

**Course
&
Test Series**

Spell Check and Thesaurus in MS Word

Microsoft Word

Module 36 - Spell Check and Thesaurus in MS Word

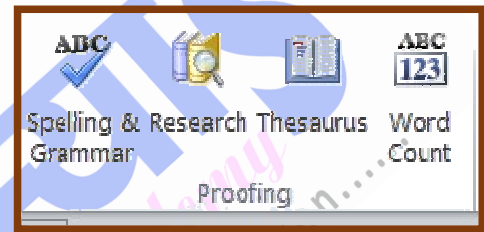
Review Tab

In Microsoft Word 2010, the Review tab is part of the Ribbon at the top of the window. It contains tools and features that allow users to review, edit, and finalize a document. These tools are primarily used for collaboration, proofreading, and document management.

Here's a breakdown of the main features in the Review tab in Word 2010:

Proofing Tools:

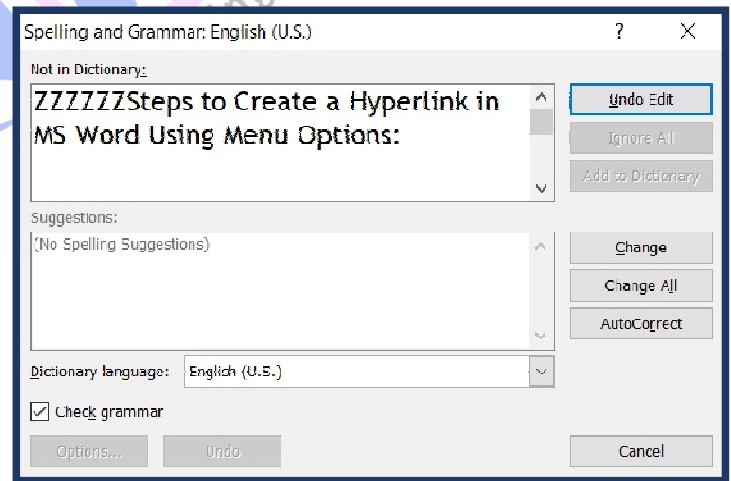
- **Spelling & Grammar:** Checks the document for spelling and grammatical errors.
- **Thesaurus:** Provides synonyms and related words to improve vocabulary.
- **Word Count:** Shows the number of words, pages, characters, and other statistics in the document.
- **Research:** Research in review refers to the process of critically analyzing and summarizing existing studies or literature on a particular topic to assess trends, gaps, and findings.



Spelling & Grammar

Spelling:

- The spelling check identifies words that are spelled incorrectly or that don't match standard dictionaries.
- MS Word underlines misspelled words with a red squiggly line.
- You can right-click on these underlined words for suggestions and to correct them.



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Grammar:

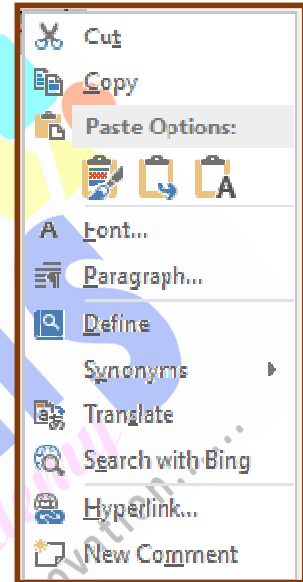
- Grammar check identifies issues related to sentence structure, punctuation, subject-verb agreement, and other grammatical errors.
- It highlights possible grammar issues with a blue squiggly line.
- Right-clicking on the highlighted text will give suggestions for corrections.

Thesaurus

The Thesaurus is a tool in Microsoft Word that helps you find synonyms (words with similar meanings) and sometimes antonyms (opposite meanings) for a word. It's super handy when you're trying to vary your vocabulary or find the perfect word for your sentence.

How to Use the Thesaurus in Word?

- Right-click on a word you want to change.
- Select Synonyms, and you'll see a list of alternatives.
- If you want more suggestions, click Thesaurus at the bottom of that list.



OR:

- Go to the Review tab on the top ribbon.
- Click on Thesaurus in the "Proofing" group.
- A sidebar will pop up where you can search for synonyms of any word.

Research

The Research feature in the Review tab of older versions of Microsoft Word (like Word 2007, 2010, and 2013) was a built-in tool that helped users look up information from **various reference sources** without leaving the Word document.

What Does It Do?

The Research tool allowed users to:

- Look up word definitions using a dictionary
- Find synonyms using a thesaurus
- Get translations into other languages
- Search encyclopedias (like Microsoft Encarta, back in the day)
- Perform a web search using Microsoft's search engine

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Word Count

Word Count in Microsoft Word is a feature that shows the number of words, characters, pages, paragraphs, and lines in a document. It helps users track the length of their writing, especially for assignments or word-limited tasks.

