Microsoft Word 2001 (Mac): SPELLCHECKER

Spell checkers can be very useful tools, helping student to edit their work. MS Word provides two spell check options; one notifies a student immediately when a word is misspelled and the other is used after the student's writing is completed. We'll show you both ways.

Try this out:
Type a few sentences; leave or make spelling errors.
- The spelling checker will use wavy red underlines to indicate possible spelling errors and wavy green underlines to indicate possible grammatical errors.
- Or open the spellcheck file in the AT Folder on your desktop

To Spell Check Immediately:
- Choose the error with a wavy underline; then press <CONTROL> click on that word (i.e. cclick)
- A box appears with corrections to choose from and other options. Select the corrected word. Continue to spell check the rest of the underlined words in the first sentence.
- You may choose to ignore the suggestions or to add the word to the spelling dictionary

To Spell Check After Writing is Completed.
You may want to leave spell check until the end of the writing activity as it may disrupt the student’s ability to compose writing.
Let's try it

1. To check for spelling errors, open the Tools menu and select Spelling and Grammar. The first word that is checked for spelling will appear in context. Select one of the suggested words or another option. You will be prompted to check the rest of the document.

2. You can choose to ignore any changes or add the word to the dictionary. This is helpful for proper names, special terms, etc. that the computer does not recognize.

3. The suggestions box offers some alternatives. You can select one and choose to change the spelling to that one.

4. You can turn off the check grammar box.

Turn on/off automatic spelling

1. At the Spelling & Grammar window, choose Options;
   [or on the Tools menu, click the Spelling & Grammar tab, then select Options.]

2. To turn on or off automatic spelling checking, select or clear the Check spelling as you type check box.