

Instructor Spelling and Grammar Configuration
Microsoft Office

This document is the webmaster/instructor spelling and grammar configuration. This is a reference document.

Preuss
2/23/2017

The screenshot shows the Microsoft Word application window titled "Document1 - Word". The ribbon is set to the "Home" tab, with the "File" tab highlighted. A yellow callout box with a black border and an arrow pointing to the "File" tab contains the text: "The 'File' option is selected." The ribbon includes sections for Font (Calibri (Body), 11), Paragraph, and Styles (Normal, No Spac..., Heading 1). The main document area is blank with a vertical cursor. The status bar at the bottom indicates "Page 1 of 1", "0 words", and "English (United States)".

The "File" option is selected.



- ←
- Info
- New
- Open
- Save
- Save As
- Print
- Share
- Export
- Close
- Account**
- Feedback
- Options

Account

Office Theme:

Sign in to Office
 Get to your documents from anywhere by signing in to Office. Your experience just gets better and more personalized on every device you use.

Product Information

Subscription Product
 Microsoft Office 365 ProPlus
 Belongs to: cw*****@mi*****.edu
 This product contains

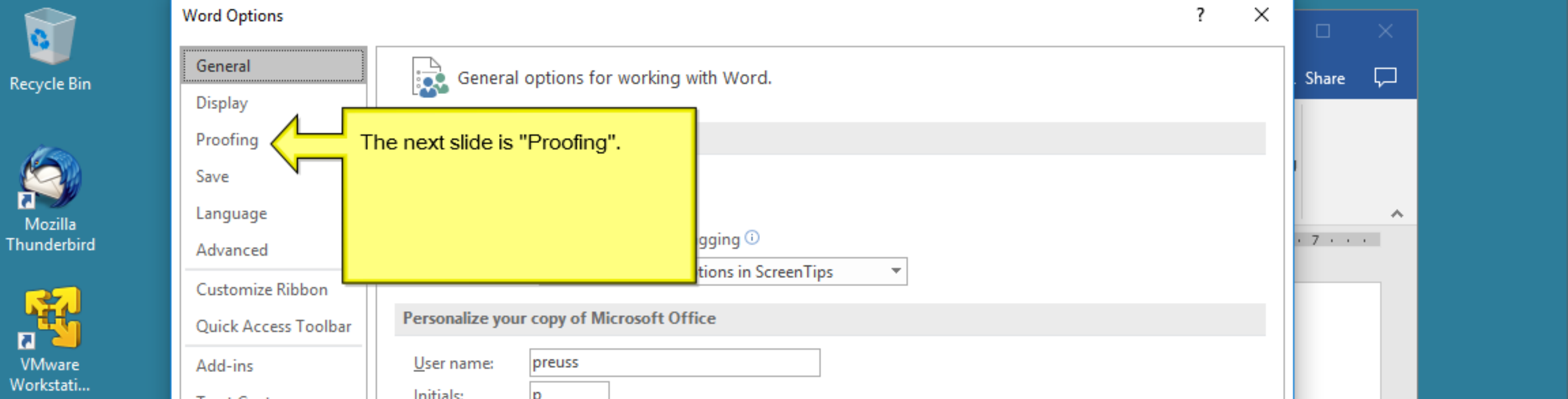
Update Options
 Office Updates
 Updates are automatically downloaded and installed.
 Current Channel
 Version 1611 (Build 7571.2109)

About Word
 About Word
 Learn more about Word, Support, Product ID, and Copyright information.

What's New
 What's New
 See the most recently installed updates.

This is the version of Office.

The next slide is "Options".



Word Options

General options for working with Word.

- General
- Display
- Proofing
- Save
- Language
- Advanced
- Customize Ribbon
- Quick Access Toolbar
- Add-ins
- Trust Center

Logging ⓘ
Options in ScreenTips ▾

Personalize your copy of Microsoft Office

User name:
Initials:
 Always use these values regardless of sign in to Office.
Office Theme:

Start up options

Choose the extensions you want Word to open by default:

- Tell me if Microsoft Word isn't the default program for viewing and editing documents.
- Open e-mail attachments and other uneditable files in reading view ⓘ
- Show the Start screen when this application starts

Real-time collaboration options

When working with others, I want to automatically share my changes:

- Show names on presence flags

OK Cancel

The next slide is "Proofing".

- Recycle Bin
- Mozilla Thunderbird
- VMware Workstation

- General
- Display
- Proofing**
- Save
- Language
- Advanced
- Customize Ribbon
- Quick Access Toolbar
- Add-ins
- Trust Center

Change how Word corrects and formats your text.

AutoCorrect options

Change how Word corrects and formats text as you type: AutoCorrect Options...

When correcting spelling in Microsoft Office programs

- Ignore words in UPPERCASE
- Ignore words that contain numbers
- Ignore Internet and file addresses
- Flag repeated words
- Enforce accented uppercase in French
- Suggest from main dictionary only

Custom Dictionaries...

French modes: Traditional and new spellings

Spanish modes: Tuteo verb forms only

When correcting spelling and grammar in Word

- Check spelling as you type
- Mark grammar errors as you type
- Frequently confused words
- Check grammar with spelling
- Show readability statistics

Writing Style: Grammar & more Settings...

Check Document

Exceptions for: Document1

OK Cancel

Recycle Bin
 Mozilla Thunderbird
 VMware Workstation

Word Options

- General
- Display
- Proofing**
- Save
- Language
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- Trust Center

Change how Word corrects and formats your text.

AutoCorrect options

When correct

- Ignore w...
- Ignore w...
- Ignore In...
- Flag repe...
- Enforce a...
- Suggest f...

AutoCorrect

AutoCorrect | Math AutoCorrect | AutoFormat As You Type

AutoFormat | Actions

Apply

- Built-in Heading styles
- List styles
- Automatic bulleted lists
- Other paragraph styles

Replace

- "Straight quotes" with "smart quotes"
- Ordinals (1st) with superscript
- Fractions (1/2) with fraction character (½)
- Hyphens (-) with dash (—)
- *Bold* and _italic_ with real formatting
- Internet and network paths with hyperlinks

Preserve

- Styles

Always AutoFormat

- Plain text e-mail documents

OK Cancel

This is the AutoCorrect configuration for AutoFormat.



- General
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Word Options

Change how Word corrects and formats your text.

AutoCorrect options

Change how

When correct

- Ignore w
- Ignore w
- Ignore In
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- Enforce a
- Suggest f

AutoCorrect | **Math AutoCorrect** | **AutoFormat As You Type**

AutoFormat | **Actions**

Word can provide additional actions, for certain words or phrases in your document, through the right-click menu.

Enable additional actions in the right-click menu

Available actions:

- Address (English)
- Date (XML)
- Instant Messaging Contacts (English)
- Measurement Converter (Measurement Converter)
- Person Name (English)
- Place (English)
- Telephone Number (XML)
- Time (XML)

OK Cancel

This is the AutoCorrect configuration for Actions.



- General
- Display
- Proofing**
- Save
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Change how Word corrects and formats your text.

AutoCorrect options

- When correct
- Ignore w...
 - Ignore w...
 - Ignore In...
 - Flag repe...
 - Enforce a...
 - Suggest f...

AutoCorrect: English (United States)

AutoFormat		Actions													
AutoCorrect		Math AutoCorrect	AutoFormat As You Type												
<input checked="" type="checkbox"/>	Show AutoCorrect Options buttons														
<input checked="" type="checkbox"/>	Correct TWo INitial CAPITALS		Exceptions...												
<input checked="" type="checkbox"/>	Capitalize first letter of sentences														
<input checked="" type="checkbox"/>	Capitalize first letter of table cells														
<input checked="" type="checkbox"/>	Capitalize names of days														
<input checked="" type="checkbox"/>	Correct accidental usage of cAPS LOCK key														
<input checked="" type="checkbox"/>	Replace text as you type														
Replace:	With:	<input checked="" type="radio"/> Plain text	<input type="radio"/> Formatted text												
<table border="1"> <tbody> <tr><td>(c)</td><td>©</td></tr> <tr><td>(e)</td><td>€</td></tr> <tr><td>(r)</td><td>®</td></tr> <tr><td>(tm)</td><td>™</td></tr> <tr><td>...</td><td>...</td></tr> <tr><td>:(</td><td>☹</td></tr> </tbody> </table>				(c)	©	(e)	€	(r)	®	(tm)	™	:(☹
(c)	©														
(e)	€														
(r)	®														
(tm)	™														
...	...														
:(☹														
		Add	Delete												
<input checked="" type="checkbox"/>	Automatically use suggestions from the spelling checker														

OK Cancel

This is the AutoCorrect configuration for AutoCorrect.



- General
- Display
- Proofing**
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Change how Word corrects and formats your text.

AutoCorrect options

- When correct
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 - Enforce a...
 - Suggest f...

AutoCorrect

AutoFormat | **Math AutoCorrect** | AutoFormat As You Type

Use Math AutoCorrect rules outside of math regions
When Math AutoCorrect and AutoCorrect rules conflict, AutoCorrect rules will be used.

Replace text as you type

Replace: With:

!!	!!
...	...
::	::
:=	≐
\above	⏟
\acute	´
\aleph	ℵ
\alpha	α
\Alpha	Α
\amalg	∪
\angle	∠
\oint	∮
\approx	≈
\asmash	†
\ast	*

Recognized Functions... Add Delete

OK Cancel

This is the AutoCorrect configuration for Math AutoCorrect.



- General
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Change how Word corrects and formats your text.

AutoCorrect options

- When correct
- Ignore w...
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 - Suggest f...

AutoCorrect

AutoFormat		Actions
AutoCorrect	Math AutoCorrect	AutoFormat As You Type
Replace as you type		
<input checked="" type="checkbox"/> "Straight quotes" with "smart quotes"		<input checked="" type="checkbox"/> Ordinals (1st) with superscript
<input checked="" type="checkbox"/> Fractions (1/2) with fraction character (½)		<input checked="" type="checkbox"/> Hyphens (-) with dash (—)
<input type="checkbox"/> *Bold* and _italic_ with real formatting		
<input checked="" type="checkbox"/> Internet and network paths with hyperlinks		
Apply as you type		
<input checked="" type="checkbox"/> Automatic bulleted lists		<input checked="" type="checkbox"/> Automatic numbered lists
<input checked="" type="checkbox"/> Border lines		<input checked="" type="checkbox"/> Tables
<input type="checkbox"/> Built-in Heading styles		
Automatically as you type		
<input checked="" type="checkbox"/> Format beginning of list item like the one before it		
<input checked="" type="checkbox"/> Set left- and first-indent with tabs and backspaces		
<input type="checkbox"/> Define styles based on your formatting		

OK Cancel

This is the AutoCorrect configuration for AutoFormat As You Type.

- Recycle Bin
- Mozilla Thunderbird
- VMware Workstati...

- General
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Change how Word corrects and formats your text.

AutoCorrect options

Change how Word corrects and formats text as you type: AutoCorrect Options...

When correcting spelling in Microsoft Office programs

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Custom Dictionaries...

French modes: Traditional and new spellings ▾

Spanish s modes: Tuteo verb forms only ▾

When correcting spelling and grammar in Word

- Check spelling as you type
- Mark grammar errors as you type
- Frequently confused words
- Check grammar with spelling
- Show readability statistics

Writing Style: Grammar & more ▾ Settings...

Check Document

Exceptions for: Document1 ▾

- Hide spelling errors in this document only
- Hide grammar errors in this document only

OK Cancel

Grammar Settings

Writing style:
Grammar & more

Options:

Grammar

- Adjective Used Instead of Adverb
- Agreement within Noun Phrases
- Capitalization
- Comma Splice
- Commonly Confused Words
- Comparative Use
- Hyphenation
- Incorrect Auxiliary
- Incorrect Pronoun Case
- Incorrect Verb Form After Auxiliary
- Indefinite Article
- Introductory Phrase
- Possessive and Plural Forms

Reset All OK Cancel

The complete list is on the next slide.

Corrects and formats your text.

and formats text as you type: AutoCorrect Options...

Microsoft Office programs

SE

numbers

dresses

se in French

nary only

and new spellings

Spanish modes: Puerto verb forms only

ing spelling and grammar in Word

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y confused words

ammar with spelling

dability statistics

Grammar & more Settings...

ument

r: Document1

ing errors in this document only

mmar errors in this document only

OK Cancel

This is the list of Office 365 settings.

Grammar & more

When correcting spelling in Microsoft Office programs

- check - Ignore words in UPPERCASE
- check - Ignore words that contain numbers
- check - Ignore Internet and file addresses
- check - Flag repeated words
- nocheck - Enforce accented uppercase in French
- nocheck - Suggest from main dictionary only

When correcting spelling and grammar in Word

- check - Check spelling as you type
- check - Mark grammar errors as you type
- check - Frequently confused words
- check - check grammar with spelling
- check - Show readability statistics

Writing Style: Grammar & more

- check- Adjective Used Instead of Averb
- check - Agreement within Noun Phrases
- check - Capitalization
- check - Comma Splice
- check - Commonly Confused Words
- check - Comparative Use
- check - Hyphenation
- check - Incorrect Auxiliary
- check - Incorrect Pronoun Case
- check - Incorrect Verb Form After Auxiliary
- check - Indefinite Article
- check - Introductory Phrase
- check - Possessive and Plural Forms
- check - Possessive and Plural Forms
- check - Punctuation
- check - Question Mark Missing
- check - Spacing
- check - Subject Verb Agreement
- check - Too Many Determiners
- check - Use of the Work "Lack"
- check - Use of Will and Would
- check - Verb Use

Clarity and Conciseness

- nocheck - Complex Words
- check - Double Negation
- check - Jargon
- check - Nominalizations
- check - Passive Voice
- nocheck - Passive Voice with Unknown Actor
- check - Wordiness
- nocheck - Words Expressing Uncertainty
- check - Words in Split Infinitives (more than one)

Inclusive Language

- nocheck - Gender-Specific Language

Vocabulary Choice

- check - Cliches

Formal Language

- check - Contractions
- check - Informal Language
- check - slang

Punctuation Conventions

- check - Oxford Comma
- nocheck - Punctuation Required With Quotes
- nocheck - Space Between Sentences

This is the Office 2016 configuration settings. This will appear in the "Editor" program for Office 365.

Require

nocheck - Comma required before last list item
nocheck - Punctuation required with quotes
nocheck - Spaces required between sentences

Grammar

check - Capitalization
check - Fragments and Run-ons
check - Misused words
nocheck - Negation
check - Noun phrases
check - Punctuation
check - Questions
check - relative Clauses
nocheck - Subject-verb agreement
check - Verb phrases

Style

check - Cliches, Colloquialisms, and Jargon
check - Contractions
check - Fragment - stylistic suggestions
nocheck - Gener-specific words
check - Hyphenated and compound words
check - Misused words - stylistic suggestions
check - Numbers
check - Passive sentences
check - Possessives and plurals - stylistic suggestions
check - Punctuation - Stylistic suggestions
check - Relative clauses - Stylistic suggestions
check - Sentence length (more than sixty words)
check - Sentence structure
check - Sentences beginning with And, But, and Hopefully
check - successive nouns (more than three)
check - successive prepositional phrases (more than three)
check - Unclear phrasing
nocheck - Use of first person
check - Verb phrases - stylistic suggestions
check - Wordiness
check - Words in split infinitives (more than one)