

Microsoft Excel - Spell checker



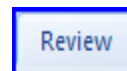
Spell checker

Like most of the Microsoft Office Suite, Excel has a Spell Check facility.

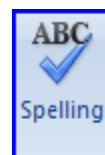
When selected the spell checker will check the whole sheet for spelling errors such as:

Technical terms, names, duplicated words **'the the cat sat on the mat'**

Select the **Review Tab** from the **Ribbon**



Click the **Spelling** icon



Or

Press **Function key F7**

The spell check will scan through the document stopping whenever a spelling mistake is found, the user is then prompted with closest word suggestions.

If the word is not recognised it does not mean it is spelt wrong, it may just not be in the dictionary. In this case you can add the word to the dictionary for future use by pressing the **Add to Dictionary** button.

