**Review Tab**

Spell Check can now be found in the Review tab. You will also find Word Translation tools, a Track Changes tool, a Thesaurus tool and so on.

**Spell Checking**
- On the Review tab, in the Proofing group, click Spelling & Grammar and
- Follow through as you would in previous versions of Word.

**Using the Thesaurus**
- Click on the word that you want to check in the dictionary
- In the Proofing group, click the Thesaurus button. A pane opens on the right-hand side of the main window. The word is automatically entered and the definition, if it can be found, is also shown as well.

**Adding Comments**
- Click where in the document you would like to add a comment.
- In the Comments group, click the New Comment button
- Type your comment in the balloon that appears.
- Click anywhere in the document to get back to your work on the document.

**Translating Words into another Language**
- Click on the words you want to translate.
- In the Proofing group, click the Translate button. A pane opens with the list of available languages
- Choose the language you so desire.

**Tracking Changes**
- In the Tracking group, click Track Changes\ 
- Make sure that the Display for Review box is set to Final Showing Markup\ 
- Make any changes and Word will begin to track any such changes. Deleted text is displayed in balloons and inserted text is underlined.
• To control which markup elements are shown, use the Show Markup list in the Tracking group.
• If the balloons prove distracting, click the arrow below the Balloons button and click Show All Revisions Inline. Text will now be displayed as strikethrough text.

_Review Other User’s Changes_
• In the Changes group, click Next
• Click either Accept or Reject for the displayed change.