

Instructions for checking English on Word by Grammarly

Grammarly is an effective English test tool for Microsoft Office. When used, we can check for errors related to spelling, grammar, or punctuation, to help users get the most accurate and standard English text.

When you learn a second language and practice writing, it is necessary to have an effective testing tool. For those who use Word editing tools, they know the built-in grammar and spelling checker. However, the check feature available on Word will sometimes not work as expected and we will need another tool.

Grammarly is an English test tool for Microsoft Office, especially Word when we edit English content. This program will help you check your spelling, English grammar, or punctuation location or sentence structure errors are also discovered. So how to use Grammarly to check English spelling? Please follow the tutorial on how to use Grammarly below of Network Administrator.

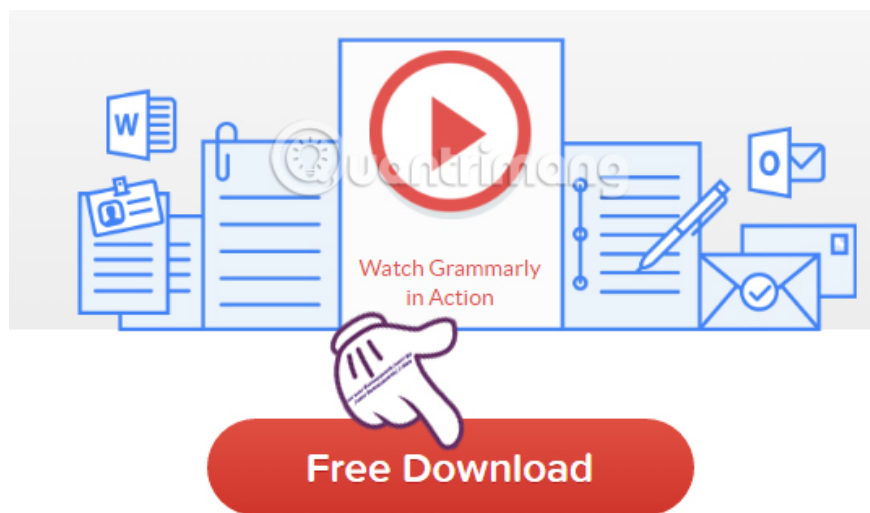
1. How to install Grammarly to check English on Word:

First of all, you can access the link below to install the Grammarly tool:

1. <https://www.grammarly.com/office-addin/windows>

Step 1:

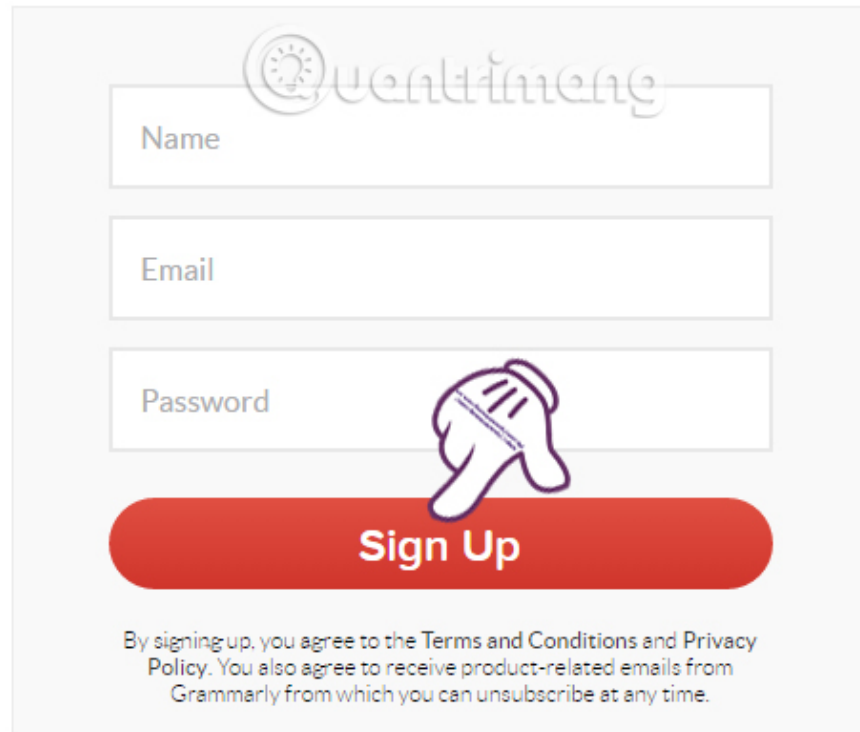
At the main interface we click the **Free Download** button to download Grammarly.



Step 2:

Next, the tool will require users to **register for a free account** . We enter the name, email address and password then click **Sign Up** to create an account using Grammarly.

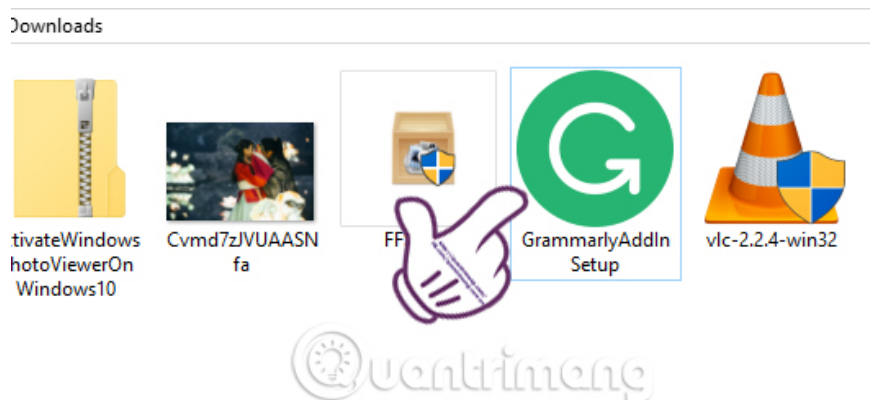
optimize our algorithms for your writing style. It's easy and fi



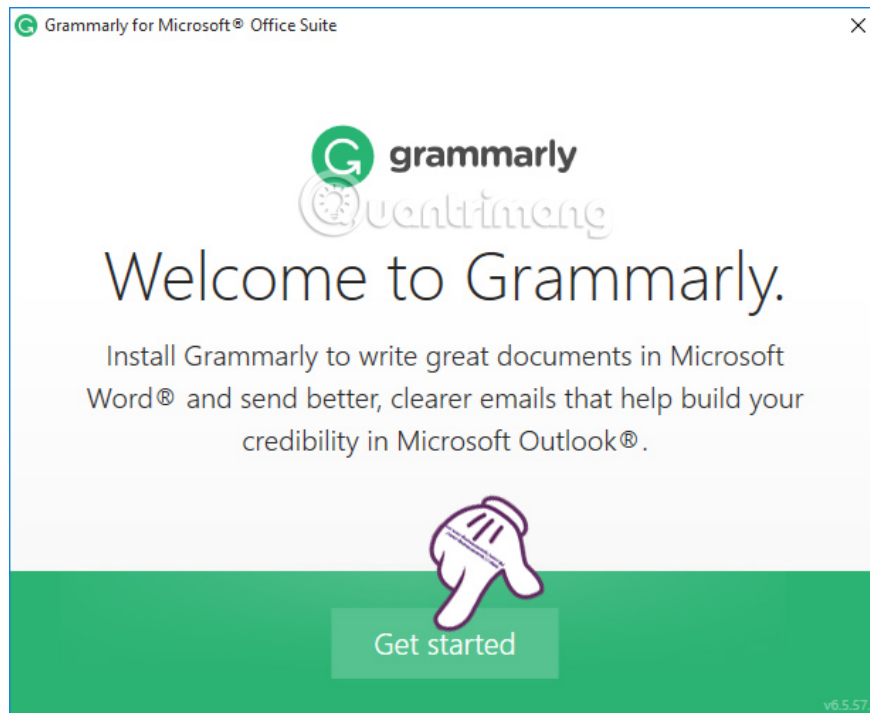
The image shows a registration form for Quantineng. At the top, the Quantineng logo is displayed. Below it are three input fields: 'Name', 'Email', and 'Password'. A hand icon is pointing to the 'Sign Up' button, which is a red rounded rectangle. Below the button, there is a disclaimer: 'By signing up, you agree to the Terms and Conditions and Privacy Policy. You also agree to receive product-related emails from Grammarly from which you can unsubscribe at any time.'

Step 3:

You wait for the download tool to go to your computer, then **click on the Setup .exe Grammarly file** in the folder on your computer.

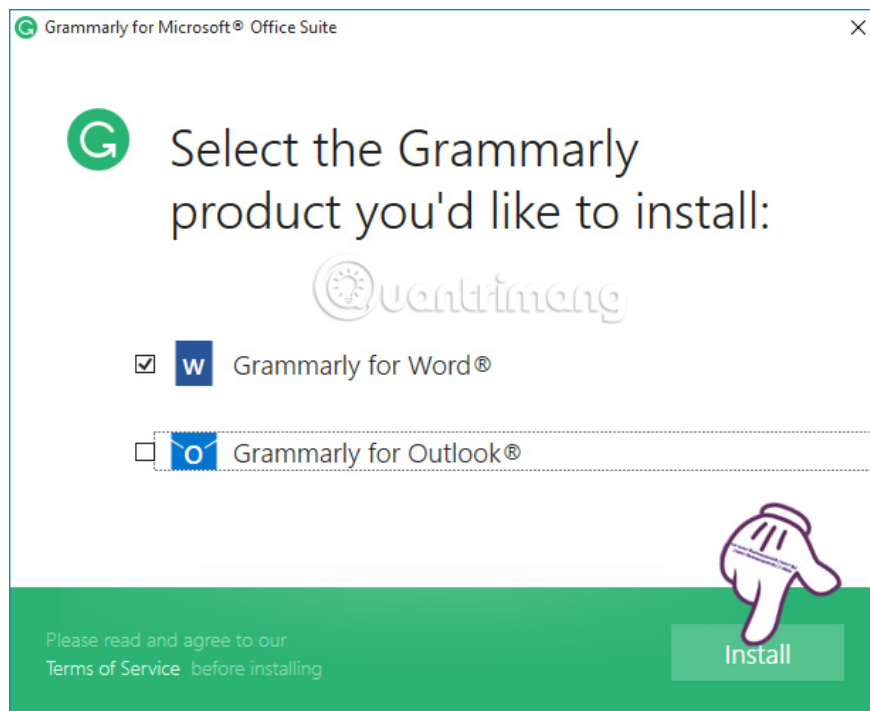


Click **Get Started** to use Grammarly.

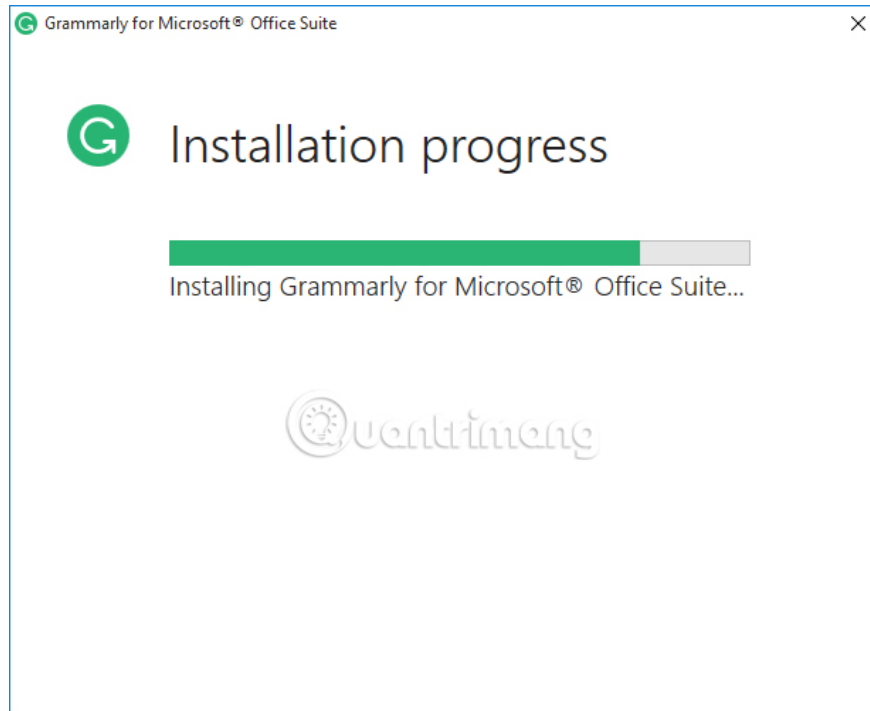


Step 4:

After that, we will ask if you want to use Grammarly for Word and Outlook, if you do not want to use it for any program, uncheck it and click **Install** .



Finally, you wait for the Grammarly installation process on the computer.



Step 5:

In order to be able to use Grammarly, users will need to **log in** to the **registered account Grammarly** . Click **Log in** .



When the installation process is completed, the interface will appear as shown below. Click **Finish** to complete.

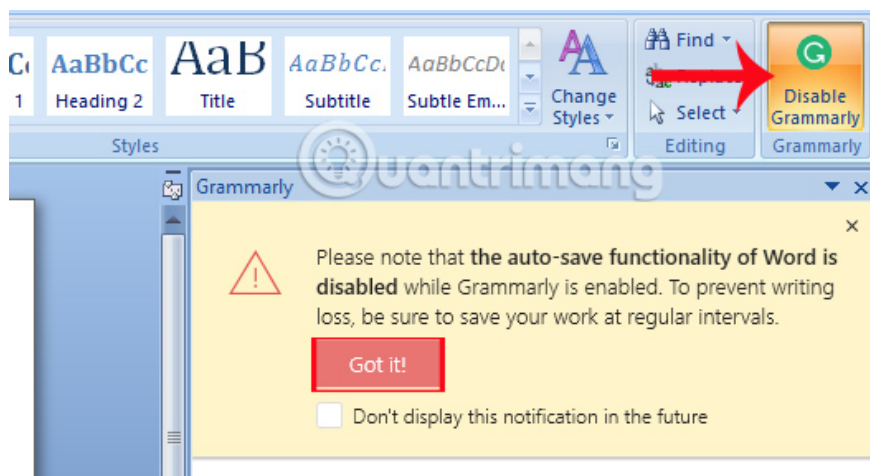


2. How to use Grammarly to check on Word:

After you've finished installing the tool, start Word on your computer. If the user has started Word before installing Grammarly, it will need to be restarted.

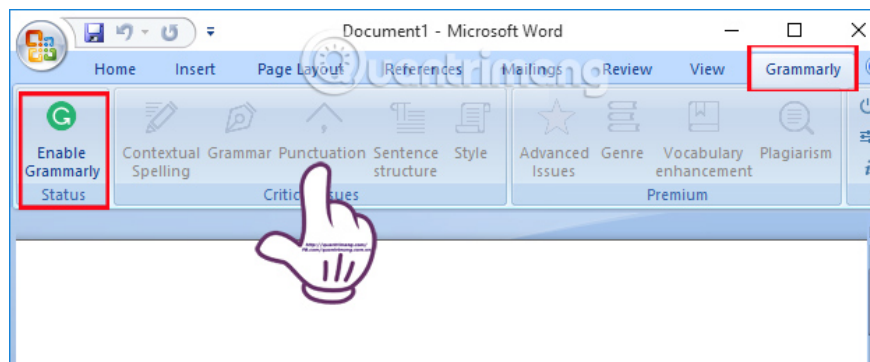
Step 1:

In the Word interface, when we click on the **Home tab** on the Ribbon, we will see **the Grammarly item** at the end. Besides, users will also receive notifications when using Grammarly on Word, press **Got it !**.



Step 2:

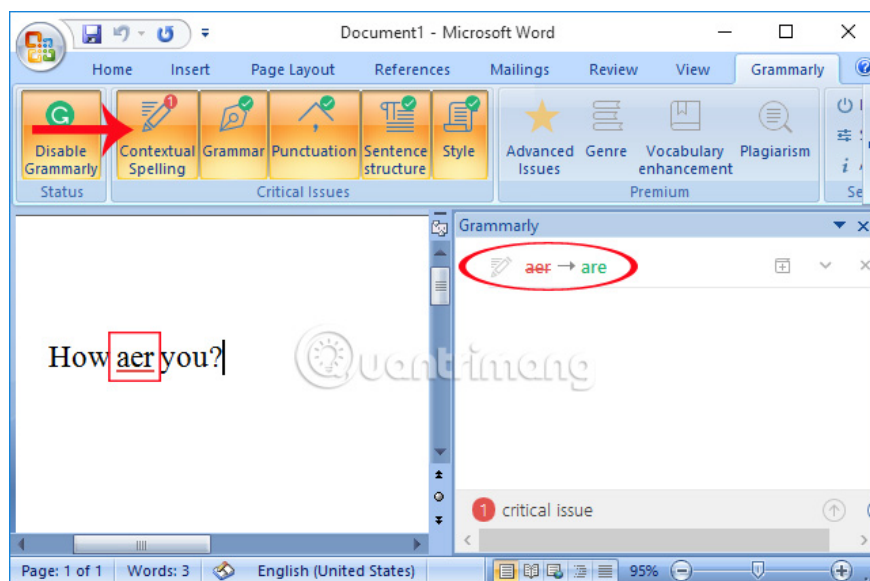
When clicking **Enable Grammarly** to use Grammarly, and clicking on **Grammarly** will see **five main test sections** appear when we enter content, including Contextual Spelling, Grammar, Punctuation, Sentence structure and Style.



Step 3:

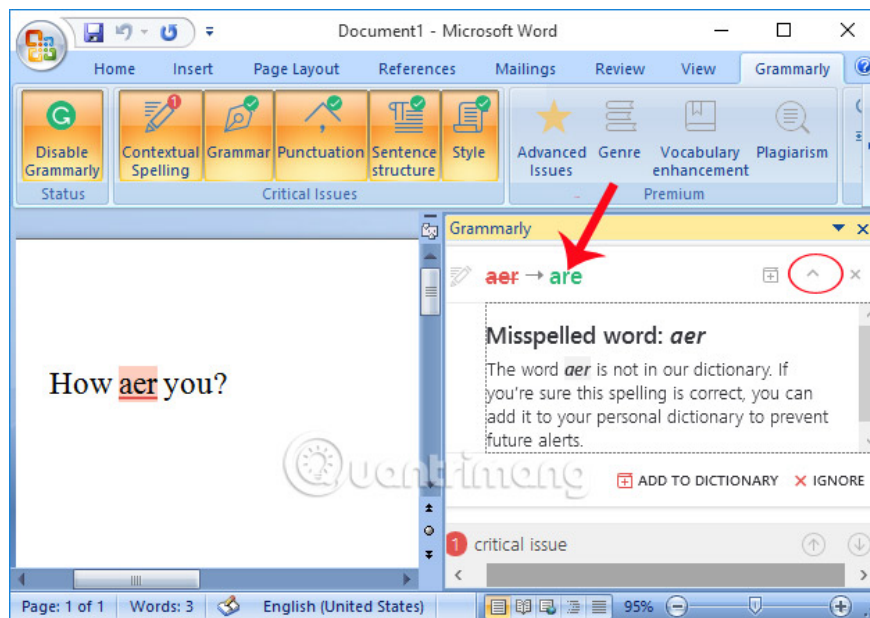
Now try typing English sentences to check Grammarly's performance. For example, the wrong sentence below. Grammarly will conduct a sentence check to detect errors. When there is an error, the **wrong word will be underlined** at the same time, **the redundant number will also appear in red**, so that the user knows which part is wrong and the wrong number is. The picture will be misspelled and misspelled.

You look to the right of **the wrong word will be tiles in red** and show the **correct word, correct in blue**.

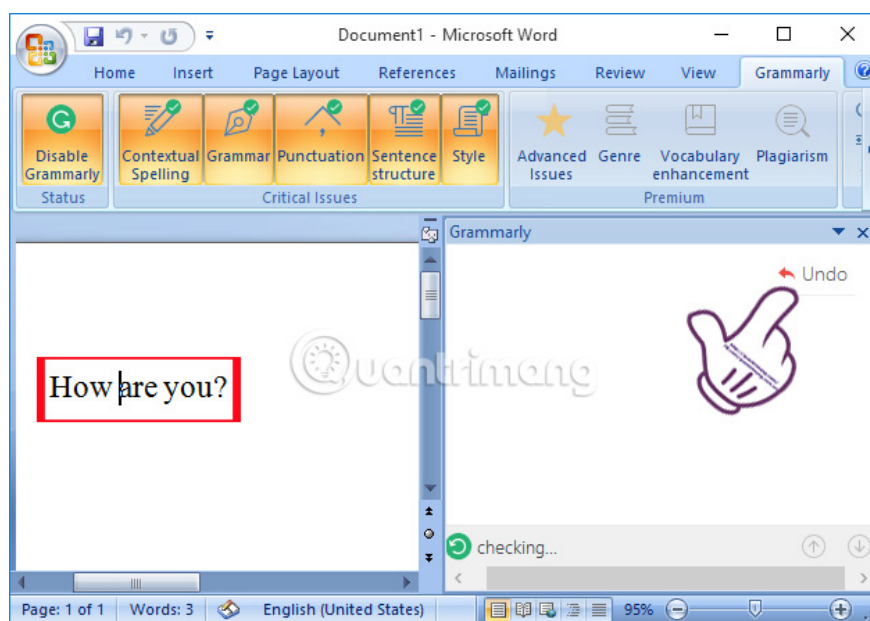


Step 4:

If we click on the **arrow** will know more about the wrong word. Here, you can correct the mistake by **clicking on the blue word**.

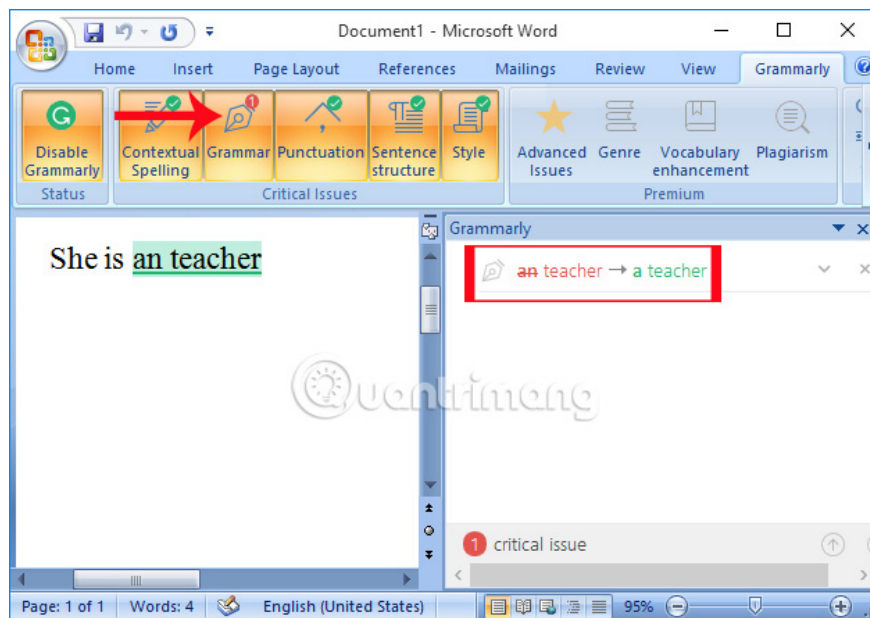


Immediately the correct word will be replaced in the sentence. If you want to return to the previous one, press **Undo** .

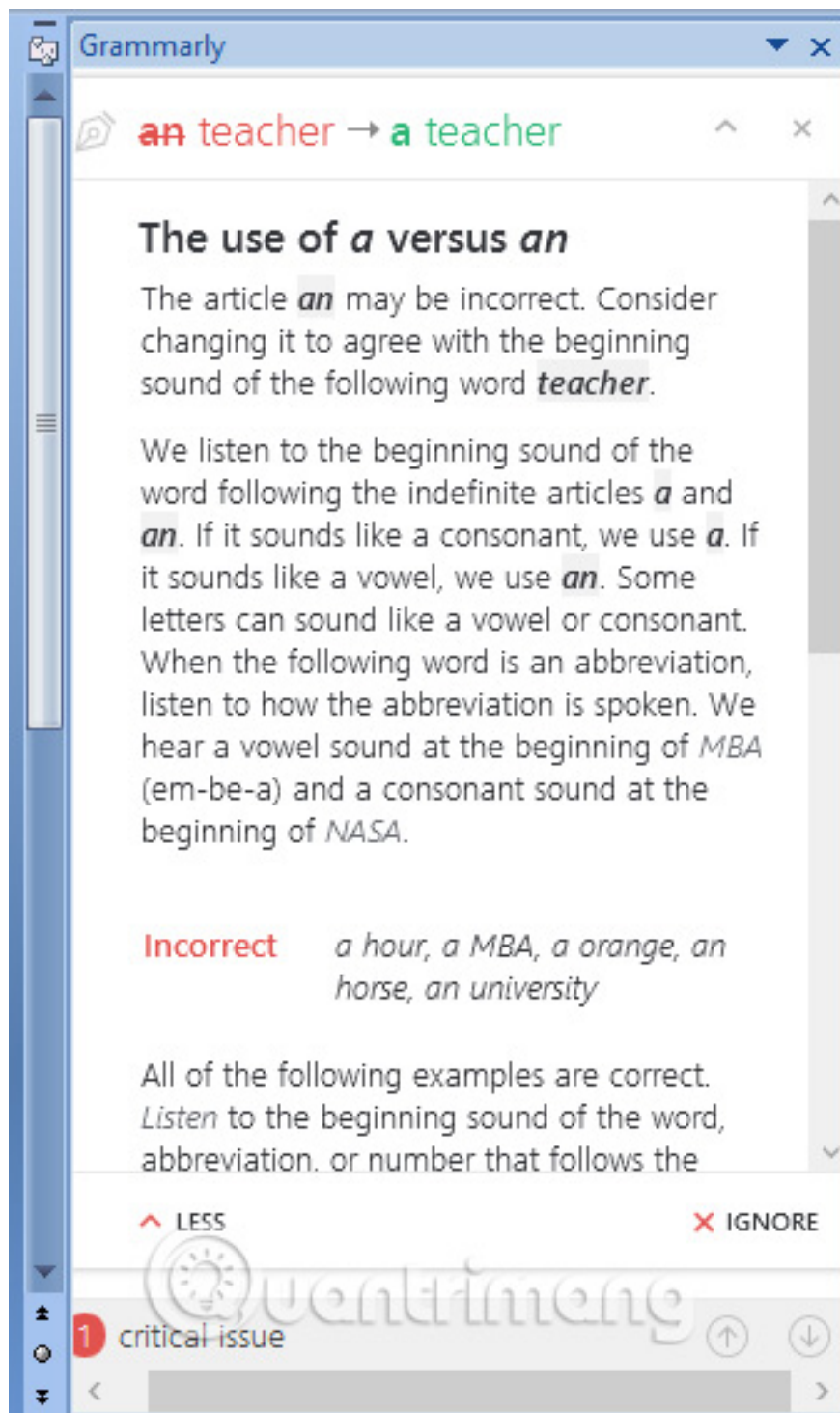


Step 5:

We continue to check the effectiveness of Grammarly with the example in the image below. Grammarly detected a grammatical error, with a grammatical error. The right grammar will be a "teacher".



You click on the drop-down arrow to learn more about the correct usage of the "an" article that has been misused, as well as when to use the "a" article.



Above is how to install and use the Grammarly English test tool in Word. Not simply helps users know what errors and mistakes are made, but this tool also helps you understand more about the correct use of the wrong word. However, when using Grammarly, Word's spell check feature will be disabled. During the content import process, you cannot use the auto-save and undo feature. Therefore, remember to save the content as soon as it is finished to avoid losing text.

Refer to the following articles:

1. Great tips for Word 2010's text test tool
1. Create a quick dot (.....) line in Microsoft Word
1. 8 tips or handling columns in Microsoft Word

I wish you all success!

You finished reading the article "**Instructions for checking English on Word by Grammarly**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.