

MSWORD TIP

(From tips@elementktips.com newsletter)

97/2000/2001/2002)

When Word displays a red wavy underline beneath a typo, you can right-click on the word OR (control-click in Word 2001) to view and accept suggestions for alternate spellings. Also, when the automatic spell checker is turned on, Word displays red wavy underlines beneath words that aren't contained in its active language dictionary. By right-clicking (or control-clicking in Word 2001) on the red wavy underline, you can also:

- * Choose Ignore All to remove the red wavy underline from other words with the same spelling. This causes Word to ignore all occurrences of the unrecognized word in the current document.

- * Choose Add (Add To Dictionary in Word 2002) to add the word to your custom dictionary. This causes Word to ignore the word in all documents that use the same custom dictionary.

- * Choose AutoCorrect, and then select the word you'd like to use in place of the underlined word. This causes Word to add the underlined word to the AutoCorrect list. From then on, Word automatically replaces the underlined word with the selected word as you type. (Note: The AutoCorrect command appears only when Word is able to offer alternate spellings of the underlined word.)

- * Choose Language to apply a different language dictionary to the underlined word. If Word finds the word in the language dictionary you specify, it removes the underline. (Unavailable in Word 97/2001.)

- * Choose Spelling to access the spelling checker. Using the spelling checker, you can perform the tasks mentioned above, plus you can ignore just the current instance of the word, view and apply additional spelling suggestions, and change all misspellings of the word at once.

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