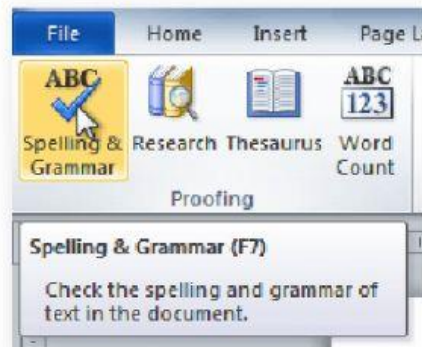


Yr. Level: IC Year 3	Subject: ICT	Unit: Spellchecker	1 of 10
Name : _____		Date ____/____/21	10

Arrange these steps in the proper sequence. Write 1 to 4.

Click on the **Spelling & Grammar** command.



Go to the **Review** tab.

If no suggestions are given, you can manually type the correct spelling.





The **Spelling and Grammar** dialog box will open. For each error in your document, Word will try to offer one or more **suggestions**. You can select a suggestion and click **Change** to correct the error.



Match the definitions.

1.

Ignore once

Ignore all

Add to dictionary

This will skip the word without changing it.

2.

Add to dictionary

Ignore once

Ignore all

This will skip the word without changing it, and it will also skip all other instances of this word in the document.

3.

Add to dictionary

Ignore all

Ignore once

This adds the word to the dictionary so it will never come up as an error. Make sure the word is spelled correctly before choosing this option.

4.

Red line

Green line

Blue line

indicates a misspelled word.

5.

Red line

Green line

Blue line

indicates a contextual spelling error. This feature is turned off by default.

6.

Red line

Green line

Blue line

indicates a grammatical error.