

Spell Check (5W2)

The Computer Spelling Challenge

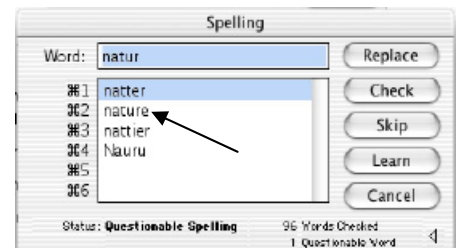
Task: Use the spell check function of this program to correct spelling errors.

Step 1: In the File menu at the top of the screen, click on **Edit**.

Step 2: Select **Writing Tools**.

Step 3: To the right, select **Check Document Spelling**.

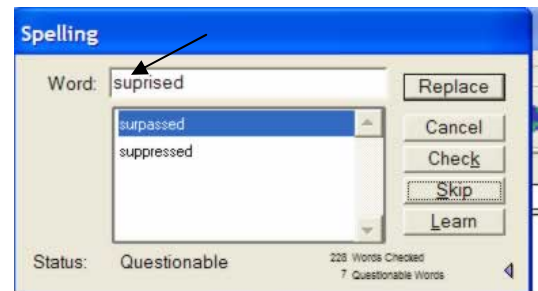
Step 4: The program will look for misspelled words. The Spelling dialogue box will open. A word will appear in the Word: field. In the example shown, the word is “natur”.



Step 5: Below the word, you will see a list of words from which you will click on the correctly spelled word. In the example, you would click on “nature”. The word will be highlighted.

Step 6: Click on **Replace**.

Step 7: The computer may not give you the word you need in the list. In this example, the correct word is “surprise”. It is not in the list. Click in the window showing the misspelled word (suprise), and type to correct the word yourself. Then click **Replace**.



Step 8: Continue checking the spelling, until the program says that you are **Done**.

Step 9: Save and print your work.