

MICROSOFT EXCEL



Checking Spelling

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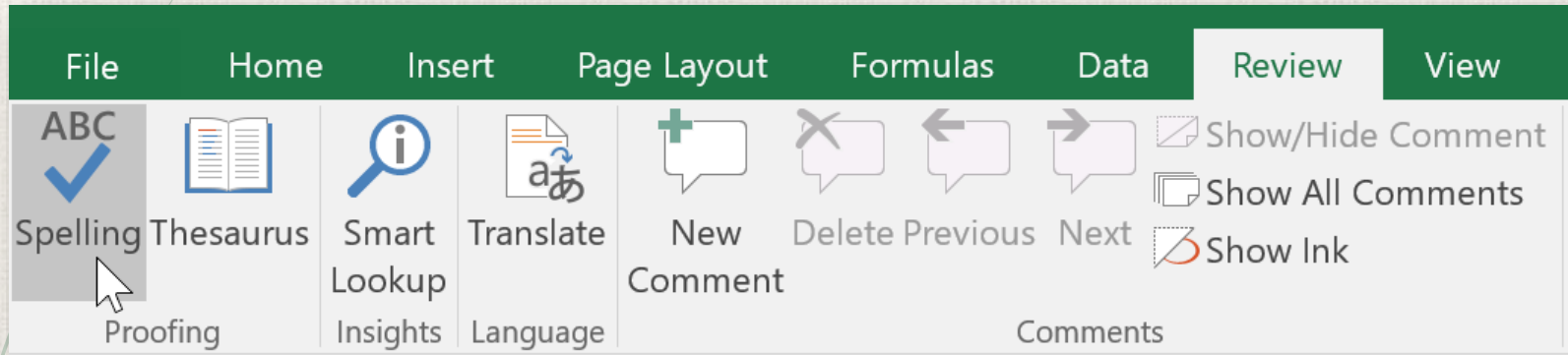
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Introduction

- Before sharing a workbook, you'll want to make sure it doesn't include any spelling errors. Fortunately, Excel includes a **Spell Check** tool you can use to make sure everything in your workbook is spelled correctly.
- If you've used the Spell Check feature in Microsoft Word, just be aware that the Spell Check tool in Excel, while helpful, is not as powerful. For example, it won't check for grammar issues or check spelling as you type.

Using Spell Check

1. From the **Review** tab, click the **Spelling** command.



Using Spell Check

2. The **Spelling** dialog box will appear. For each spelling error in your worksheet, Spell Check will try to offer **suggestions** for the correct spelling. Choose a suggestion, then click **Change** to correct the error.

	Start	End	Length	Item	Facilitator
6					
7	8:00 AM	9:00 AM	1:00	Breakfast, welcome	Exec team
8	9:00 AM	9:30 AM	0:30	Introduction	Garth
9	9:30 AM	10:30 AM	1:00	Work relationships exercise	Garth, Dean, Liz
10	10:30 AM	10:45 AM	0:15	Break	
11	10:45 AM	11:00 AM	0:15		Tyler
12	12:00 PM	12:30 PM	0:30		Julia
13	1:00 PM	1:45 PM	0:45		See Liz for info
14	2:00 PM	2:30 PM	0:30		
15	3:00 PM	3:30 PM	0:30		
16	4:00 PM	4:30 PM	0:30		Dean
17	4:15 PM	4:45 PM	0:30		Garth, exec team
18	5:00 PM	5:30 PM	0:30		
19	6:00 PM	6:30 PM	0:30		
20	Total				

Spelling: English (United States) ? X

Not in Dictionary:

exercise

Ignore Once

Ignore All

Add to Dictionary

Suggestions:

- exercise
- exercised
- exercises
- exerciser

Change

Change All

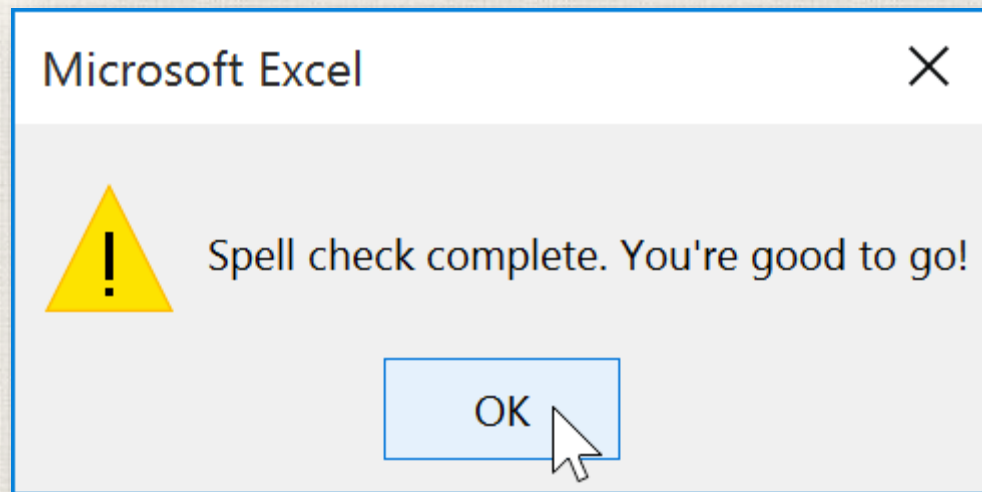
AutoCorrect

Dictionary language: English (United States)

Options... Undo Last Cancel

Using Spell Check

3. A dialog box will appear after reviewing all spelling errors. Click **OK** to close Spell Check.



- ❖ If there are no appropriate suggestions, you can also enter the correct spelling manually.


Ignoring spelling errors

- Spell Check **isn't always correct**. It will sometimes mark certain words as incorrect even if they're spelled correctly. This often happens with names, which may not be in the dictionary. You can choose **not** to change a spelling "error" using one of the following three options:
 - **Ignore Once**: This will skip the word without changing it.
 - **Ignore All**: This will skip the word without changing it and also skip all other instances of the word in your worksheet.
 - **Add**: This adds the word to the dictionary so it will never appear as an error again. Make sure the word is spelled correctly before choosing this option.

Practice

1. Open our **practice workbook**.
2. Click the **Challenge** worksheet tab in the bottom-left of the workbook.
3. Run the **Spell Check** to correct any spelling errors in the workbook.
4. Correct the words **coffe** and **medum** using the **suggested spelling**.
5. **Ignore** the spelling suggestion for the word **Amanecer**.

Solution

	A	B	C	D
1		CUSTOMER INVOICE Bad Llama Peruvian Coffee 2121 14th Avenue Circle Drive Raleigh, NC 27607		
				Invoice #: 40592 Date: 7/17/15
2	ITEM DESCRIPTION	UNIT PRICE	QUANTITY	LINE TOTAL
3	Cusco Dark Roast	\$6.59	3	\$19.77
4	Amazon Amanecer Breakfast Roast	\$6.89	8	\$55.12
5	Sacred Valley Medium Roast	\$6.49	10	\$64.90
6	Machu Picchu Special Blend	\$7.29	2	\$14.58
7	TAX:			\$11.58
8	TOTAL:			\$165.95

Bonus Step! There is one error Spell Check didn't catch. Can you spot it?

Hint: It's in one of the item descriptions.



THE END
THE END