

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 spelt 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' blue line is used to highlight any phrases that should have their grammar checked.

- NOTE:**
- i There are times when words are spelt 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 spelt 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 these instances the dictionary will not pick up the mistake, but the grammar checker might; therefore, careful proofreading of a document is always necessary after running a spell check.**

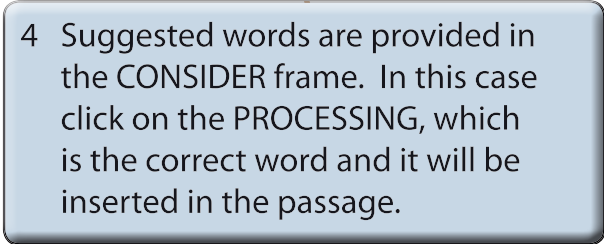
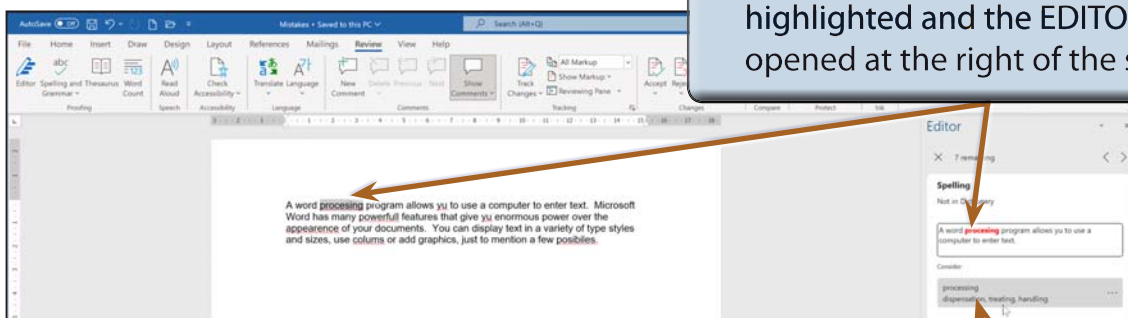
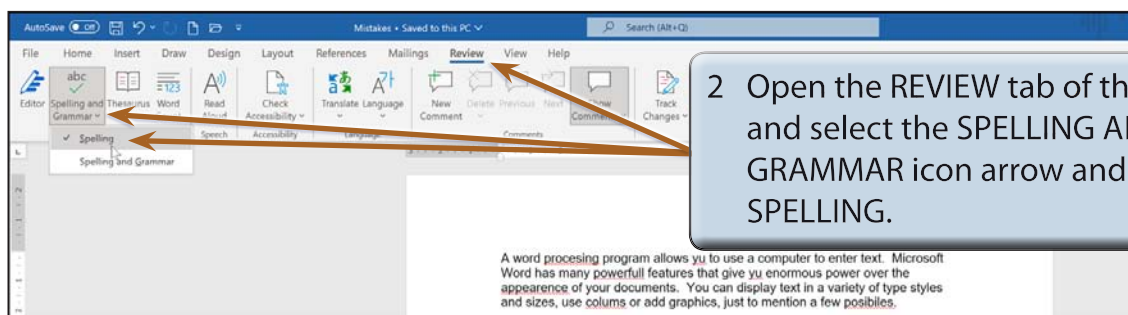
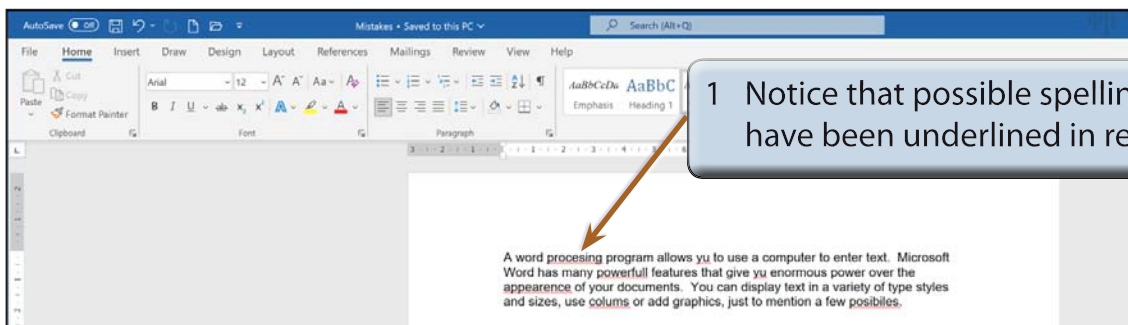
Loading a File Containing Spelling Mistakes

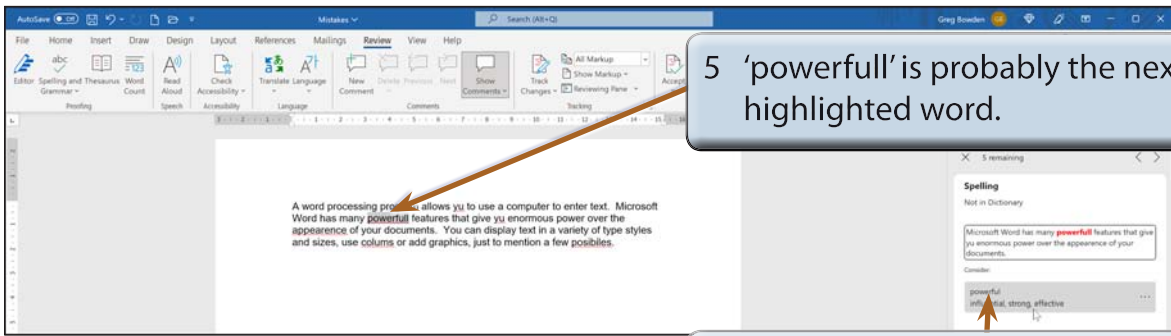
A document with numerous spelling mistakes has been prepared for you. It needs to be opened from the WORD 2023 SUPPORT FILES.

- 1 Load Microsoft Word and select OPEN or close the current file, click on the FILE tab and select OPEN.
- 2 Browse to the WORD 2023 SUPPORT FILES (refer to page 2-1 if you have forgotten how to do this).
- 3 Double click on the CHAPTER 3 folder to open that folder, then double click on the MISTAKES file to load the file.
- 4 Click on the FILE tab, select SAVE AS, access your WORD PROCESSING folder and save the document as:

Mistakes

Checking the Spelling of the Document

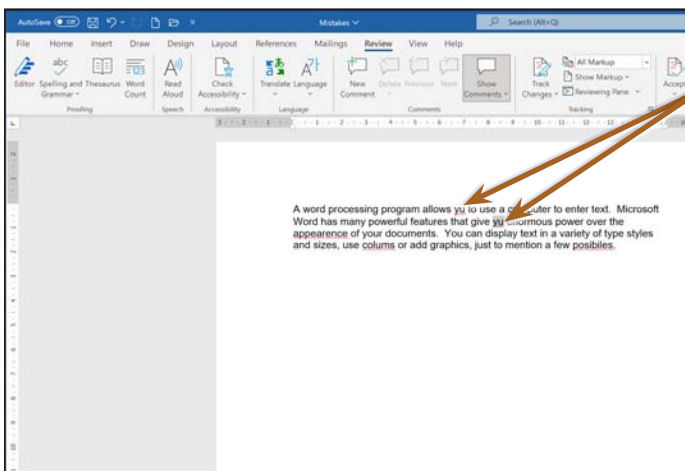




5 'powerfull' is probably the next highlighted word.

6 Click on 'powerful' to replace it.

NOTE: Microsoft Word sometimes does not highlight misspelt words in the order that they appear in the document.

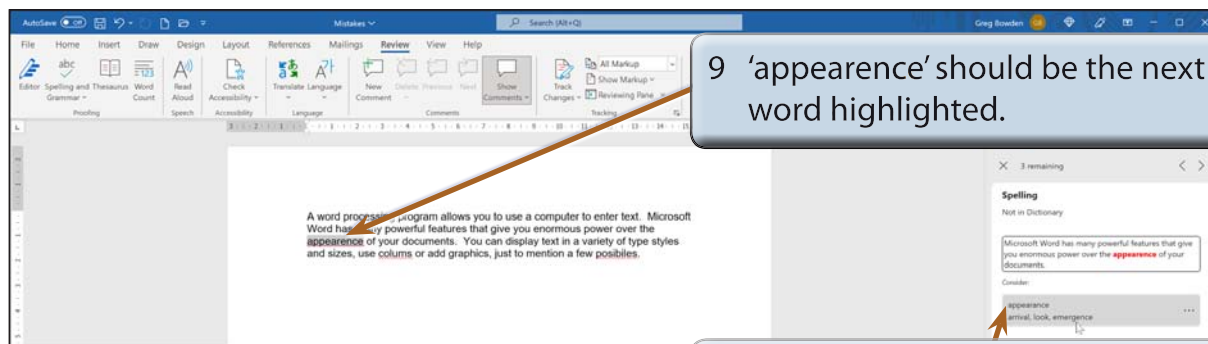


7 The next misspelt word is highlighted. 'Yu' has been mistyped twice in the passage. When this word is corrected other occurrences can also be updated.

8 YOU has been correctly provided in the CONSIDER frame. Click on the SEE MORE dots to its right, select CHANGE ALL and all occurrences of the misspelt word will be updated.

NOTE:

- i If you think that you may have misspelt or mistyped the same word in a passage, use **CHANGE ALL** instead of clicking on the suggestion.
- ii There are other options provided next to words in the **CONSIDER** frame. Such as having the suggestion read out to you or spelt out.



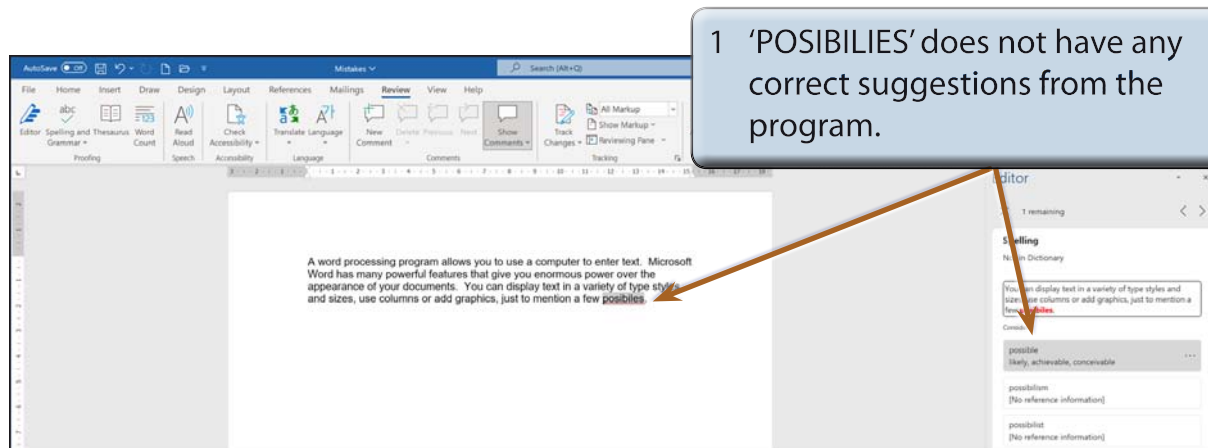
9 'appearance' should be the next word highlighted.

10 'appearance' should be spelt 'appearance' which should be provided in the CONSIDER box, so select it.

11 Change 'colouns' to 'columns'.

Manually Changing Words

There are times when the dictionary cannot suggest any words. 'POSIBILES' is an example of this. In this case you need to enter more of the word manually to help the program find the correct word.



1 'POSIBILIES' does not have any correct suggestions from the program.