

# Microsoft Word: Exercise 4

## Using Spelling Check

This exercise will teach you how to use the computer to help you correct your spelling and grammar. When you type a word in this exercise, type it *exactly* as it is written. Many of the words are spelled incorrectly to show you how you can use the computer to correct your spelling.

Microsoft Word has a dictionary in the computer. This dictionary knows many English words. It does **not** know the names of **people**, the names of **places**, or **words that are not English**.

1. **Open** Microsoft Word.

2. **Type:** computtor

3. **Press** the ENTER key.

4. Do you see a red line on the screen? The red line means that the computer does not have this word in it's dictionary.

5. **Right-click** on the word Computtor.

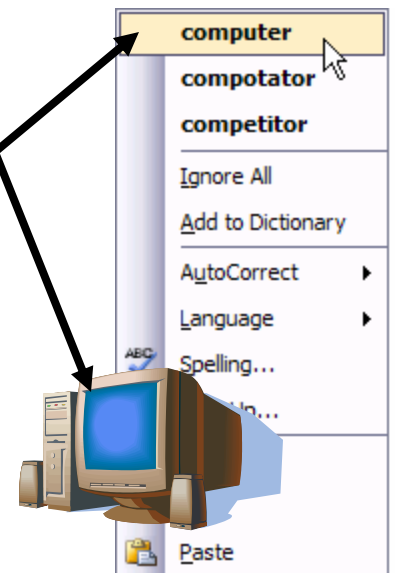
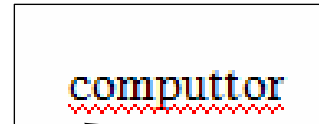
6. **Click** on the correct spelling for the word that matches this picture.

7. **Press** the ENTER key.

8. **Type:** Mowse.

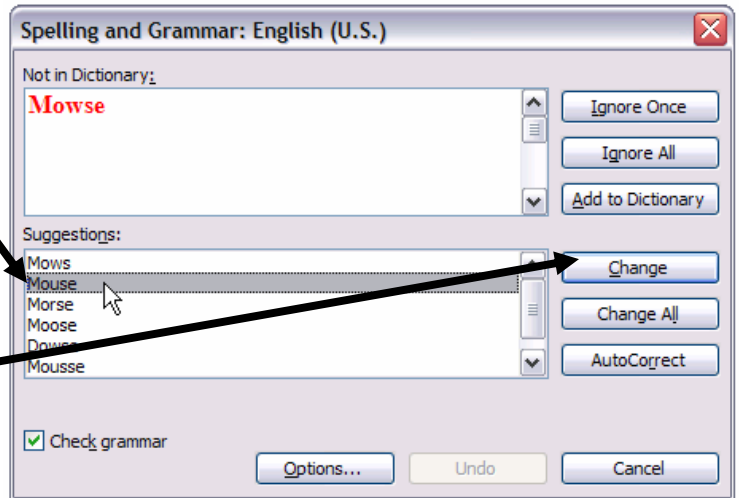
9. **Press** the ENTER key.

10. **Click** on the SPELLING & GRAMMAR CHECK button.



11. The word mowse is red because the computer does not have this word in it's dictionary.

12. **Click** on the correct spelling for the word that matches this picture.



13. **Click** on CHANGE.

14. **Click** on OK.

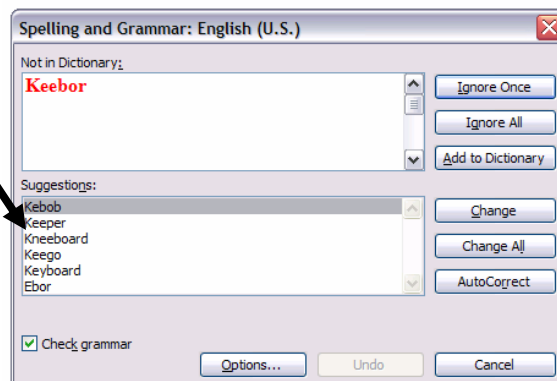
15. **Type:** Kibor.

16. **Press** the ENTER key.

17. **Click** on the Spelling and Grammar Check button.



18. The correct spelling for this picture is **not** on the list.

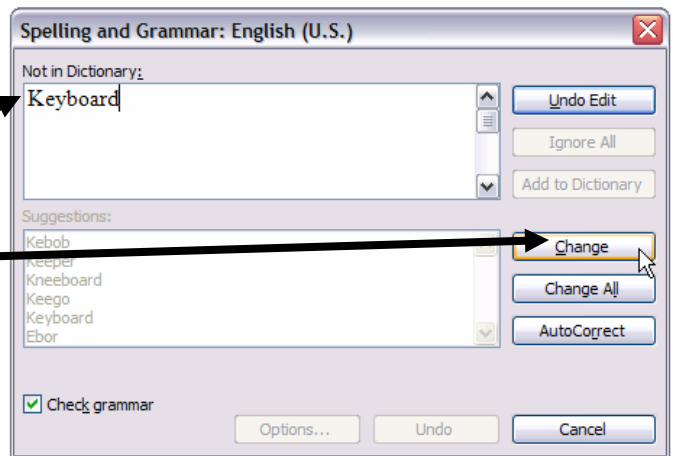


If the spelling is very wrong the computer cannot find the correct spelling.

19. **Highlight** the word and type the correct spelling: **Keyboard**.

20. **Click** on CHANGE.

21. **Click** on OK.



22. **Type:** Mukta.

23. **Press** the ENTER key.

24. This is a woman's name.

Remember, the computer doesn't know the names of people.

**Click** on the Spelling and Grammar Check button.



25. The name is red because the computer does not know this word.

**Click** on IGNORE (Ignore Once).

26. Now the computer knows that **Mukta** is not a mistake. **Click** on OK.

27. **Type:** addis ababa.

28. **Press** the ENTER key.

29. This is the capitol city of the country Ethiopia. Remember, the computer does not know the names of places. **Click** on the Spelling and Grammar Check button.

30. The city name is red because the computer thinks it is a mistake.

**Click** on IGNORE (Ignore Once).

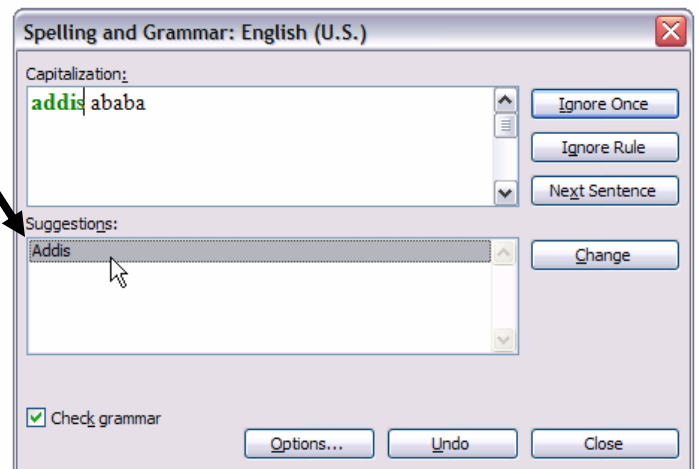


31. Now the city name is green because the computer thinks it is a grammar mistake.  
The name of a city should start with a capital letter.  
**Click on the capitalized spelling.**

32. **Click on CHANGE.**

33. **Click on the capitalized spelling.**

34. **Click on CHANGE.**



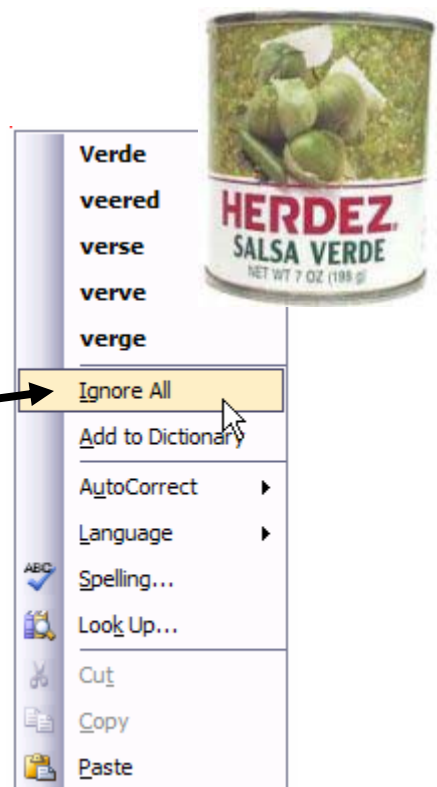
35. **Type:** Salsa verde

36. **Press** the ENTER key.

37. Salsa verde is a sauce used in Mexican cooking.  
Verde is a Spanish word.  
The computer only has an English dictionary.  
It doesn't know Spanish words.

38. **Right-click** on the word verde.

39. **Click on IGNORE (Ignore All).**



40. **Type:** his name George. he is eating

41. **Press** the ENTER key.



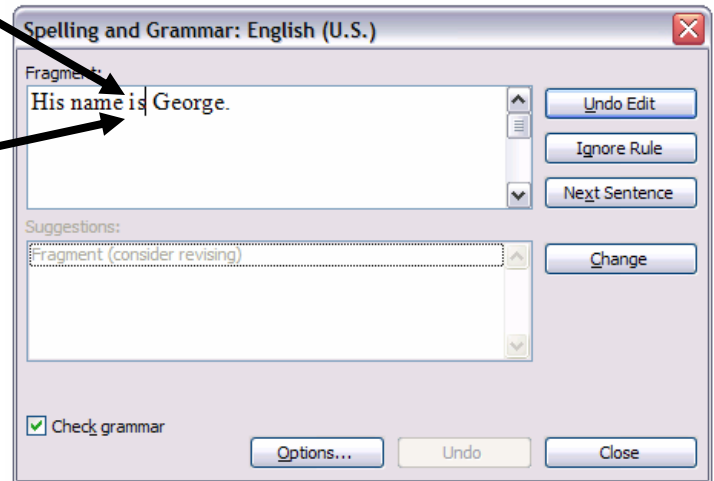
42. **Click** on the Spelling and Grammar Check button.

43. “His” should start with a capital letter because it is at the beginning of a sentence.  
**Click** on the correct answer. **Click** on CHANGE.

44. “His name George.” is a fragment. It is not a complete sentence.  
**Click** between “name” and “George.”

45. **Type:** is

46. **Click** on CHANGE.



47. “He” should start with a capital letter because it is at the beginning of a sentence.  
**Click** on the correct answer. **Click** on CHANGE.

48. When the spell check is complete, **Click** on OK.

49. There is still a problem with the last sentence.  
Every sentence should have a period at the end of the sentence.  
**Click** after the word “eating” **Type** a period.

50. **Type:** Please turn on the lamb.

51. **Press** the ENTER key. There are no red or green lines. But there is a problem.



52. The correct word is *lamp* NOT *lamb*.

The computer did not show a red line under the word because *lamb* is in the English dictionary. But it is not the correct word for this sentence.

53. **Erase** the word “lamb.” **Type:** lamp.

54. Remember, spelling and grammar check is very useful but you still need to look carefully at what you type and use your brain!

55. **Close** the document. Do not save.