Make Spell Check and Grammar Check More Powerful

MS Word will catch most grammatical, spelling, and formatting errors if you adjust the settings. This adjustment takes no more than two minutes to do.

Choose Preferences from the Word Menu

Click SPELLING AND GRAMMAR
Mark as shown, and select SETTINGS.
Match these settings.

SCROLL down to select each box under GRAMMAR.
When you are ready to check a document, go to the TOOLS Menu and click on SPELLING and GRAMMAR. Examine every item flagged by Word and click CHANGE to fix the error.