# Spell Checking Documents

Microsoft Word has its own dictionary which can 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.
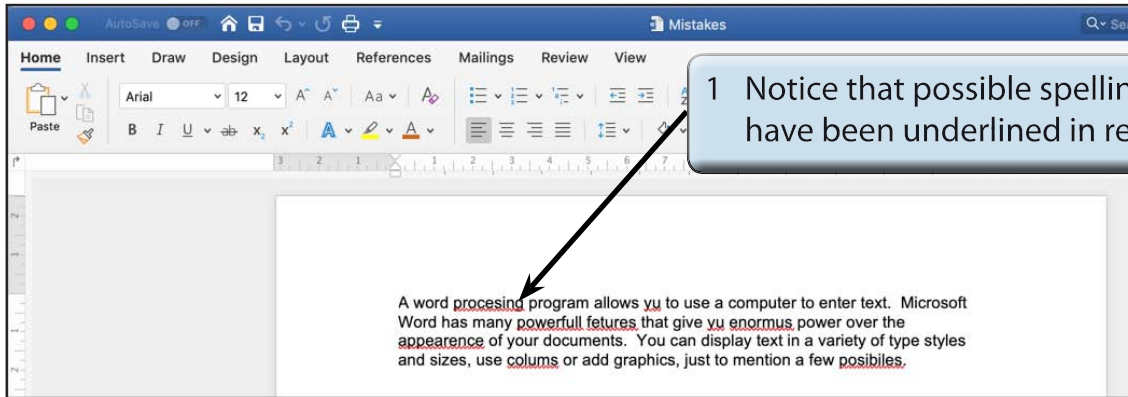
**NOTE:** **i** **There are times when words are spelt correctly but are not in the program's dictionary, for example, names of places or people. In these instances you simply tell the program to IGNORE the word if it is spelt correctly, or enter the correction yourself if the spelling is not correct.**

**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.**
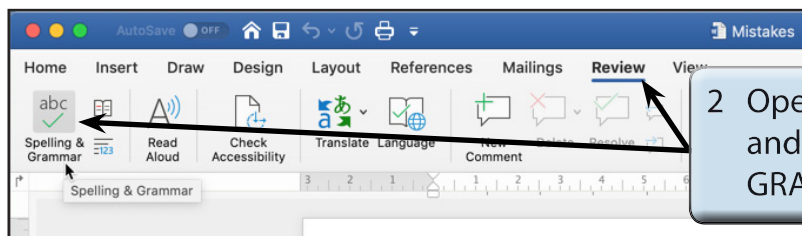
## Loading a File Containing Spelling Mistakes

A document with numerous spelling mistakes has been prepared for you. It needs to be opened from the WORD 2019 SUPPORT FILES.

1 Load Microsoft Word and click on OPEN or close the current file, display the FILE menu and select OPEN.

2 Access the WORD 2019 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 Select YES to open the file as a READ ONLY document then select the DUPLICATE icon and save the document in your WORD PROCESSING folder.
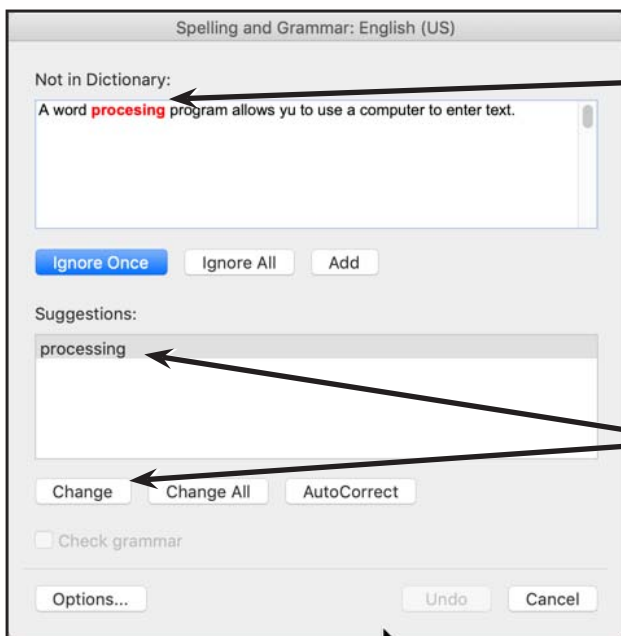
# Checking the Spelling of the Document



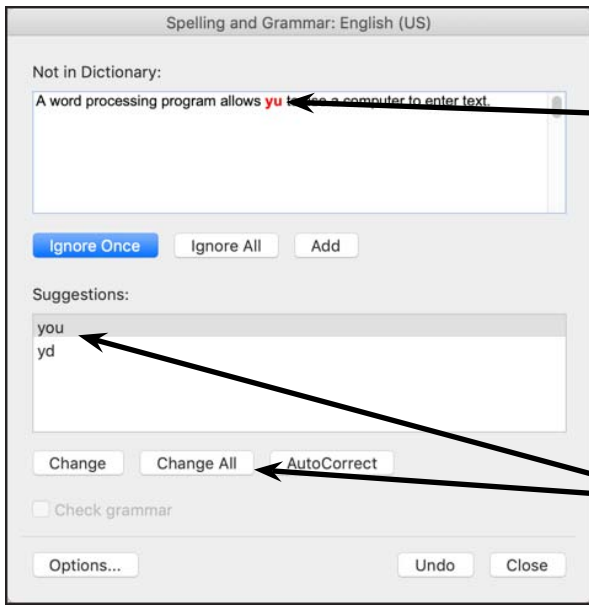1  Notice that possible spelling errors have been underlined in red.



2  Open the REVIEW tab of the RIBBON and select the SPELLING AND GRAMMAR icon.



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

4  Suggested words are provided in the SUGGESTIONS frame.  In this case the correct word PROCESSING is highlighted in the SUGGESTIONS frame, so click on CHANGE to replace the misspelt word.
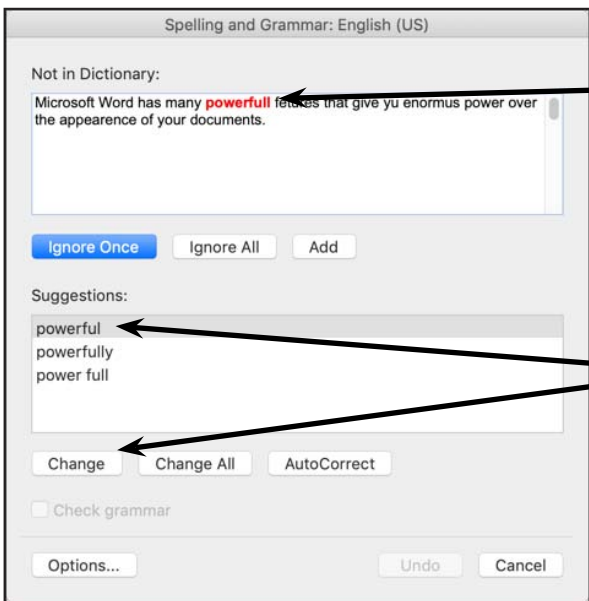
5 The next misspelt word is highlighted. 'Yu' has been mistyped twice in the passage. When this word is corrected the second occurrence can also be updated.

6 YOU has been correctly provided in the SUGGESTIONS frame. Click on CHANGE ALL and all occurrences of the misspelt word will be updated.
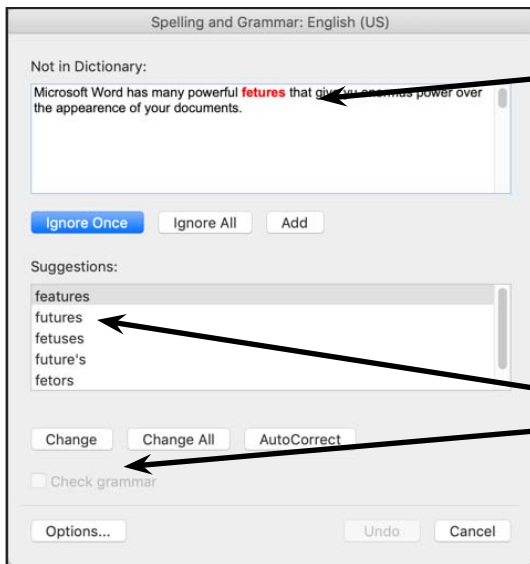
**NOTE:** i The second 'yu' will not be changed until the spell checker comes to it.

ii If you think that you may have misspelt or mistyped the same word in a passage, use CHANGE ALL instead of clicking on the suggestion.

7 'powerfull' should be the next highlighted error.
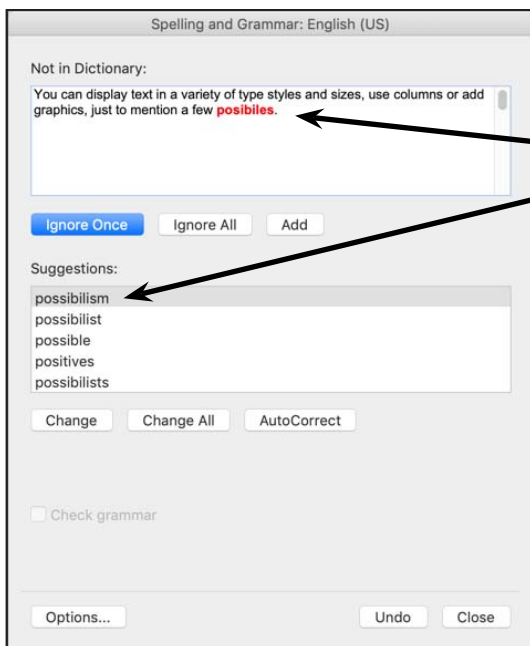
8 Change it to 'powerful'.

9 'fetures' should be the next word highlighted.

10 'fetures' should be spelt 'features' which should be highlighted in the SUGGESTIONS box. Click on it and select CHANGE.

11 Change 'enormus' to 'enormous', 'appearence' to 'appearance' and '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.



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