**Intro To Office 2010 Video Project 7:**

**Spell Check**

1. Spell Check:
	1. Keyboard Shortcut = F7.
	2. Red Wavy Line:
		1. Not in dictionary
		2. Freind
	3. Green Wavy Line:
		1. Potential Grammar / Punctuation error
		2. Please go over there .
	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 dialog box:
	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)
3. NEW Keyboard Shortcuts:
	1. Spell Check = F7