Editing and proofreading with Microsoft Word 2016

- 1. Go to File
- 2. Select Options
- 3. Select Word Options



- 4. Click on the Proofing tab
- 5. Make sure the items checked below are checked on your computer

Word Options		? 🛛
General Display	Change how Word corrects and formats your text.	A
Proofing	AutoCorrect options	
Save Language	Change how Word corrects and formats text as you type: <u>AutoCorrect Options</u>	
Ease Of Access	When correcting spelling in Microsoft Office programs	
Advanced	 ✓ Ignore words in UPPERCASE ✓ Ignore words that contain numbers 	
Customize Ribbon	✓ Ignore Internet and <u>file</u> addresses	
Quick Access Toolbar	✓ Flag repeated words	
Add-ins	Enforce accented uppercase in French	
Trust Center	Suggest from main dictionary only Custom Dictionaries French modes: Traditional and new spellings Spanish modes: Tuteo verb forms only	
	When correcting spelling and grammar in Word	
	 ✓ Check spelling as you type ✓ Mark grammar errors as you type ✓ Frequently confused words ✓ Check grammar with spelling Show readability statistics Writing Style: Grammar & more ▼ Settings Recheck Document 	
	Exceptions for: Resentation Skills guide -	▼
	OK	Cancel

Then, click on the **Grammar Settings** button located just below the **Writing Style: Standard** button on the lower, right of the box. The screen on the following page will appear. You may choose to click on all things as marked, or you may want to select certain items based on your company's standards.

Click OK twice to start using these grammatical standards on your spelling and grammar check program.

Grammar Settings	? 🛛	
Writing style:		
Grammar & more		
Options:		
Grammar	^	
Adjective Used Instead of Adverb		
Agreement within Noun Phrases		
✓ Capitalization		
Capitalization of March and May		
Comma After Greetings		
Comma Before Quotations		
Comma Splice		
Commonly Confused Phrases		
Commonly Confused Words		
Comparative Use		
☐ Date Formatting		
Hyphenation	~	
Reset All OK	Cancel	

Grammar Settings			?	8
Writing style:				
Grammar & more				\sim
Options:				
Gender-Specific Language				^
Racial Bias				
Vocabulary Choice				
Clichés				
Vague Adjectives				
Formal Language				
Contractions				
🗌 Informal Language				
Slang				
Punctuation Conventions				
Oxford Comma				
Punctuation Required With Quotes		inside		~
Space Between Sentences		one sp	ace	~
				×
<u>R</u> eset All	OK		Cano	el