Spell Check

In this lesson, you will use practice spell check while using Microsoft Word.

This lesson assumes that you already know how to use Microsoft Word to type sentences, how to highlight text, what the standard toolbar is, and what the menu bar means.

Microsoft Word checks your spelling (and grammar) as you type. Spelling errors are displayed with a red wavy line under the word.

On Windows, you can easily correct a misspelled word by right-clicking on the red wavy line and choosing the right spelling from a suggested list.

Now you’ll learn a more comprehensive way to check spelling.

1. Type the following two sentences exactly as shown. Include all errors.

   Open thr door for Mayrala. She is a teacher from the town of Ridgemont.

2. Highlight: "Open thr door for Mayrala. She is a teacher from the town of Ridgemont."

3. Press F7, or click on the Spelling icon on the standard toolbar, or choose Tools > Spelling and Grammar.

4. "The" is misspelled, so it is highlighted on the screen and noted in the Not in Dictionary box.

5. Microsoft Word suggests correct spellings. These suggestions are found in the Suggestions box.

6. To change the word to the correct spelling, make sure "the" is highlighted in the Suggestions box. Click on the Change button.

   **Note:** If the word is misspelled in several places in the document, click on the Change All button to correct all misspellings.

7. The name "Mayrala" is not in the dictionary, but it is correct. Press Ignore Once to leave "Mayrala" in the document with its current spelling.

   **Note:** If a word appears in several places in the document, click on Ignore All so you are not prompted to correct the spelling for each occurrence.

8. "Ridgemont" is not found in the dictionary. If you frequently use a word not found in the dictionary, you should add that word to the dictionary by
pressing the Add to Dictionary button. Microsoft Word will then recognize the word the next time it encounters it. Click on Add to Dictionary.

9. The following should appear on your screen: "Word finished checking the selection. Do you want to continue checking the remainder of the document?"

10. Click on No. If you wanted Word to spell-check the entire document, you would have clicked on Yes.

Congratulations! You have now learned how to spell-check your work using the machine, but wait! Please read on.

An important final note: Spell checking doesn't catch the difference between "to" and "too"; "their," "there" and "they're"; "your" and "you're," etc. And if you've dropped a word here or there because your brain moves faster than your typing fingers, obviously spell checking won't catch those, either. This is why you should always read and reread your typed homework carefully before you submit it. Careful proofreading will help you catch the things spell checking misses. See, it's good to be human!