



Microsoft Office 2003 Tools

Spell Check

OTS PUBLICATION: MT05 • REVISED 07-01-2006 • TRAINING@TOWSON.EDU • OFFICE OF TECHNOLOGY SERVICES

=Shortcut =Advice =Caution

Introduction

It is a fact that spelling errors can destroy an A+ document. Because of this, Microsoft Office provides a Spell Check tool to find and correct most spelling errors. Spell Check can also be customized to recognize unique words like "Towson" and "Lithicum" as accurate spellings.

Summary

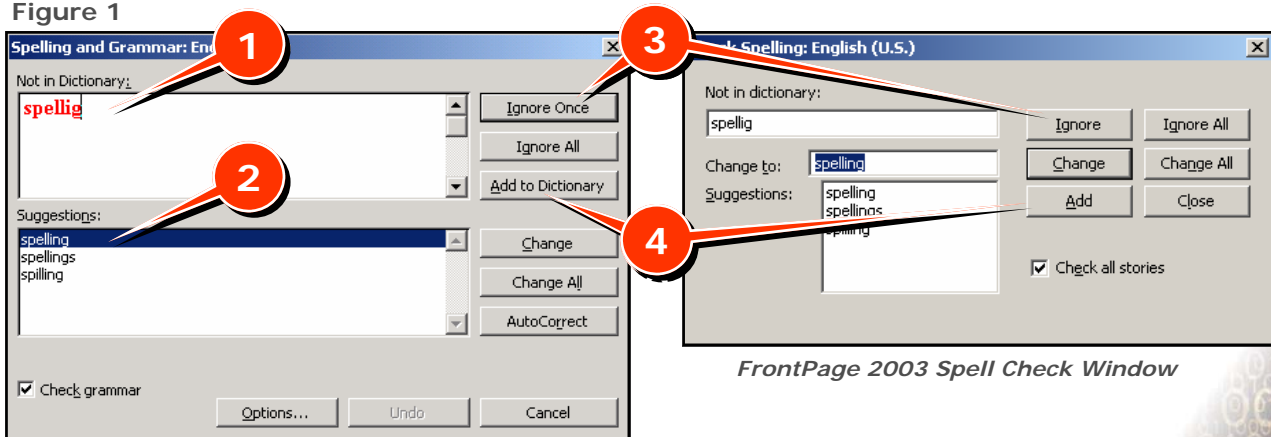
1. Introduction
2. Using Spell Check
3. Spell Check Options
 - Accessing
 - Configuring
4. Custom Dictionaries

Using Spell Check

1. To check the spelling of a completed document or document in progress, hit the **F7** key.
2. When Spell Check finds a word that is not in its dictionary, a window will appear with the misspelled word in the **Not in dictionary:** field (**Figure 1, 1**), along with a list of suggestions from the dictionary (**Figure 1, 2**).

The Spell Check window looks different in each Microsoft application (**Figure 1**), however the basic components (Ignore, Ignore All, Change, Change All, Add, Close/Cancel) are available for every application.

Figure 1



Word 2003 Spell Check Window

FrontPage 2003 Spell Check Window

3. Use one of the following command buttons to tell Spell Check how to treat the "Not in dictionary" word:
 - Ignore/Ignore Once (**Figure 1, 3**)– Spell Check will ignore the spelling of this word for this occurrence only.
 - Ignore All—Spell Check will ignore the spelling of this word throughout the remainder of the document.

- **Change**—Replaces the “Not in Dictionary” word to a word chosen from the list of suggestions (**Figure 1, 2**).
 1. **Click** on a word in the list of suggestions (**Figure 1, 2**).
 2. Click **Change**.
- **Change All**—Replaces/changes every word within the document, spelled like the “Not in Dictionary” word, with a word chosen from the list of suggestions.
- **Add/Add to Dictionary (Figure 1, 4)**— Adds the “Not in Dictionary” word to a customized dictionary and treats the “Not in Dictionary” word as an accurate spelling in this document and future documents
- **Close/Cancel**— Terminates the current instance of Spell Check. To resume Spell Check, hit the F7 key

Spell Check Options

Accessing

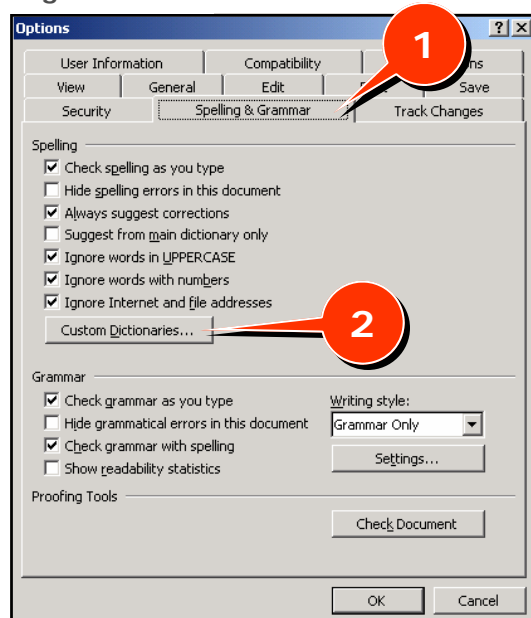
In most Microsoft Office Applications, the Spell Check configuration settings are found within the “Options” window.

To access the Spell Check configuration settings:

1. From the main toolbar, click **Tools > Options**.
2. Click the appropriate **Tab** for the application:
 - Spelling (Access, Excel and Outlook)
 - Spelling and Style (PowerPoint)
 - Spelling & Grammar (Word) (**Figure 2, 1**)

- ★ The Spell Check configuration settings for FrontPage is accessed via **Tools > Page Options > the General Tab**. For Publisher, it is accessed via **Tools > Spelling > Spelling Options**.

Figure 2



Configuring

This document will focus on Microsoft Word 2003’s Spell Check configurations (**Figure 2**) since it encompasses all Spell Check options found throughout the Microsoft Office Suite.

- ! Not all options are available in every program; however, the options set in one application will carry through to all other applications, where the option is available, within the Microsoft Office Suite.

To activate an option, click in the box to the left of the option so that a check mark appears in the box:

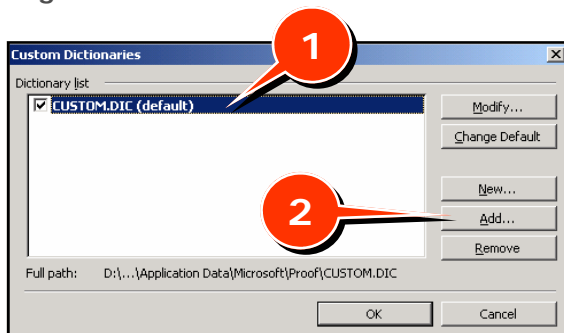
- **Check spelling as you type**—Checks spelling as documents are composed, and will place a wavy red line under any misspelled word (s)
- **Hide spelling errors in this document**— Eliminates the wavy red line from appearing below misspelled words in documents

- Always suggest corrections— When this option is checked, Spell Check will populate the Suggestions box (**Figure 1, 3**) with accurately spelled words from which you can choose to replace the misspelled word
- Suggest from main dictionary only— Tells Spell Check not to check misspelled words against custom dictionaries; only against the main dictionary. If “Always Suggest corrections” is also checked as an option, the “Suggestions” box (**Figure 1, 3**) will only be populated with words from the main Spell Check dictionary
- Ignore words in UPPERCASE— Treats words in uppercase lettering as accurate words, whether they are accurately spelled or not
- Ignore words with numbers— Treats words containing numbers as accurate words, whether they are accurately spelled or not
- Ignore Internet and file addresses—Will treat hyperlinks (http://www.) and file addresses (C:\My Documents/...) as accurate, whether they are accurate or not

Custom Dictionaries

A Custom Dictionary is created the first time “**Add/Add to Dictionary**” (**Figure 1, 4**) is clicked as an option during a Spell Check. It is best to use the Microsoft Word Spelling & Grammar window to view and modify this dictionary.

Figure 3



1. Click the **Custom Dictionaries...** command button (**Figure 2, 2**) on the Options' Spelling & Grammar tab. The Custom Dictionaries window will appear.
2. Click **Modify...** if “CUSTOM.DIC” (**Figure 3, 1**) is listed under the Dictionary List. If the area is blank, click **Add...** (**Figure 3, 2**) to create a custom dictionary and name it “CUSTOM.”

Adding Words

1. Type the word that you wish to add to the dictionary in the **Word:** field (**Figure 4, 1**).
2. Click **Add** (**Figure 4, 2**).
3. **Repeat** as necessary.
4. Click **OK** when done.

Deleting Words

1. **Highlight** the word (**Figure 4, 3**) that you wish to delete by clicking on it.
2. Click **Delete** (**Figure 4, 4**).
3. **Repeat** as necessary.
4. Click **OK** when done.

Figure 4

