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# Exercise: Checking spelling and grammar

**Note:** You can pass this course and all graded assessments without access to the downloadable version of Word.

## How to complete this exercise

To complete this exercise, you will need access to Microsoft Word.

**Note:** Keep in mind that if you are using another version of the Microsoft Word application, some features covered in this exercise may not be available.

## Access Microsoft Account

[Log in to your Microsoft account.](#) Type the email, phone number, or Skype sign-in that you use for other services (Outlook, Office, etc.), then select Next. If you don't have a Microsoft account, you can select No account? Create one!

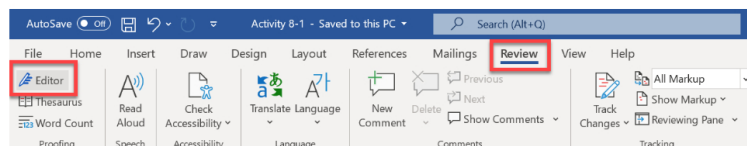
## Let's get started!

Your call for proposals has gone through a final round of editing. In this exercise, you will do a final proofread. This will include running a spelling and grammar check and ensuring it is under the maximum length of 700 words.

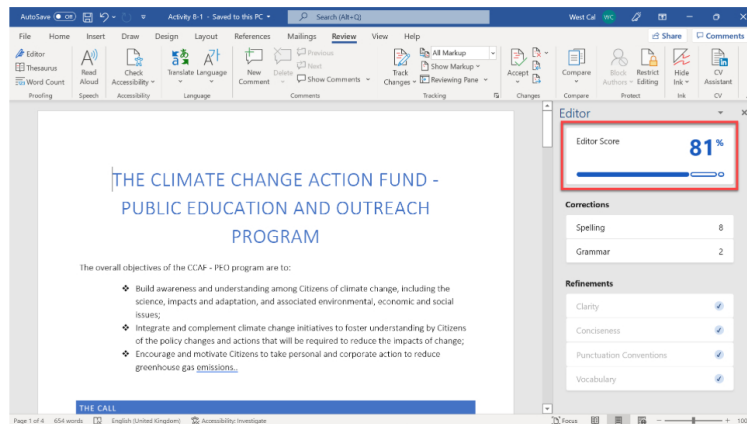
1. Click on the link below to open the Microsoft Word exercise document you can use to complete this exercise.

[Exercise: Checking spelling and grammar](#)

2. Click Review → Editor to start a full spelling and grammar check:



3. The Editor task pane will open. You will see an Editor Score marked as a percentage, and the number of Spelling and Grammar corrections that have been identified in the document. Click the Editor Score to start addressing all corrections.



4. The first error is a grammatical problem. Click the top entry (with a single period) to resolve this issue:

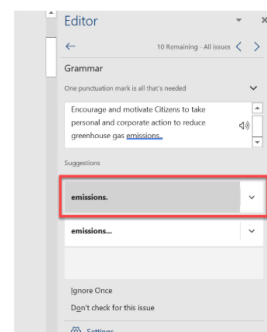
The overall objectives of the CCAF - PEO program are to:

- ❖ Build awareness and understanding among Citizens of climate change, including the science, impacts and adaptation, and associated environmental, economic and social issues;
- ❖ Integrate and complement climate change initiatives to foster understanding by Citizens of the policy changes and actions that will be required to reduce the impacts of change;
- ❖ Encourage and motivate Citizens to take personal and corporate action to reduce greenhouse gas emissions.

### THE CALL

This call for proposals is looking for:

1. Projects promoting behavioural changes to reduce greenhouse gas emissions through energy efficiency, energy efficient use of appliances and equipment, waste management, water conservation, transportation, etc.
2. Projects promoting renewable and/or green energy
3. Projects promoting communication/strategies to adapt to present and future affects of climate change
4. Projects should be community focused, but can be national (bilingual initiatives aimed at communities, or a selected number of communities, right across the country), provincial territorial/regional (aimed at communities in a particular province, territory, or part of the

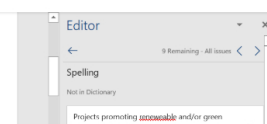


5. The next error is a typo (or typing error). Click the top entry to fix it:

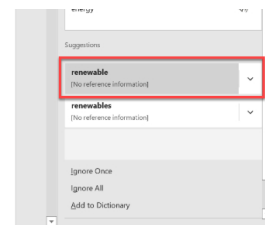
### THE CALL

This call for proposals is looking for:

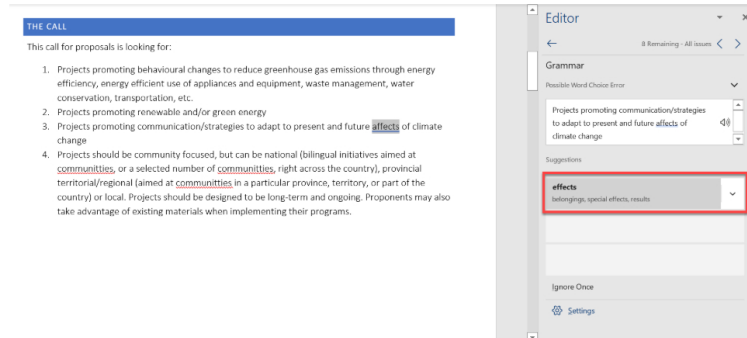
1. Projects promoting behavioural changes to reduce greenhouse gas emissions through energy efficiency, energy efficient use of appliances and equipment, waste management, water conservation, transportation, etc.



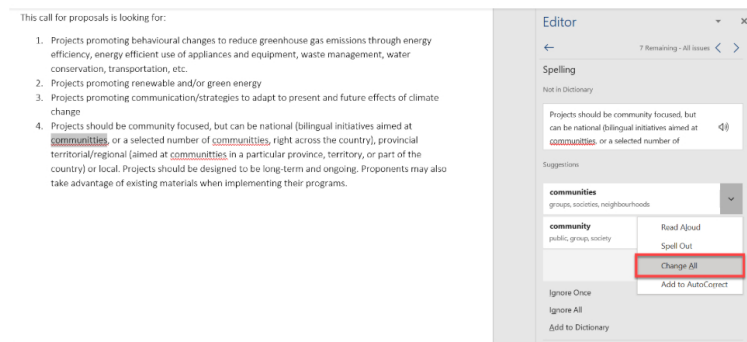
- Projects promoting renewable and/or green energy
- Projects promoting communication/strategies to adapt to present and future affects of climate change
- Projects should be community focused, but can be national (bilingual initiatives aimed at communities, or a selected number of communities, right across the country), provincial territorial/regional (aimed at communities in a particular province, territory, or part of the country) or local. Projects should be designed to be long-term and ongoing. Proponents may also take advantage of existing materials when implementing their programs.



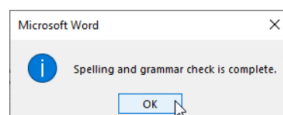
6. The next error involves a commonly confused word. Notice how it is indicated in the document. Fix the error:



7. You can see that the final error occurs multiple times in the document. Click the drop-down arrow next to the suggested replacement and click "Change All:"



8. Continue the spelling and grammar check, resolving issues where necessary. When it is complete, click "OK:"



9. Finally, let's double-check the length of the document. You can find this information in the status bar. You will see that it is indeed under 700 words. Click this value to learn more:



10. The Word Count dialog box will open. Review the information here and click "Close:"

Word Count		?	×
Statistics:			
Pages		4	
Words		654	
Characters (no spaces)		4,082	
Characters (with spaces)		4,734	

Paragraphs	53
Lines	94
<input checked="" type="checkbox"/> Include textboxes, footnotes and endnotes	
<div>Close</div>	

10. Save your document as **Activity 8-1 Complete** and close Microsoft Word 365.

11. Now, you can check out an example of a completed document in the link below:

[Completed Exercise: Checking spelling and grammar](#) 

Mark as completed

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