



Class Walkthrough 5.9

A great word processing feature of MS Word is its ability to check the spelling of words in a document. Word automatically compares there spelling too words in a dictionary file. If a word is not in teh dictionary, a red squiggle (or green for grammar) appears below the word.

You spellcheck by right-button clicking on the suspected error.

To correct the error, select from the the list on suggestions.

The dictionary file dose not contain every word in the English language. Therefore, squiggle might appear below a correctly spelled word, such as a proper name or abbreviation. When this happens, you can use the *Ignore* or *Ignore All* options.

You can ignore words that are considered misspelled or add them to the dictionaay, (useful for names, acronyms, foreign words, etc). Words like Taryia Smith, Groveland, or AgCorp.

Spell checker does not correct every problem. There our many words that have dual meanings. Their are other words that can bee 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.

Grammer Check

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

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