

Lesson 8

Checking Spelling

by Elyse Schwartz

Computer Objective: Learners will be able to check spelling in a document using the Spelling Tool.

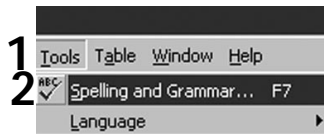
Literacy Objective: Learners will be able to pick the correct word out of a list and find errors that the Spelling Tool does not catch.

Materials: Word Processing 3 skill sheet, Lesson 8 - Handout 1 and the computer file *5-2Handout8-1.doc*.

Introduction: The Spelling Tool is invaluable to anyone who is typing a text of any length. However, if this tool is not used correctly, a text can end up with more errors than it started with. In the process of mastering the Spelling Tool, learners will also get spelling and reading practice.

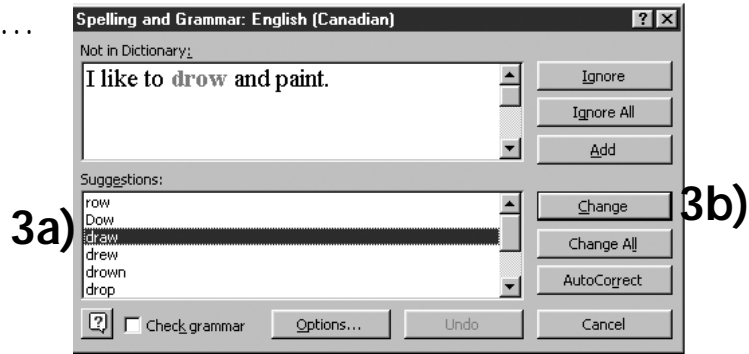
Procedure: Learners should be familiar with the Spelling Tool. They should understand that it will not recognize some proper nouns even when they are spelled correctly. They should also understand that the Spelling Tool will not catch an incorrect word—for example, a homonym—if it is spelled correctly. Give the learners the Word Processing 3 skill sheet for reference. Give the learners access to computer file, *5-1Handout8-1.doc*, and a photocopy of the handout to keep track of their corrections. Do the exercise together as a class. An In-Focus or overhead projector would be helpful. More advanced learners who have used the Spelling Tool before could do the exercise on their own. If someone clicks on Ignore by mistake, the Spelling Tool won't recognize these mistakes again unless you tell Word to Recheck the document. To do this, select **Tools, Options, Spelling and Grammar** and click on **Recheck Document**.

1. Click on **Tools**.
2. Click on **Spelling and Grammar**.



3. If the correct spelling is listed...

- a) Click on correct spelling.
- b) Click on **Change**.



or

If a name isn't in the dictionary ...

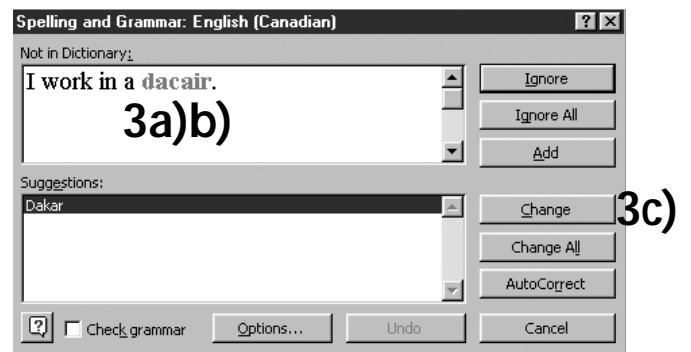
- a) Click on **Ignore**.

or

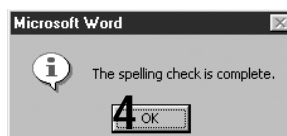


If the correct spelling isn't listed ...



- a) Click on mistake.
- b) Correct mistake.
- c) Click on **Change**.



4. Click on **OK**.



To correct the mistakes in this school newsletter:

1. Put your cursor at the beginning of the document.
2.  **Tools.**
3.  **Spelling and Grammar.**
4. Correct the spelling mistakes.
5. When the spelling check is complete, look for the mistakes the Spelling Tool did not find. There is one wrong word in each paragraph.

The Class Communicator
January/February, 2003

Winter Isn't So Bad!

by Derek Kartoum

In case you haven't noticed, it's cold outside! Many people want to hibernate like the bears. Some people don't even want to come to school. It's so much easier to stay inside with a cup of tea than to put on all those layers and brave the Arctic winds. But what happens if you stay inside all the time? You get restless and depressed and irritable. You snap at your kids, and after awhile you don't feel like doing anything. This is my advice. Go outside and find something fun to do. You'll be surprised to see how many other people are outside having fun.

To enjoy the snow or ice, you need at least one of the following: a toboggan, a pair of ice skates, a pair of snow shoes or a pair of skis. You can ski or snow shoe anywhere in Ottawa or in the Gatineau. There are lots of trails to follow. There are also many toboggan hills, but the best one is Conroy Pit near Hunt Club. The best place for ice skating is the Rideau Canal. It's the world's longest skating rink. Be sure to check the condition of the ice. A green flag means good; a yellow flag means not very good; a red flag means danger—don't skate. The best time to go skating is early in the morning. The canal isn't crowded, and the ice is smooth because they flood it with water every night.

None of these activities costs much money. You can get used skates and skis at stores that sell outdoor equipment. You can also rent skates and skis. It's free to skate on the canal, although sometimes they ask for donations. Cross-country skiing, snow shoeing and tobogganing are also free in Ottawa.

So, there's no excuse for staying inside. Get out and enjoy the winter! Take a thermos of hot chocolate, wrap yourself up like a mummy, and do something active. Maybe I'll see you there. I'm there with the funny hat!