

Spell Checking Documents

Microsoft Word has its own dictionary which can be used to check the spelling of any document that you enter. Using the spell checker utility is particularly useful in the proofreading process. The utility will help you correct the spelling of words by providing you with a list of words spelled similarly from the dictionary.

When you enter a word that is not in the Microsoft Word dictionary it is underlined with a 'wavy' red line. A 'wavy' green line is used to highlight any phrases that should have their grammar checked.

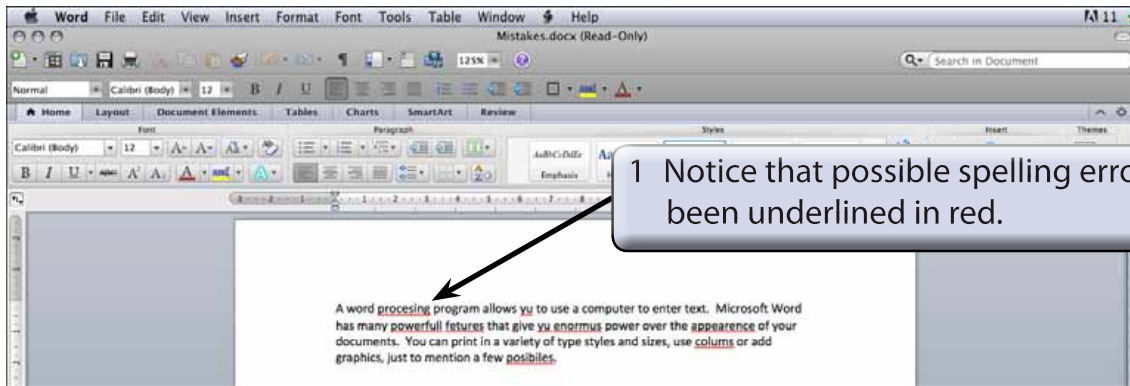
- NOTE:**
- i There are times when words are spelled correctly but are not in the program's dictionary, for example, names of places or people. In these instances you simply tell the program to IGNORE the word if it is spelled correctly, or enter the correction yourself if the spelling is not correct.**
 - ii There are other occasions when a typing error is made but the word that results is actually a word itself. For example, world/word, the/then, glass/gloss, etc. In this instance the dictionary will not pick up the mistake; therefore, careful proofreading of a document is always necessary after running a spell check.**

Loading a File Containing Spelling Mistakes

A document with numerous spelling mistakes has been prepared for you. It needs to be loaded from the WORD 2011 SUPPORT FILES.

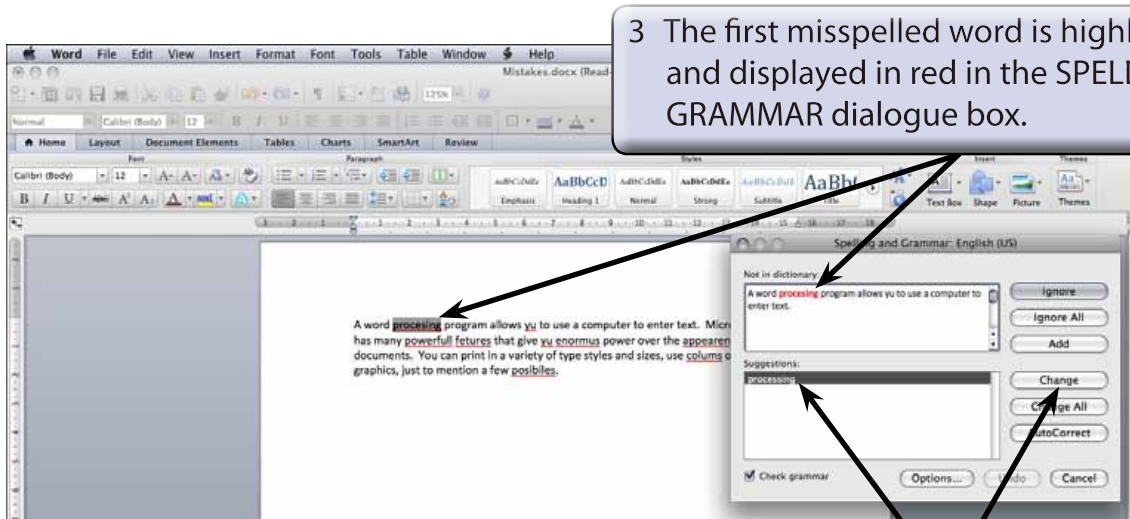
- 1 Load Microsoft Word and CANCEL the WORD DOCUMENT GALLERY dialogue box, or close any open documents.
- 2 Display the FILE menu and select OPEN.
- 3 Access the WORD 2011 SUPPORT FILES (refer to page 2-1 if you have forgotten how to do this).
- 4 Double click on the CHAPTER 3 folder to open that folder, then double click on the MISTAKES file to load the file. Select YES to open the file as a READ ONLY document.

Checking the Spelling of the Document



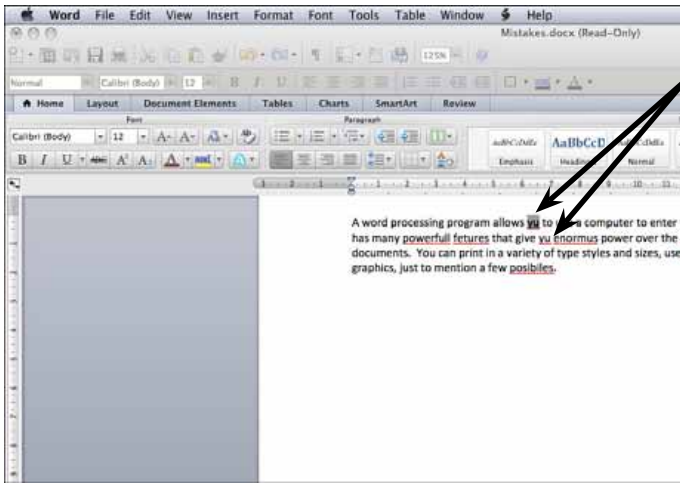
1 Notice that possible spelling errors have been underlined in red.

2 Display the TOOLS menu and select SPELLING AND GRAMMAR.

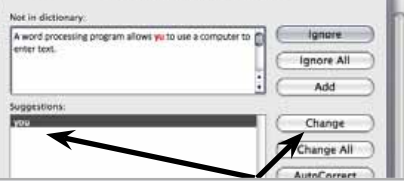


3 The first misspelled word is highlighted and displayed in red in the SPELLING AND GRAMMAR dialogue box.

4 Suggested words are provided in the SUGGESTIONS frame. In the case of 'procesing' the program has found the correct word, so click on the CHANGE button and the correct spelling of the word will be inserted in the passage.



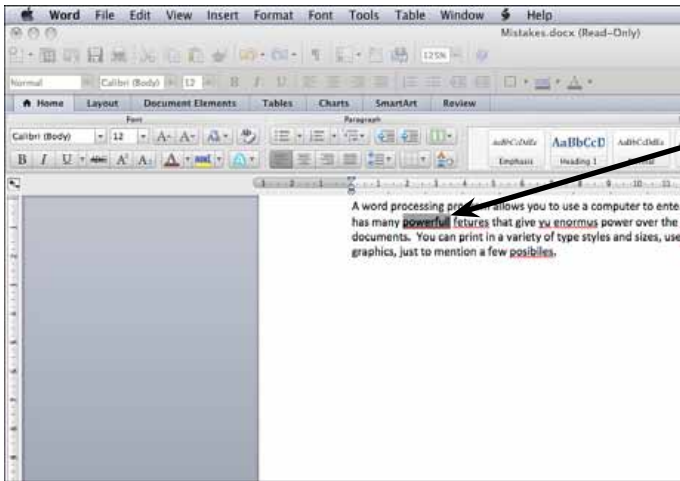
5 The next misspelt word is highlighted. 'Yu' has been mistyped. This has occurred twice in the passage. When this word is corrected, the second occurrence can also be updated.



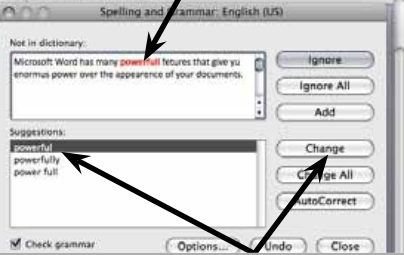
6 YOU has been correctly highlighted in the SUGGESTIONS frame. Click on CHANGE ALL and all occurrences of the misspelt word will be updated.

NOTE:

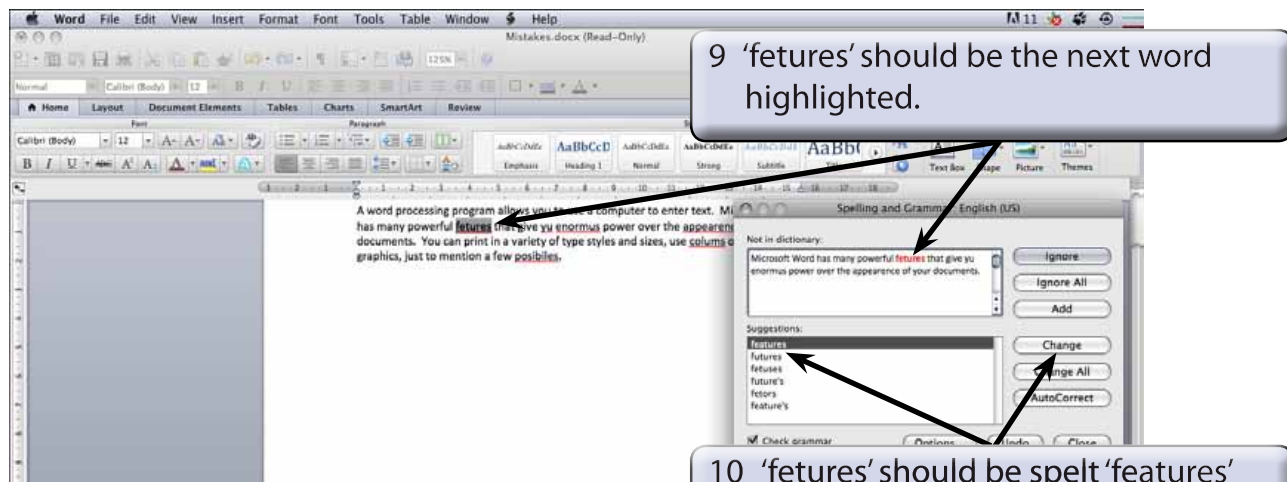
- i The second 'yu' will not be changed until the spell checker comes to it.
- ii If you think that you may have misspelt or mistyped the same word in a passage, use **CHANGE ALL** instead of **CHANGE**.



7 'powerfull' should be highlighted.



8 Change it to 'powerful'.

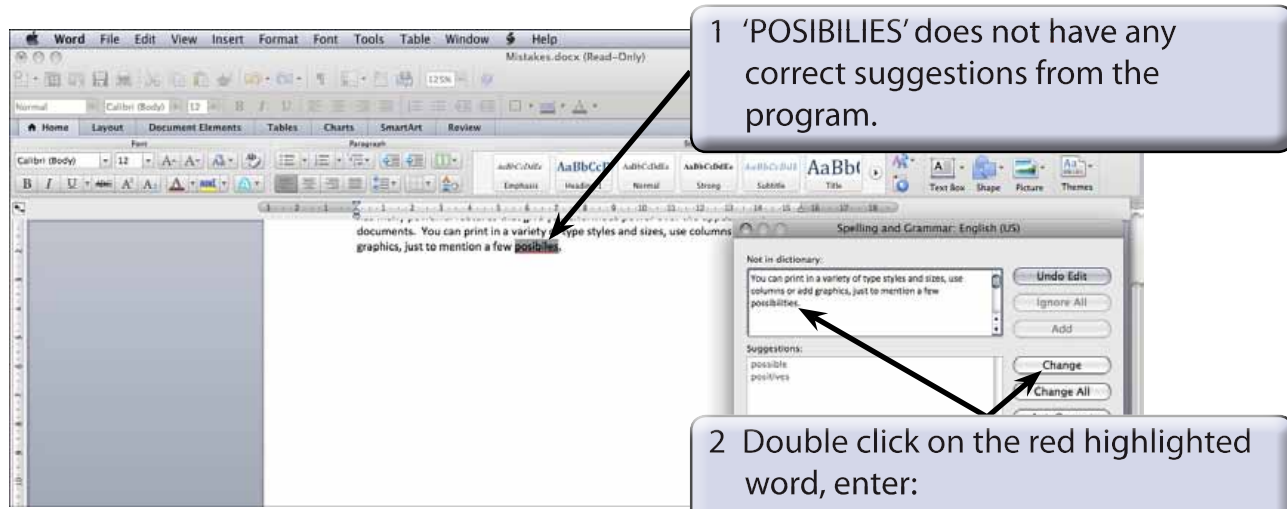


10 'fetures' should be spelt 'features' which should be highlighted in the SUGGESTIONS box, so select CHANGE.

- 11 Change 'enormus' to 'enormous'.
- 12 Change 'appareance' to 'appearance'.
- 13 Change 'coluns' to 'columns'.

Manually Changing Words

There are times when the dictionary cannot suggest any words. 'POSIBILIES' is an example of this. In this case you need to enter the word manually.



2 Double click on the red highlighted word, enter:
possibilities
then click on CHANGE.