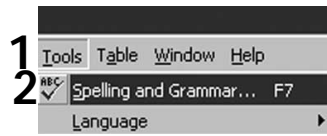


Word Processing 3 Checking Spelling

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



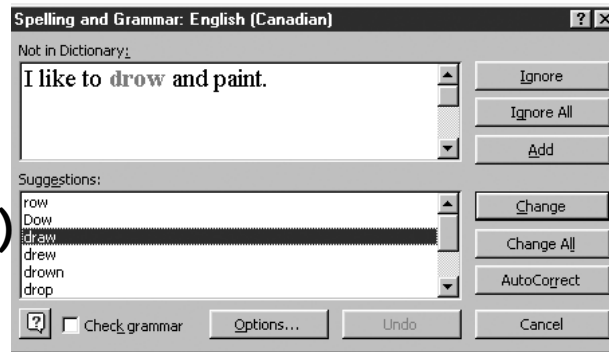
3. If the correct spelling is listed...

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

3a)

3b)

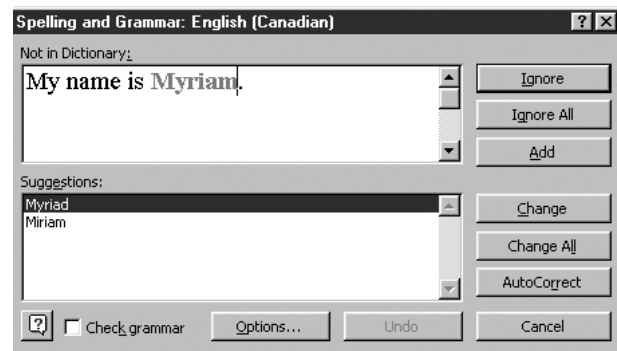
or



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

- a) Click on **Ignore**.

or



3a)

If the correct spelling isn't listed ...

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



3c)

4. Click on **OK**.

