

Check spelling and grammar in PowerPoint 2016

Do you often worry about making mistakes when entering text? PowerPoint 2016 provides users with some error-checking features, including Spelling and Grammar tools, that can help create professional presentations, without errors.

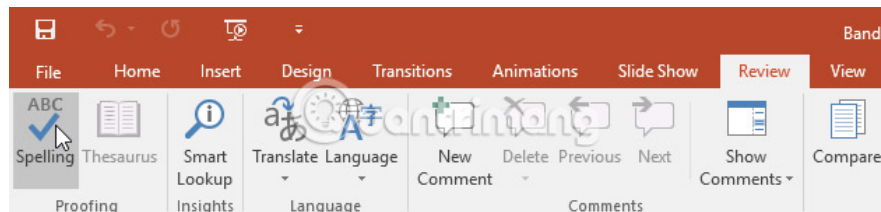
Do you often worry about making mistakes when entering text? PowerPoint 2016 provides users with some error- **checking** features, including **Spelling and Grammar** tools, that can help create professional presentations, without errors.

Guide to Spelling and Grammar in PowerPoint 2016

1. How to run the spell check feature
2. Ignore spelling errors
3. Automatic spell check
4. Modify Proofing options

How to run the spell check feature

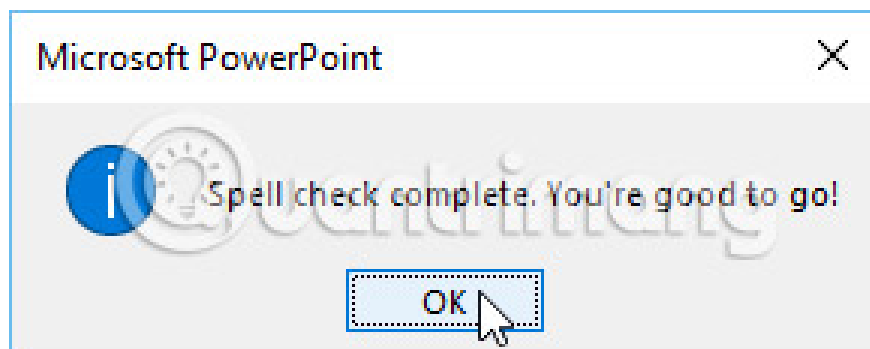
1. From the **Review** tab , click the **Spelling** command .



2. The **Spelling** window will appear on the right. For each error in the presentation, PowerPoint will try to give one or more suggestions. Users can select a proposal and click **Change** to fix the error.



3. PowerPoint will pass through each error until the user has reviewed all the errors found. After the last error is reviewed, a dialog box will appear confirming that the spell check is complete. Click **OK**.



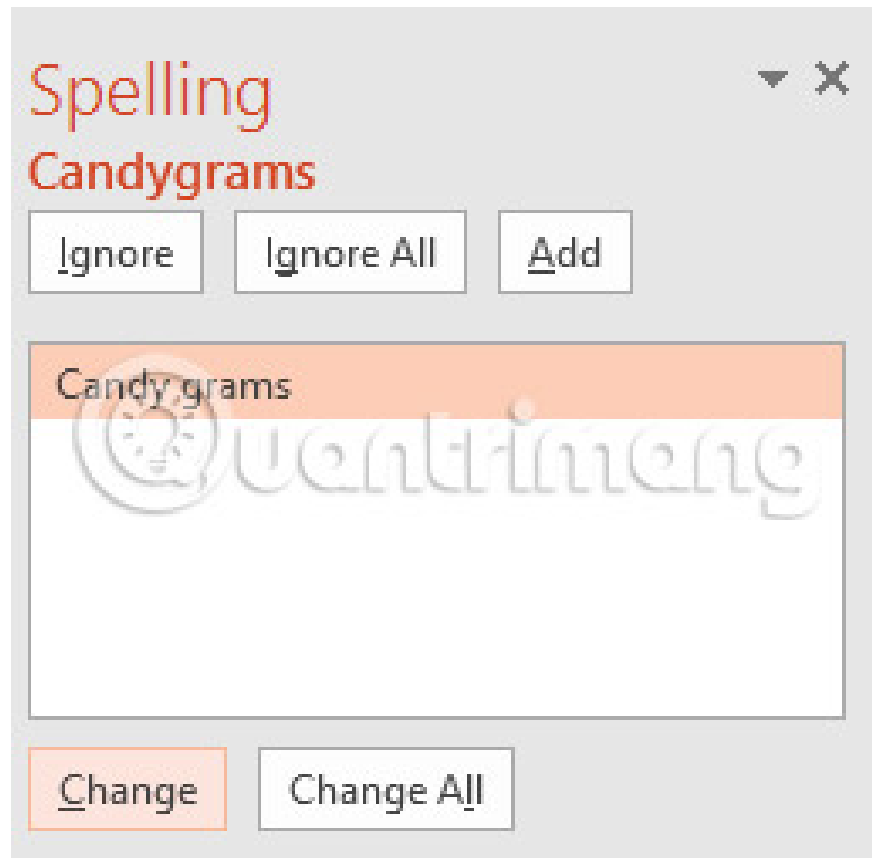
If no suggestions are given, it means that the entire text entry on the slide is spelled correctly.

Ignore spelling errors

The spell check feature is not always correct. Sometimes PowerPoint may think that a word is misspelled, when in fact it is not. This usually happens with personal names and nouns, which may not be in the dictionary. If PowerPoint thinks that a word has a spelling error, the user can choose not to change it with one of three options:

1. **Ignore:** This will skip the word without changing it.

2. **Ignore All:** This will skip the word without changing the word, and it will also ignore all other instances of the word in the presentation.
3. **Add:** This adds the word to the dictionary so it will not be considered an error. Make sure the word is spelled correctly before selecting this option.



Automatic spell check

By default, PowerPoint automatically checks the presentation for typos, so users may not even need to run a separate test using the **Spelling** command. These errors are indicated by red lines under the footer.

How to use automatic spell checking:

1. Right click on the underlined word. A menu will appear.
2. Click the correct spelling word in the suggestion list.



3. Adjustment will appear in the presentation.

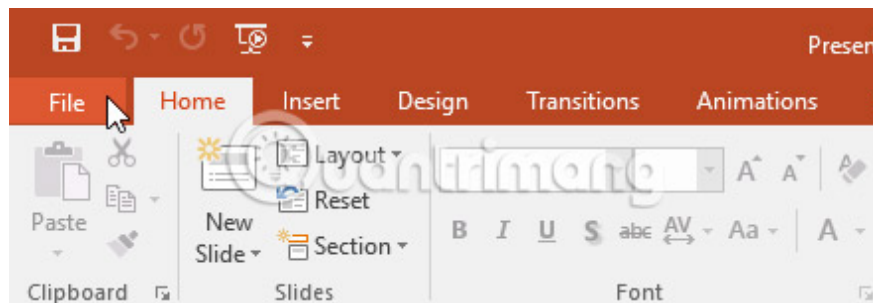
Users can also select **Ignore an underlined word** or **Add to Dictionary** .

Modify Proofing options

PowerPoint allows users to modify **Proofing** options. It gives users more control through how it evaluates the text. For example, users can customize automatic spell checking to change the way PowerPoint marks spelling errors. Users can also enable grammar checking options to help find and correct contextual spelling errors.

How to modify **Proofing** options

1. Click the **File** tab to access the **Backstage** interface .



2. Select **Options**. A dialog box will appear.

Print

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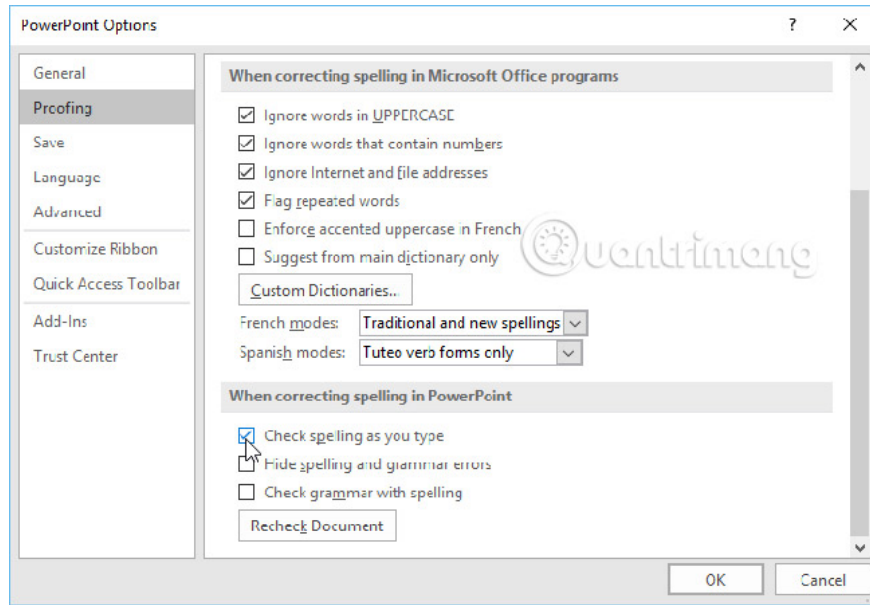
Close

Account

Options



3. Choose **Proofing**, then customize the options if needed. When done, click **OK**.



Modify the settings in PowerPoint **Options** section, including **Proofing**, which will affect any presentation users edit in PowerPoint, not just the current presentation.

Good luck!

See more:

1. How to fix Vietnamese errors in PowerPoint
2. Fix 6 common errors on PowerPoint slides
3. Summary of useful shortcuts in PowerPoint

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