

## SPELL CHECKING A PRESENTATION

A built-in dictionary is used by PowerPoint to check the entire presentation including all slides, notes, outlines, handout pages, and all four master views. Complete the following steps to spell check a presentation:

- ❖ Click the **Spelling** button on the **Standard** toolbar (see illustration at right).
- ❖ If there aren't any misspelled words, a dialog box will appear saying the Spell Check is complete.
- ❖ If this happens, click **OK** to exit the dialog box.
- ❖ If a misspelling is found, the **Spelling** dialog box will appear.
- ❖ The first misspelled word will appear with options for correcting it.
- ❖ For the word that is found, choose one of the following options:
  - **Ignore** - When this button is clicked, the first occurrence of the word is skipped.
  - **Ignore All** - When this button is clicked, all occurrences of the word will be ignored.
  - **Change** - This button is used to replace the word in the document with the one in the **Change To** box just one time. To change the word, do one of the following:
    - Type a correction in the **Change To** box.
    - Select a word from the **Suggestions** list.
  - **Change All** - To replace the selected word every time it appears in the document, click this button.
  - **Add** - When this button is clicked, the selected word will be added to the dictionary, so it will not appear again as a misspelled word.
  - **Suggest** - Displays a list of suggested words, if suggestions do not appear already.
  - **AutoCorrect** - To add the selected word to the AutoCorrect list with the word that appears in the **Change To** box as the correction, click this button. From this point on, the misspelled word will automatically correct while being input.
  - **Close** - Use this button to **Close** the Spelling dialog box.
- ❖ When the spell check is complete, a dialog box will appear saying that Spell Check is complete.
- ❖ Click **OK**.

