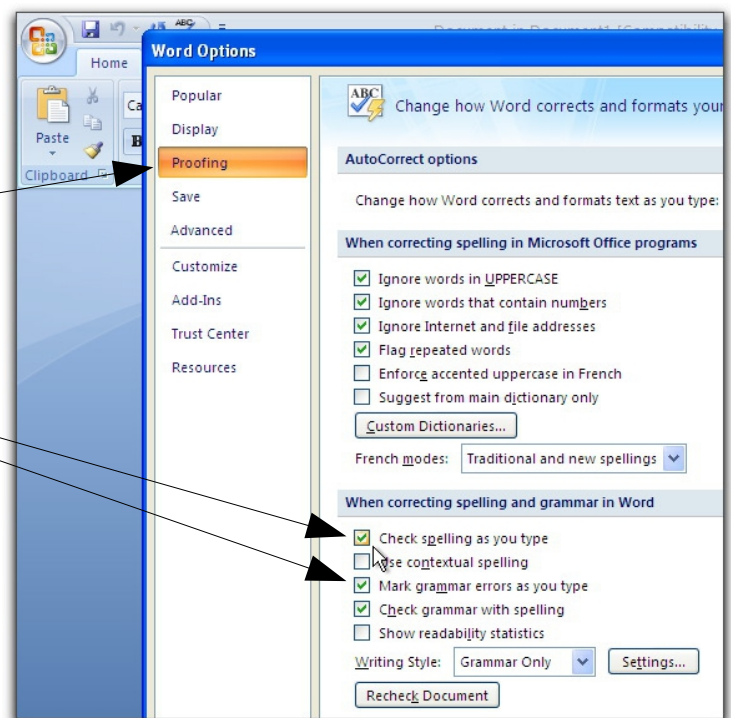
To stop these functions from running automatically;

Go to Microsoft Office Logo in the top left hand corner of the screen and click on it.



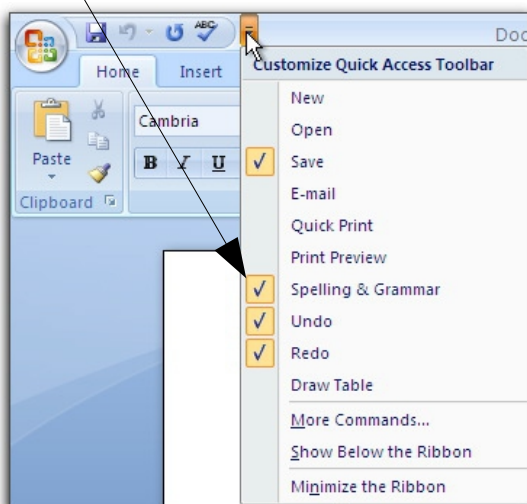
In the pop-up window select Word Options from the bottom right corner.

Click on the Option button “Proofing”.



Uncheck the “Check spelling as you type” and “Mark grammar errors as you type”.

You can customize your tool bar to run Spelling and Grammar by checking it in the Customize pop-up.



When you do want to check spelling or grammar, click on



The pop-up window will show the text in context with spelling in red and grammar in green, as well as suggested spellings in a box below the text. The writer can then select to correct spelling from the list and click change or make the change right in the text box if the correct spelling does not appear in the suggestion list.

