

Working with Spell Check

Spell Check is a feature that checks for spelling errors in a document. *Spell Check* can be useful in preventing embarrassing mistakes, but be aware that *Spell Check* is not always right.

Activating Automatic Spell Check

By default, *Spell Check* is automatically on whenever an Office program is open. When you turn this feature off, *Spell Check* will not run as you work on your document. The feature can be easily activated using the *Review* command tab. You can also check the spelling in a document after you are finished typing.

1. From the *Review* command tab, in the *Proofing* group, click **SPELLING & GRAMMAR**

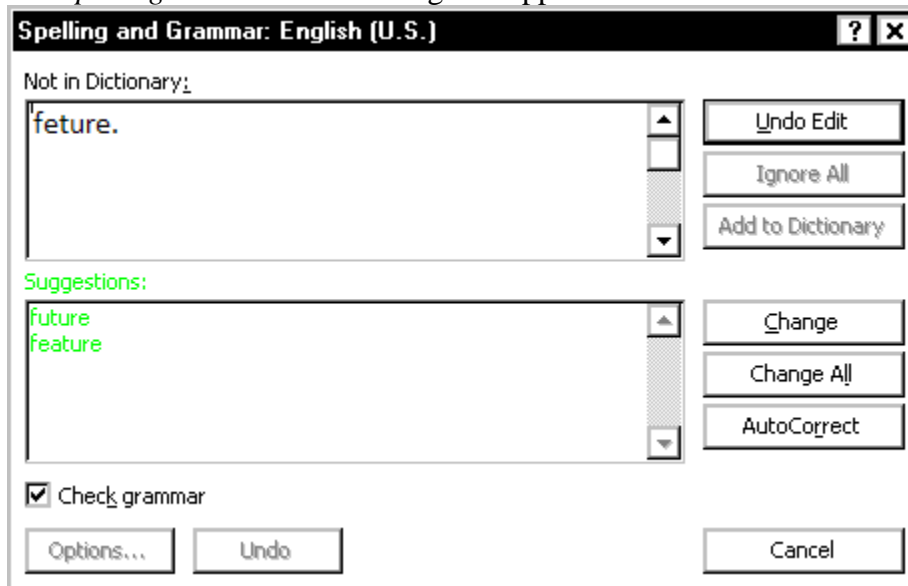
OR

Press [F7]

NOTES:

The [F7] key can be used from any command tab.

The *Spelling and Grammar* dialog box appears.



2. In the *Spelling and Grammar* dialog box, click **OPTIONS...**
The *Options* dialog box appears.
3. In the Categories pane, select Proofing

4. To activate *Automatic Spell Check*, in the *When correcting spelling and grammar in Word* section, select **Check spelling as you type**
NOTE: The option is selected if a checkmark appears in front of it.
5. Click **OK**
6. To exit the *Spelling and Grammar* dialog box, click **CANCEL**

Modifying the Dictionary

Modifying text in a dictionary can be useful so that *Spell Check* does not mark certain words and names as misspelled. In order to remove words from or add words to a dictionary, you must first open the dictionary from the *Custom Dictionaries* dialog box. Your changes to the dictionary are then saved for future use.

1. From the *Review* command tab, in the *Proofing* group, click **SPELLING & GRAMMAR**
the *Spelling and Grammar* dialog box appears.
2. Click **OPTIONS...**
The *Options* dialog box appears.
3. In the *When correcting spelling in Microsoft Office programs* section, click **CUSTOM DICTIONARIES...**
The *Custom Dictionaries* dialog box appears.



4. Click **EDIT WORD LIST...**
The *Custom Dictionary* appears. If this is your first time modifying the dictionary, the list will contain no items.
5. To add words to the dictionary,
 - a. In the *Word(s)* text box, type the word to be added
 - b. Click **ADD**
The word appears in the *Dictionary* scroll box.

6. To delete words from the dictionary,
 - a. In the *Dictionary* scroll box, select the word(s) to be deleted
 - b. Click **DELETE**
the word(s) is removed.
7. Click **OK**
8. Click **OK**
9. To return to the *Spelling and Grammar* dialog box, click **OK**
10. To exit the *Spelling and Grammar* dialog box, click **CANCEL**

Correcting Spelling

When the dictionary recognizes a word as misspelled, the word is underlined with a wavy red line. You can correct misspelled text through the *Quick* menu or through a dialog box. For words that are often misspelled or mistyped, you may use AutoCorrect to automatically correct the mistakes as they are typed.

Correcting Spelling: Quick Menu Option

Using the *Quick* menu to modify misspelled text allows you to manage your misspelled word(s) quickly and easily.

1. Right click the misspelled word » select the appropriate option:

Spelling Suggestions

Gives suggestions for correcting the misspelled word

Ignore

Ignores that instance of the word

Ignore All

Ignores that word and every other instance of that word

Add to Dictionary

Adds the word to the custom dictionary

AutoCorrect

Provides word choices for the automatic correction of the misspelled word

Language

allows the misspelled word to be corrected according to the selected language

Spelling...

Opens the *Spelling* dialog box, which allows you to change the misspelled word

Look up...

Opens the *Research* task pane, which allows you to search an online reference site

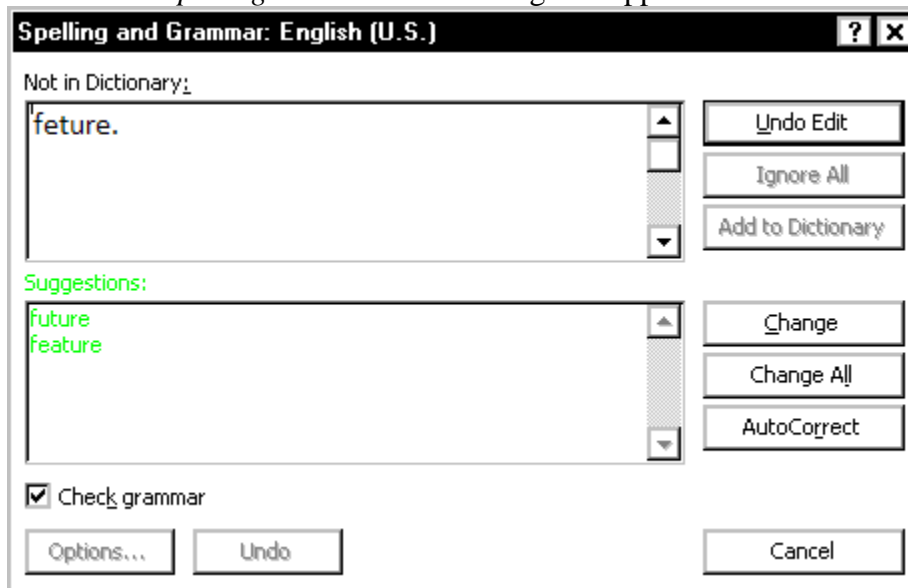
Correcting Spelling: Dialog Box Option

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- From the *Review* command tab, in the *Proofing* group, click **SPELLING & GRAMMAR**

NOTE: The *Spelling and Grammar* dialog box appears.



- Make the desired selection for each misspelling
NOTE: The dialog box options include all Quick menu options in addition to the following options.

Ignore Once

Ignores that particular occurrence of that word

Change

Changes the word to the selected suggestion

Change All

Changes all identical misspellings to the selected suggestion

1. When *Spell Check* is complete, in the dialog box that appears, click **OK**