



HOW TO EDITOR IN MS WORD

ABSTRACT

This guide shows users How Editor in MS Word. All Information and wording within this document conform to Plagiarism Policy

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How to use MS Editor

Within MS Word there is a function call Editor, this allows you to check your grammar, style refinements for example clarity and conciseness, formality, vocabulary to name just a few. MS Editor can help bring out the best in your letters to reports.

Step 1: Setting up Editor.

1. Open MS Word.



Figure 1: Open MS Word

2. Choose Options

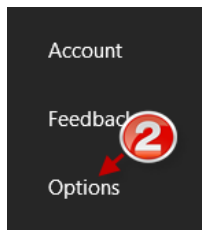


Figure 2: Options in Word

3. Select Proofing

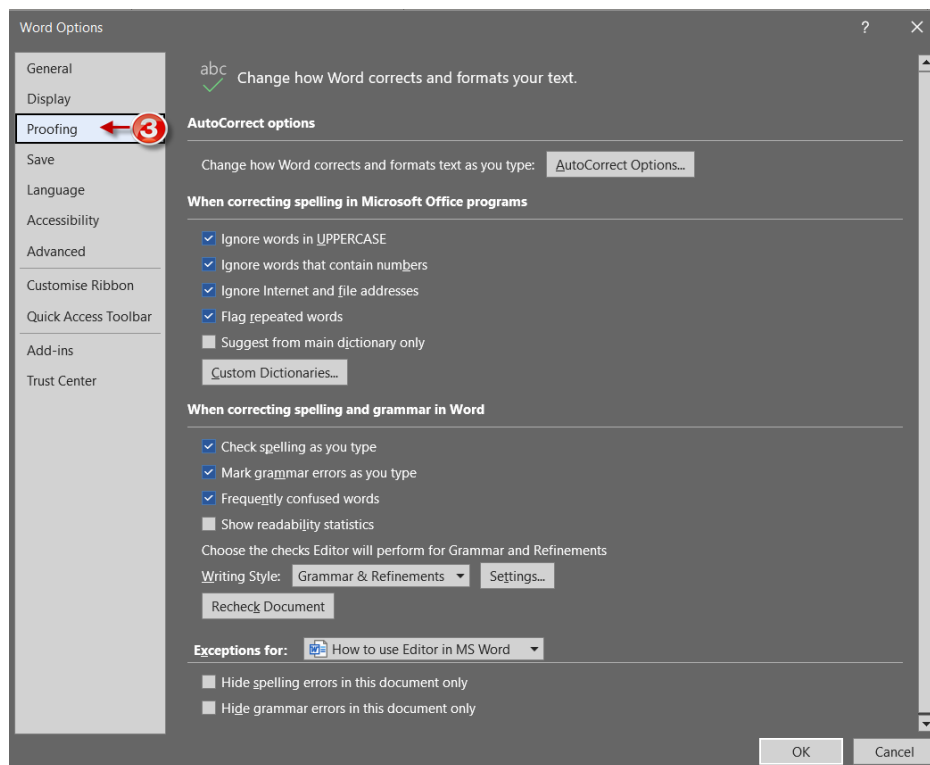


Figure 3: Proofing Options



4. After selecting proofing ensure the below are selected, by default these should already be setup.

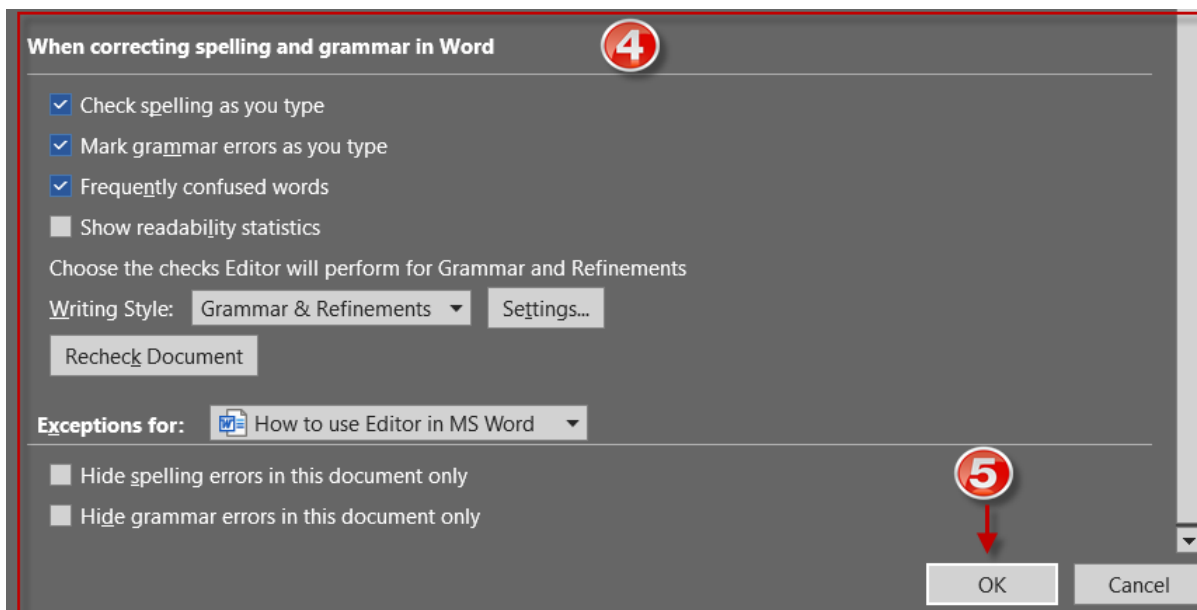


Figure 4: Grammar and Spelling Options

5. Click OK



Step 2: Using Editor in MS Word

Editor can check for over 150 grammar issues and refine your text to make a more professional document. Editor can recommend as to where to add hyphens, commas if the text sounds passive.

6. On the Home Ribbon, select Editor.



Figure 5: Home Ribbon

7. To the righthand-side of your word the Editor will open.

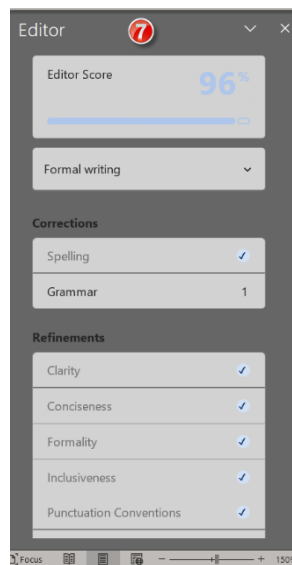


Figure 6 Editor:



Step 3: Editor Settings

8. Editor Score: will appear at the top of the side bar, this is calculated using the corrections, refinements, similarity, and insights. The higher the score the more proficient your document, the target score within any document would be 100%.

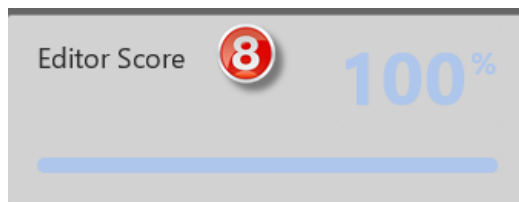


Figure 7: Editor Score

9. Formal Writing (Formal): Under this option the editor will apply all the setting for grammar and refinements, this will result in the most recommendations throughout your document.

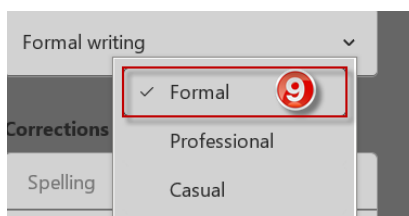


Figure 8: Formal Writing (Formal)

10. Formal Writing (Professional): The professional option applies most of the grammar and refinements settings, this means that it will fewer recommendation unlike the formal option.

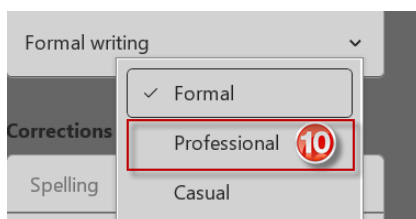


Figure 9: Formal Writing (Professional)

11. Formal Writing (Casual): The casual option has the lowest grammar and refinement settings of the three. It would be best to stick with one of the top two options when using the Editor.

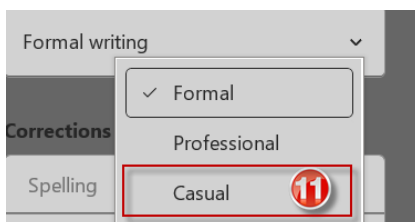


Figure 10: Formal Writing (Casual)



12. Corrections: There are two options under the corrections which are spelling and grammar. Spelling will give you the amount of incorrect spelling within the document, the grammar check the grammar within the document. As you will see in *figure 11* there is currently one spelling mistake.

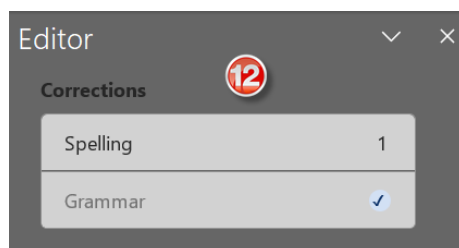


Figure 11: Corrections

13. Refinements: The options within the refinement section will be for punctuation, clarity of you text and vocabulary. The suggest that are made will be numbered, click on the option when they appear.

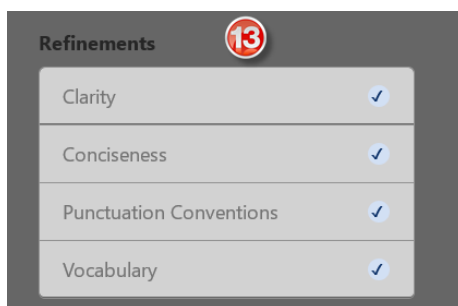


Figure 12: Refinements

14. Similarity: The similarity options check your document for similarity on the web, this section falls under Plagiarism policies.

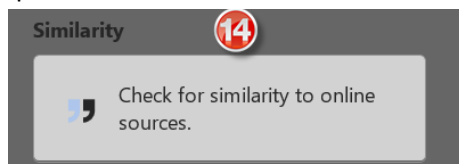


Figure 13: Similarity.

15. Explain when you click the similarity button and comes back with zero result, this is what you would like to see when it comes to any document especially research documents.

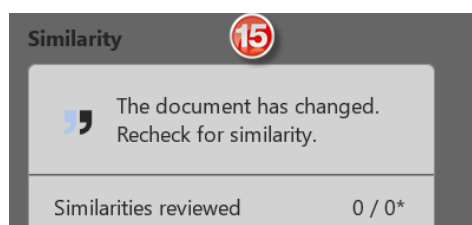


Figure 14: Similarity Result.



16. The insight options dives more into your document to give you an over all view/stat. To get the stat of you document, click on the Document stat, and pop window stating it is going to calculate the stat as shown in *figure 16*.

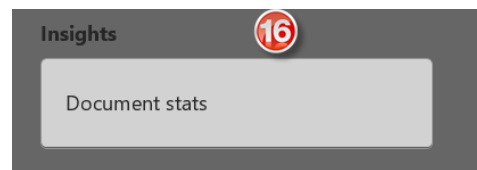


Figure 15: Insights.

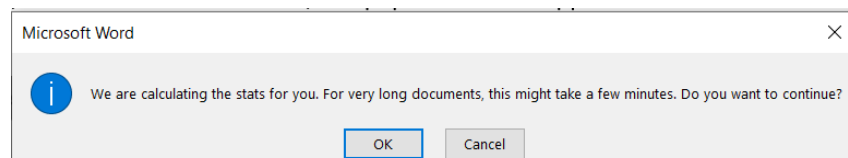


Figure 16: Calculating the stats.

17. Readability Statistics: this is the results from the document.

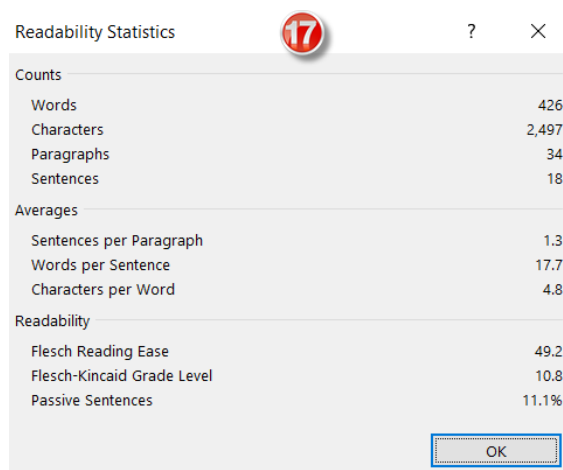


Figure 17: Readability Statistics



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Course References