

# Making MS Word work for you

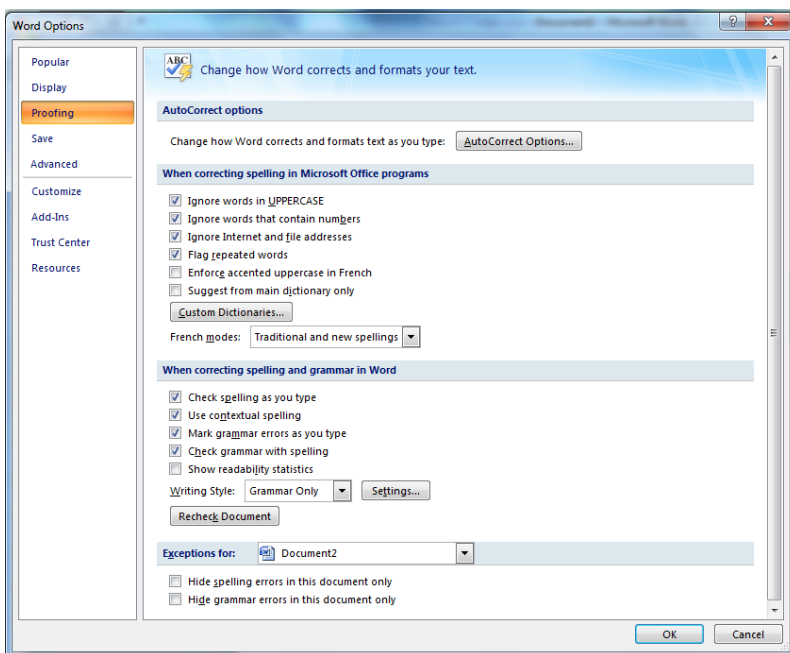
There are several features in MS Word which reduce some of the hassle in wordprocessing.

To set these up you need to open a page of Word and type in at least one word

Click on the **Review** tab and

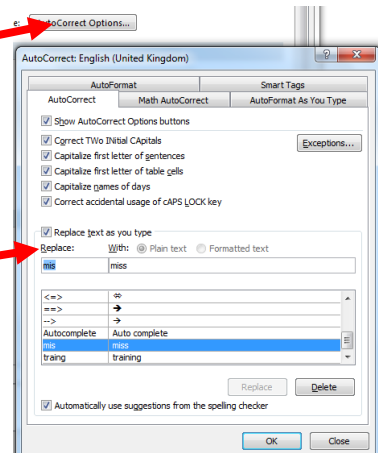


then **Spelling and Grammar** When this window opens, click on **Options**



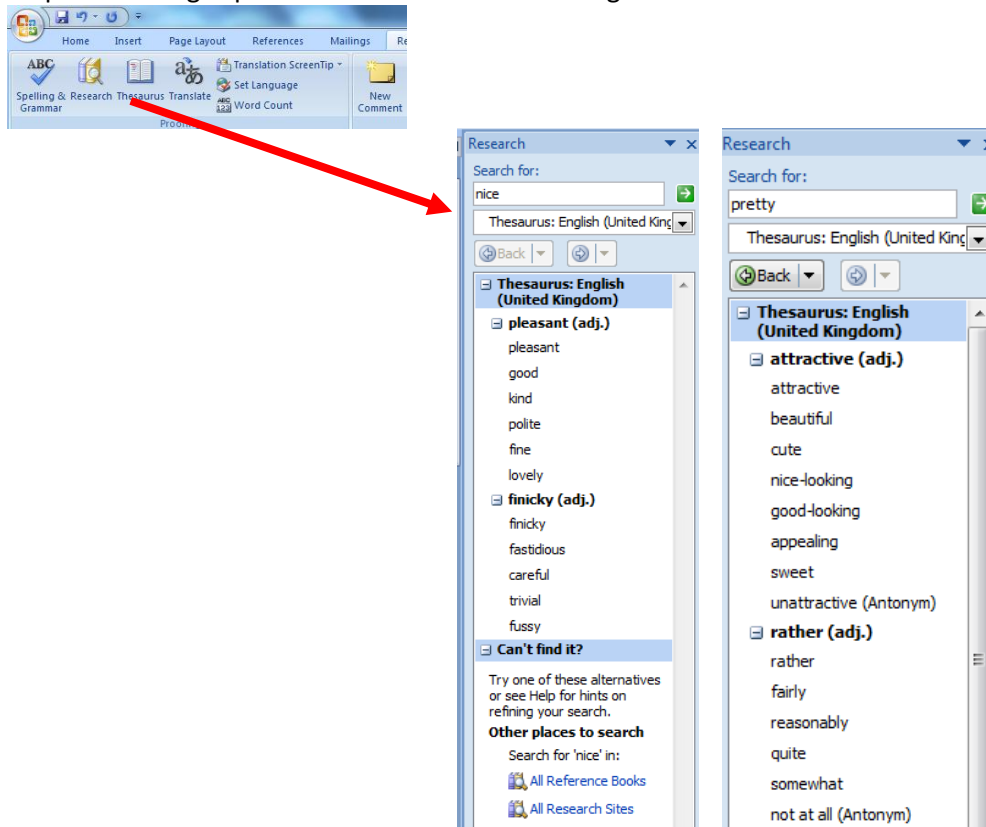
You are then presented with various options that you may turn on or off, by clicking on the box. The **Check Grammar** option can be more confusing than helpful, as it is based on US English rules, which are not always the same as those for UK English.

Select **Autocorrect Options** to set up corrections for common errors and abbreviations for the **Autocomplete** option, e.g. *sjsps* for *St John's Primary School*

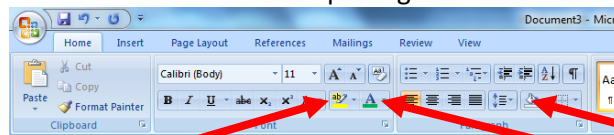


# Making *MS Word* work for you

The **Thesaurus** can be used to help extend language and vocabulary – looking for a relatively simple word flags up a selection of more interesting words:

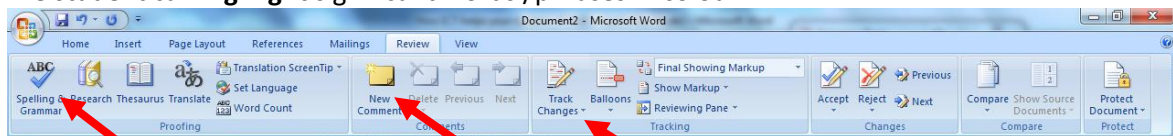


There are several other features that are worth exploring:



Change the **text and screen colours**

The student can **highlight** significant words /phrases in colour



Customise **spelling and grammar support**

The teacher can highlight errors in colour and add **Comments**

**Tracking** two documents to show changes