

# Cry for Help

Computer Tips & Tricks for  
the novice to the advanced.

## Microsoft Office

What do the red and green squiggly lines mean?

Microsoft Word has very powerful language abilities. The whole suite of MS Office tools uses a common dictionary. So that once you have selected the language you want (Australian or American) and started adding words to your custom dictionary then these words are utilised in both MS Word and MS Excel etc.

The language options are on the Tools Menu and there is also a language translator option.

But back to those squiggly lines. A red line means that the spellchecker doesn't recognise the word and so maybe spelt wrongly (or maybe it isn't in the dictionary yet). Right click on the offending word and you will be given a list of suggested alternatives, as well as the option to **Add** the word to your dictionary. A green line on the other hand means that there is possibly a grammatical error. This is often a subjective decision, so if you don't think that the phrase needs changing, then right click on the phrase and select **Ignore** to remove the green line.

Lastly, these checks are good, but they don't find everything that is wrong. Like the difference between there and their. If you are not sure which word to use, right click on the word and select **Synonyms** to display a list of words with the same meaning.

– Good Luck.



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