Bring out your best writing with Editor

Editor, an exclusive feature in Microsoft Word, helps you refine documents with more advanced proofing tools. Using easy-to-understand visual cues, Editor makes it simple to spot unclear phrases, inaccurate word choices, and any spelling or grammar errors—all while providing you with explanations for each suggested edit. So, you can learn and revise at the same time.

Sharpen your writing skills. Avoid grammar and spelling mistakes. And cut down on excessive clutter. It's time to bring out your best writing—with a little help from Editor.

Real-world scenarios:
- Write more concise papers
- Create polished reports
- Craft a presentable resume
A step-by-step guide to demo Editor

Step 1
Open the Word document.

Step 2
Locate the visual cues Editor provides when revision is needed: A red wavy line for spelling, blue double underline for grammar, and gold dotted line for writing style.

Step 3
Right-click on a word or phrase for suggested edits and explanations, like “Clarity and Conciseness.”

Step 4
Choose the suggestion that best fits, and your document will be automatically updated.