



HOW TO USE EDITOR IN MS WORD

ABSTRACT

This guide shows users How Editor in MS Word.

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How to use MS Editor

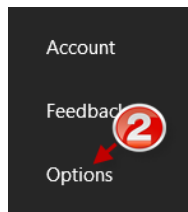
Within MS Word there is a function call Editor, this allows you to check your spelling and grammar and polish your writing style. Style refinements for example clarity and conciseness, formality, vocabulary to name just a few can help bring out the best in your documents, emails, letters, reports etc.

Step 1: Setting up Editor.

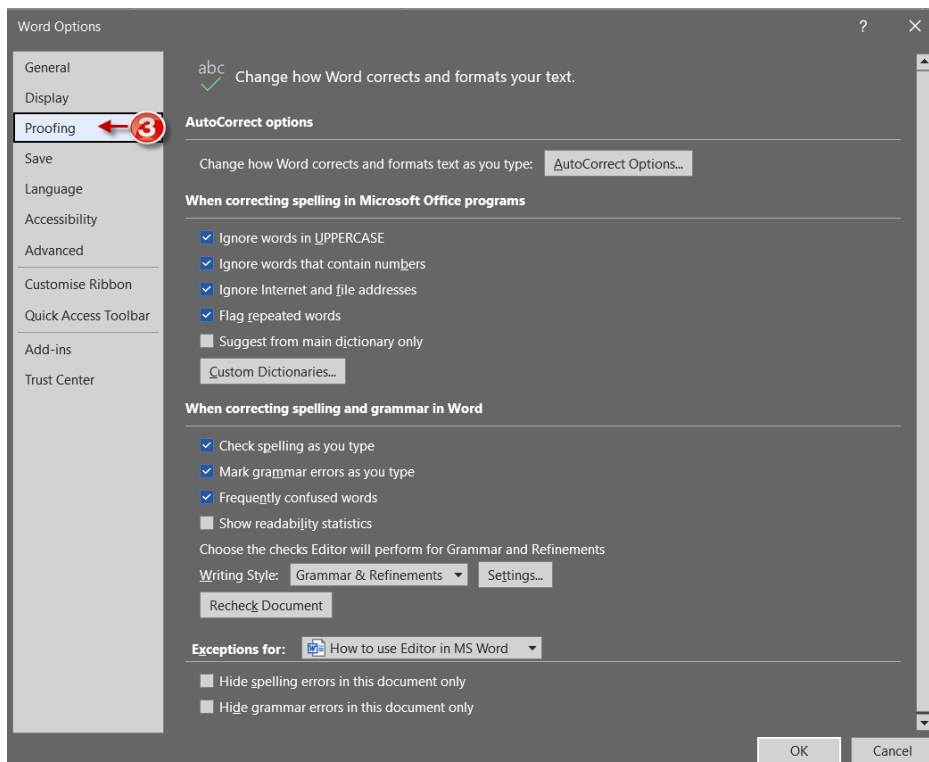
1. Open MS Word.



2. Select File.
3. Choose Options.

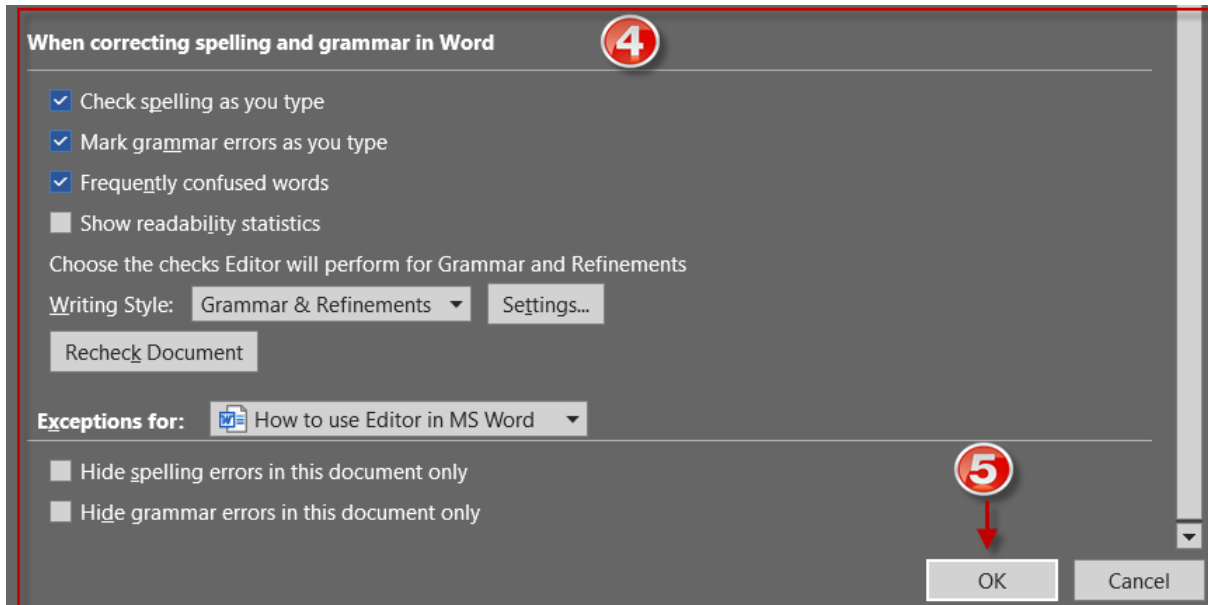


4. Select Proofing





5. After selecting proofing ensure the below options are selected, by default these should already be setup.



6. Click OK

Step 2: Using Editor in MS Word

Editor can check for over 150 grammar issues and refine your text to make a more professional document. Editor can recommend where to add hyphens, commas if the text sounds passive.

7. On the Home Ribbon, select Editor.





Table of Figures

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