




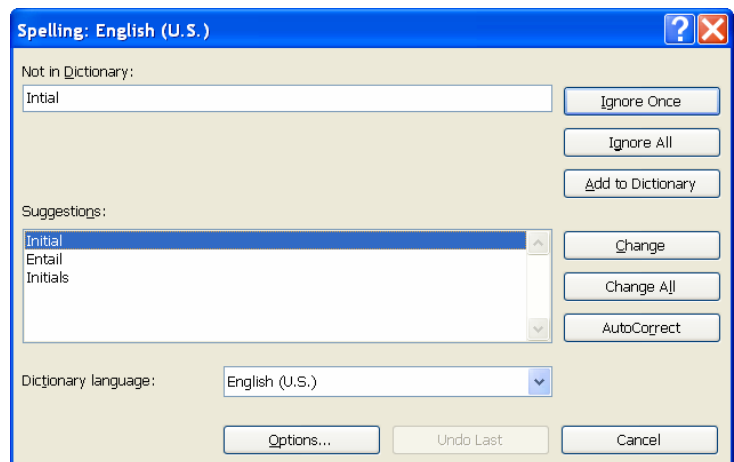
SPELL CHECKING

A worksheet's textual inaccuracies can distract the reader, so it is important that all text is error-free. A spelling checker is available in Excel that can check the spelling in an entire worksheet. It is also possible to avoid future spelling errors by allowing the AutoCorrect feature to automatically correct words during input.

- ❖ The spell checker works by comparing the words in the worksheet to the words in its dictionary.
- ❖ Spell check flags any words it cannot find.
 - This doesn't mean that the word is misspelled.
 - It means that Excel can't find the word in the Excel dictionary.
 - It is possible to either correct or ignore the flagged word.
 - It is still important to proofread text in a document, even when using spell check.
- ❖ Spell-check only knows whether the word is spelled correctly, not whether it has been used correctly.
- ❖ Move to the beginning of the worksheet by holding down the **Control** key and pressing **Home** on the keyboard.
- ❖ There are three ways to activate spell check.
 - Click the **Spelling** toolbar button. 
 - Select **Tools, Spelling** from the **Menu Bar**. 
 - Press **F7** on the keyboard, the spelling shortcut key. 

Spell Checking the Worksheet

- ❖ Move to the beginning of the worksheet by holding down the **Control** key and pressing **Home** on the keyboard.
- ❖ Click the **Spelling** button on the **Standard** toolbar. The **Spelling** dialog box will appear with the options below.
 - **Not in dictionary** - This box displays the word that Spell Checker thinks is misspelled.
 - **Suggestions** - This box provides a list of suggestions for a word.
 - **Dictionary Language** - This list box allows the user to change the language for the Spell Checker, if a different language was used in the Worksheet.
 - **Ignore Once** - When this button is clicked, one occurrence of the selected word is ignored.
 - **Ignore All** - To ignore every occurrence of the selected word throughout the whole document, click this button.
 - **Add to Dictionary** - To add the word to the Custom dictionary, click this button.
 - **Change** - When this button is clicked, one occurrence only of the selected word will be changed.



- **Change All** - Click this button to change every occurrence of the selected word throughout the whole document.
 - **Options** - To access additional options that are available for the Spell Checker, click this button.
 - **Auto Correct** - This button is used to bring up the Auto Correct dialog box and to allow the word to be added to the Auto Correct list.
 - **Undo Last** - To change the last word that was changed back to the original spelling, click this button.
 - **Cancel** - To stop the checking of the spelling, click this button.
- ❖ When the spell checker stops on a word, it makes a decision about the word and continues checking the document.