Spelling and grammar options in Microsoft Word

To change the options click on Tools then Options. From the options panel choose the "spellings and grammar" tab:

If the red spelling indicator is off putting, it can be removed by unchecking “Check spelling as you type”.

The built in grammar checker can often create unnecessary doubt about phrases which are acceptable.

If the grammar checker is used we would suggest customising the standard options so that only “useful” rules are used. (Whenever Word flags a grammar mistake it indicates the rule used at the top of the grammar box.)

![Options](image)
Then to customise the “standard” writing style click on the button marked “settings” to bring up the following dialog box:

![Grammar Settings](image)

Problem rules can be turned off simply by clicking on the checked items. (The passive rule can be particularly annoying!).

Whenever the Grammar Checker identifies a mistake it shows the rule that has been broken like so…

![Spelling and Grammar: English (U.K.)](image)
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