**Intro To Office 2010 Video Project 6:**

**Spell Check**

1. Spell Check:
   1. Keyboard Shortcut = F7.
   2. Red Wavy Line:
      1. Not in dictionary
         1. Freind
   3. Green Wavy Line (Most systems it is a Blue line):
      1. Potential Grammar / Punctuation error
         1. A Apple a day.
   4. Blue Wavy Line
      1. Potential misuse of homophones (words with different spelling but are pronounced the same
         1. I am lost with out you.
         2. Run over their.
         3. She one the game
   5. Status Bar shows Errors:
      1. 
2. Spell Check Task Pane:
   1. Ignore Once
   2. Ignore Rule
      1. Like “Jargon”
   3. Next Sentence
   4. Change
   5. Explain
      1. Like how a comma works
   6. Options
   7. Ignore All
   8. Add To Dictionary
      1. Add words that spell check does not know so you don’t have to waste time (like your name or a new product)
   9. Change All
   10. AutoCorrect
       1. Create for errors you always commit and great for creating Shorthand (like JJ for Joy Juniper)
   11. Definition of word appears in Task Pane.
3. NEW Keyboard Shortcuts:
   1. Spell Check = F7