

Proofing Tools

in MS Word 2021

Spell Check, Grammar, Thesaurus, AutoCorrect and Find & Replace



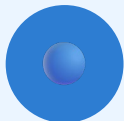
Spelling and Grammar — Error Indicators

Right-click any underlined word for suggestions. Full checker: F7 or Review Tab → Spelling & Grammar



Red Wavy Underline

Spelling error — word not in Word's dictionary. Right-click → choose correction or Add to Dictionary.



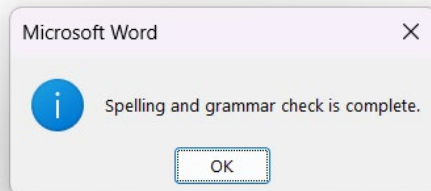
Blue Wavy Underline

Grammar or style issue (was green in older versions). Agreement errors, wrong word use.



Purple Dotted Underline

Contextual issue — Word 2021 AI-powered intelligent grammar check.





Using the Spell Checker — Step by Step



Shortcut: F7 | Or: Review Tab → Spelling & Grammar |
Config: File → Options → Proofing

1

Press F7

Opens the Editor pane on the right.
Or use Review Tab → Spelling & Grammar. Start from the top of the document (Ctrl+Home) for a full check.

2

Review each flagged item

Word highlights the error in the document. The Editor pane shows the issue type and suggested corrections.

3

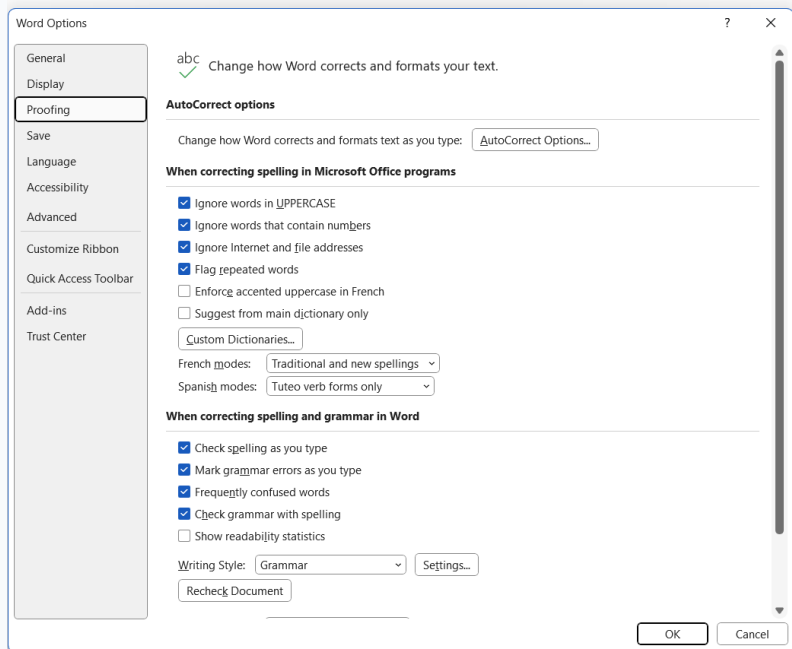
Choose an action

Ignore (skip once) · Ignore All · Change (accept suggestion) · Change All · Add to Dictionary

4

Spell check complete

A confirmation dialog appears when all errors have been reviewed. Click OK.





Thesaurus, AutoCorrect, Find & Replace



Thesaurus

- Suggests a synonyms (similar meaning)
- Review Tab → Thesaurus OR Shift+F7
- Right-click word → Synonyms for quick access
- Improves vocabulary in essays



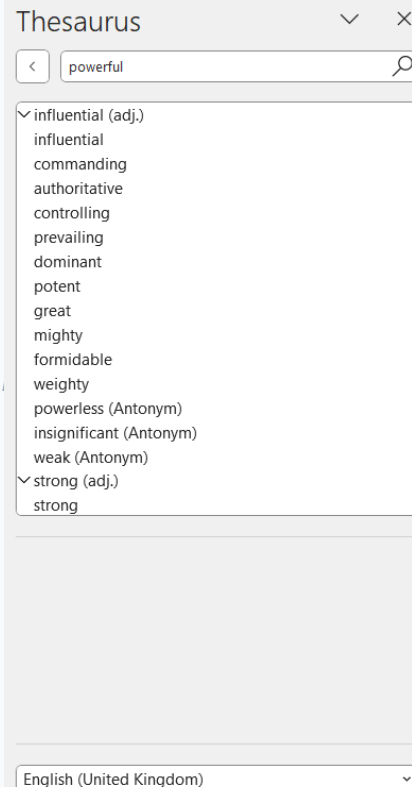
AutoCorrect

- Fixes common typos automatically
- teh→the | adn→and | (c)→©
- Manage: File → Options → Proofing → AutoCorrect Options



Find & Replace

- Find (Ctrl+F): locate any word or phrase in the document
- Replace (Ctrl+H): find text and replace with new text — Replace All for every instance
- Options: Match Case, Whole Word Only, Wildcards for flexible searches





Key Takeaways — Proofing Tools



Spell Check F7

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Thesaurus Shift+F7

=



Find & Replace

Quick Recap

- Red wavy = spelling | Blue wavy = grammar | Purple dotted = style/contextual issue
- Spell check: F7 or Review Tab — Ignore, Change, Change All, Add to Dictionary
- Thesaurus: Shift+F7 or Review → Thesaurus — find synonyms to improve vocabulary
- AutoCorrect: fixes typos automatically — configure via File → Options → Proofing
- Find (Ctrl+F) to search | Replace (Ctrl+H) to find and replace across the document