

A QUICK GUIDE TO

Created by @miss_aird

MICROSOFT EDITOR

WHAT IS MICROSOFT EDITOR?

Microsoft Editor is an AI-powered service that helps bring out your best writer in more than 20 languages, so you can write with confidence across documents, email, and the web.

Microsoft Editor can help students improve their writing skills and communicate more effectively. It can also help teachers grade papers more efficiently by identifying common errors and suggesting corrections

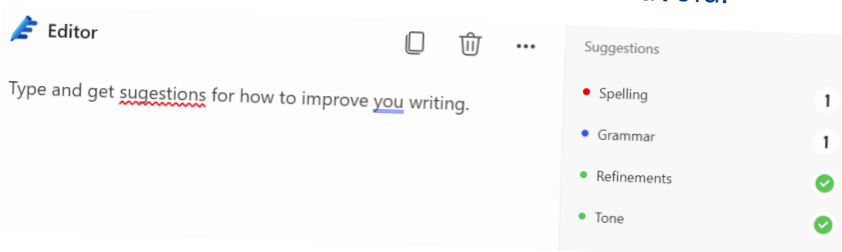


GRAMMAR AND SPELL CHECK

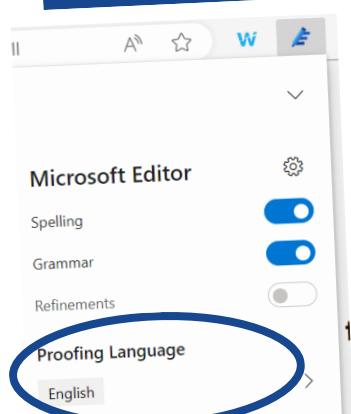
The online grammar checker highlights issues like sentence fragments, missing words and punctuation, capitalization, and commonly confused words.

Clarity - identifies phrases where you can use simpler wording, switch to active voice instead of passive voice, and avoid jargon.

Vocabulary & Formality - points out clichés, vague or unnecessary words, weak verbs, informal language, and slang you might want to avoid.



CHECK ACROSS LANGUAGES

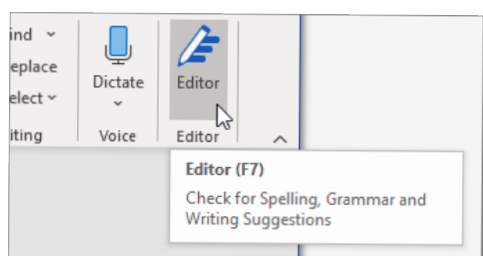


Get assistance in multiple languages. Check spelling and grammar for up to three languages at the same time with multi-language proofing.

Editor checks spelling in more than 80 languages and provides grammar checking and writing-style refinements in 21 languages.

EDITOR IN WORD

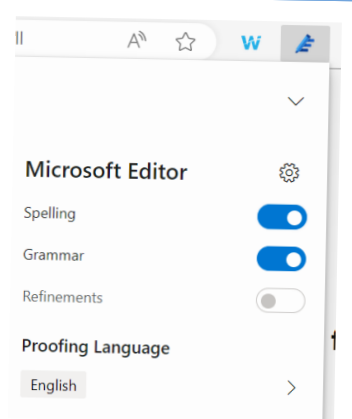
Share your documents with anyone and edit them together, adding comments and suggested changes in real time.



EDITOR IN EDGE

Editor is built into Microsoft Edge with advanced writing assistance in a variety of languages. Editor offers enhanced spellchecking, grammar checking, and text predictions to help you write confidently across the web.

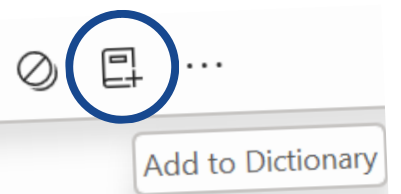
[Download as an extension in Edge.](#)



CREATE OWN DICTIONARY

With Editor, you can add custom words (like names you frequently use or acronyms) to create your personal dictionary; look for "Add to dictionary" when Editor makes a spelling suggestion.

Your personal dictionary roams with you wherever you use Editor – across the web with browser extension and built-in to your Microsoft 365 apps.



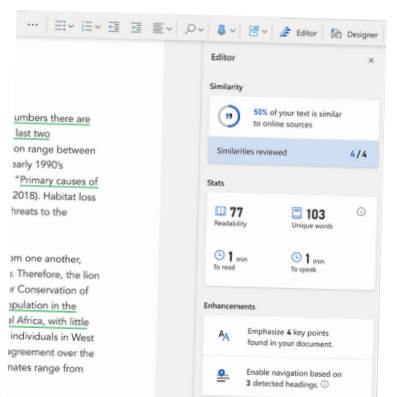
SIMILARITY CHECKER

Similarity checker helps you create original work and cite the work of others in your Word documents.

1. On the **Home** tab, choose **Editor**.

2. In the Editor pane, find **Similarity**, and click or tap **Check for similarity** to online sources.

The similarity checker shows you how much content in your document is original, and it makes it easy to insert citations when necessary.



ACCELERATE LEARNING WITH THE RIGHT TOOLS:
FIND ADDITIONAL QUICK GUIDES TO GET STARTED