# Microsoft Word

Correcting proofing errors

By default, the following types of proofing errors are flagged as you enter text in Word 2013:

Spelling errors A red wavy line is displayed below words that might be misspelled. The red wavy line doesn't necessarily mean that a word is misspelled; it means that the word isn't in a built-in or custom dictionary.

Grammar errors A blue wavy line is displayed below a word, phrase, or sentence that breaks a grammar rule or a frequently confused word, such as *affect* or *effect*. The blue wavy line doesn't always mean that there's an error; as with misspelled words, it's up to you to determine if it's correct.

To correct a proofing error as you enter text, you can right-click the word or phrase that has a wavy line underneath it and select an option from the list of available corrections.
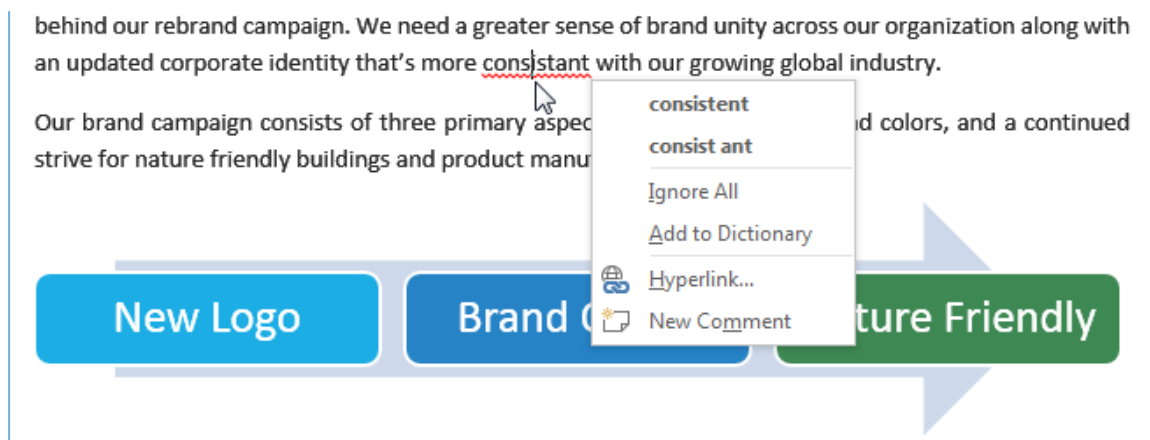
If you're like most users, you likely correct spelling and grammar errors as you're composing a document. Even if you may have made corrections while working, as noted at the beginning of this chapter, it's a good idea to perform a final proofing check prior to distribution. A quick way to determine if your document has proofing errors is to view your status bar.

If the Spelling And Grammar Check icon, which looks like a book, displays an X, there are errors in your document. If the icon shows a check mark, then there are no proofing errors.

If your document has proofing errors, you can perform a final proofing check by using one of the following methods:

On the **Review** tab, in the **Proofing** group, click the **Spelling & Grammar** button**.**

Click the **Spelling and Grammar Check** icon in the status bar.

Either method will display the new proofing pane, which identifies the type of error and the error itself at the top of the pane. It also provides suggestions and more information to help you make the right correction.
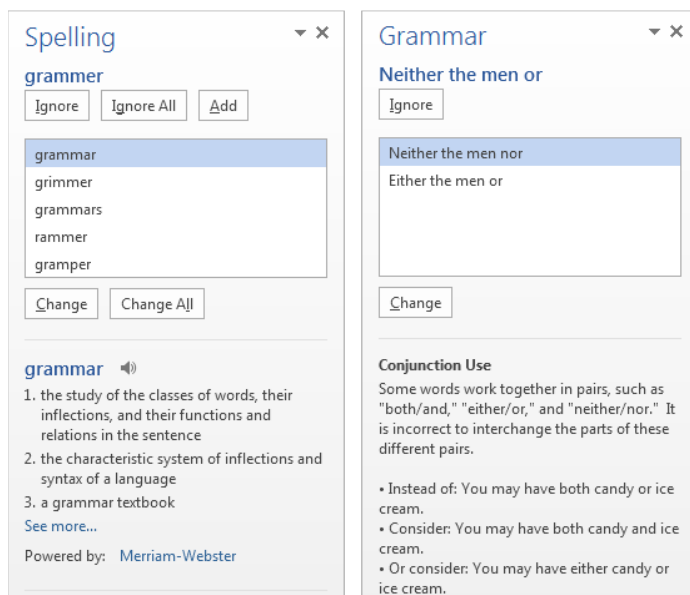
Source:
Microsoft Office Home and Student 2013 Step by Step
By Beth Melton, Mark Dodge, Echo Swinford, Ben Schorr