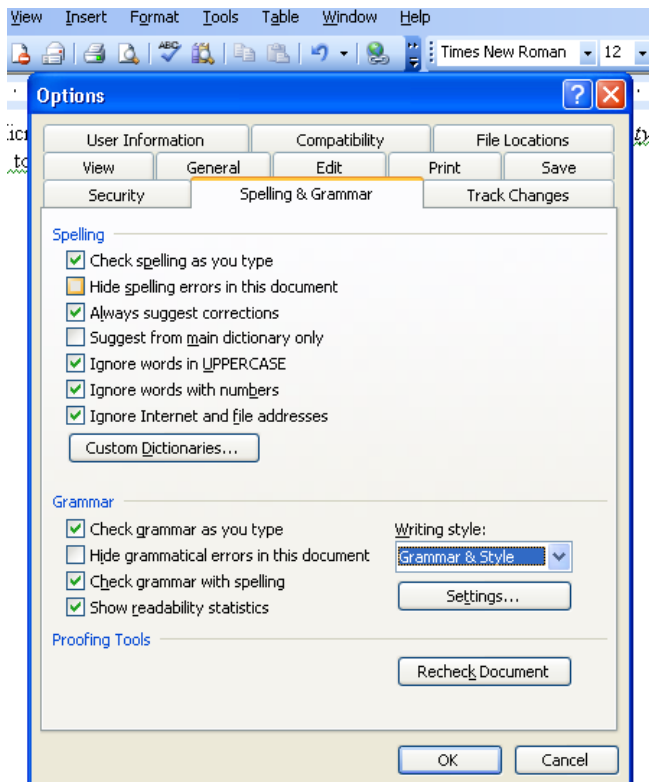


Making Word Work for You

Some people notice that even after they run spell check, their document still contains errors. By default, Microsoft Word only checks for grammar. The good news is that we can get Word to work a little harder for us.

In Microsoft Word, press F1 to access the Help menu. Type in *grammar and spelling* to find the steps to change your spelling and grammar settings menu. Change your settings to match these:



Most of these should already be selected; make sure you change the Writing Style drop down to *Style and Grammar* and that you check the *Show Readability Statistics* box.

Making these changes will help identify more potential errors and will also provide some interesting information about your writing. After you run spell check, you will see a dialog box confirming that the spell check is complete. After you click OK, another dialog box will appear:

The image shows a 'Readability Statistics' dialog box with the following data:

Counts	
Words	668
Characters	3753
Paragraphs	35
Sentences	29
Averages	
Sentences per Paragraph	1.2
Words per Sentence	21.0
Characters per Word	5.4
Readability	
Passive Sentences	0%
Flesch Reading Ease	35.9
Flesch-Kincaid Grade Level	13.1

An 'OK' button is located at the bottom right of the dialog box.

You can use the data provided to help evaluate the effectiveness of your writing.

If you have already run spell check, and it does not appear to be working properly, you can go back into the spell check options and click on Recheck Document to refresh the review.

For more information on Flesch Reading Ease, you can visit this [site](#).

For more information on Flesch-Kincaid Grade Level, see [this](#).