**Spelling and grammar checking**

From my proposal I need to create this document on how I changed the words and this is how I did it.

As you can see the bar has a “Spelling & Grammar” option. This is the tool that I am going to use to edit out all my mistakes. Once I clicked on the button it opened up a new window in the middle of the screen, this can be seen below. The window opened and has highlighted in the text where the error is. There where – amount of mistakes I then went through this screen to find out what there is that I have missed about and I changed them.



Once I had changed these I had done changing my work and then I had finished doing that.

I also have some different versions of the document that I have saved, one as a original and one as an update.

To also save a document after you have done some work onto it, you go into file and then save. You can also save it into a different file if needed. I can also do Control and S on the keyboard and that does the same thing.

I also have a backup version of this project on my Toshiba memory stick so I can work on it from home if necessary.