

Working with Lists & Spell Check

WORKING WITH LISTS

To insert a new list:

- Select the text you want to format as a list.
- Click the **Bullets** or **Numbering** commands on the Home tab.
- Left-click the bullet or numbering style you want to use. It will appear in the document.

To insert a new item to the list

- Position your cursor at the end of a list item, and press the **Enter** key to add an item to the list.

To remove numbers or bullets from a list

- First select the list
- click on **Bullets** or **Numbering** commands on home tab.
- Then click on none
- It will remove Bullets or numbers from the list.

To select an alternate bullet or numbering style

- Select all the text in an existing list.
- Click the **Bullets** or **Numbering** commands on the Home tab.
- Left-click to select an alternate bullet or numbering style.

To use a symbol as a bullet:

- Select an existing list.
- Click the **Bullets** command on home tab.
- Select **Define New Bullet** from the list.
- Click the **Symbol** button. The Symbol dialog box appears.
- Click the **Font:** drop-down box, and select a font category.
- Left-click a symbol to select it.
- Click OK. The symbol will now appear in the preview section.
- Click on OK to apply the symbol to the list.

SPELLING CHECK

- By default, Word automatically checks your document for **spelling and grammar** errors. These errors are indicated by **colored wavy lines**.
- The **blue line** indicates a contextual spelling error.

A **contextual spelling** error is when an incorrect spelling of a word is chosen. For example, if you write **Deer Mr. Sharma** at the beginning of a letter, **deer** is a contextual spelling error because **dear** should have been used. **Deer** is spelled correctly, but it is used incorrectly in this letter.

- The **red line** indicates a misspelled word.

For Example: I'm interested in this position.

- The **green line** indicates a grammatical error.

For Example: I will completes my degree.

SPELLING CHECK

To use the spelling check feature:

- Right-click the **underlined** word. A menu will appear.
- Select the **correct spelling** of the word from the listed suggestions.
- Left-click your mouse on the word. It will appear in the document.