



## Class Walkthrough 5.10

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A great word processing feature of MS Word is its ability to check the spelling of words in a document... As words are typed, Word automatically compares their spelling to words in a dictionary file.

You spellcheck using the *ABC* button in the Quick Access Toolbar.

To correct a misspelled word, select from the list of suggestions.

The dictionary file does not contain every word in the English language. Therefore, an error may be flagged for a correctly spelled word, such as a proper name or abbreviation. When this happens, use the *Ignore Once*, *Ignore All* or *Add to Dictionary* feature.

This is useful for cases such as proper names, acronyms, foreign words, etc. Words like Taryia Smith, Groveland, or AgCorp.

Spell checker does not correct every problem. There are many words that have dual meanings. There are other words that can be interpreted to have some other meaning.

When you finish spell checking you still have to proof read the document and try to make sure it is correct.

### Grammar Check

Word also has a grammar file that it uses to check the grammar of text. When Word detects a possible problem, a green wavy line will appear below a word, phrase, or sentence.

A chance to check both the spelling and grammar can be done at the same time.