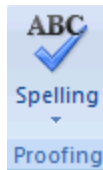


Microsoft Outlook – Using Spell Check



Using Spell Check.

1. From the **Message** tab, Click on the **Spelling and Proofing** icon.
Tip: Press (F7)



2. Word will check the email message for any spell errors, if any spelling errors are detected the “Spelling & Grammar” dialog box will be displayed.

Word will give the closest suggestions to the typing error.

You can select the suggestion or ignore the suggestion and Word will continue looking for errors in the remaining document.

Microsoft Outlook – Using Spell Check



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Microsoft Outlook - Message (HTML) window showing the Spelling and Grammar dialog box for English (U.K.).

The dialog box displays the text: "In this **chapter** we will be look at checking the spelling."

The "Not in Dictionary:" section shows the word "chapter" and its suggestions: "chapter", "chapters", and "chap tar".

The "Dictionary language:" is set to "English (U.K.)".

The "Check grammar" checkbox is unchecked.

Buttons visible: Ignore Once, Ignore All, Add to Dictionary, Change, Change All, AutoCorrect, Options..., Undo, Cancel.

A circled number "2" is present next to the dialog box.