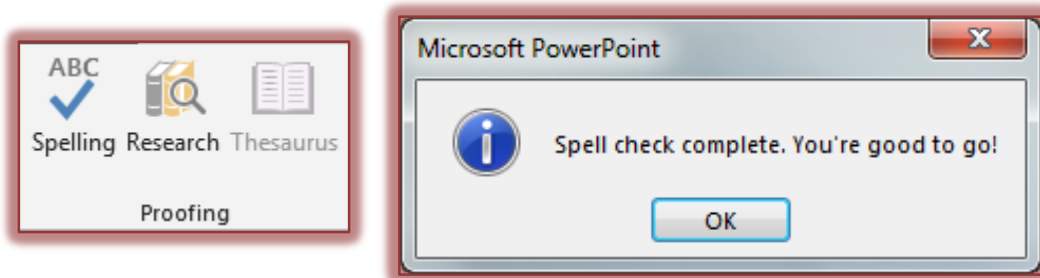


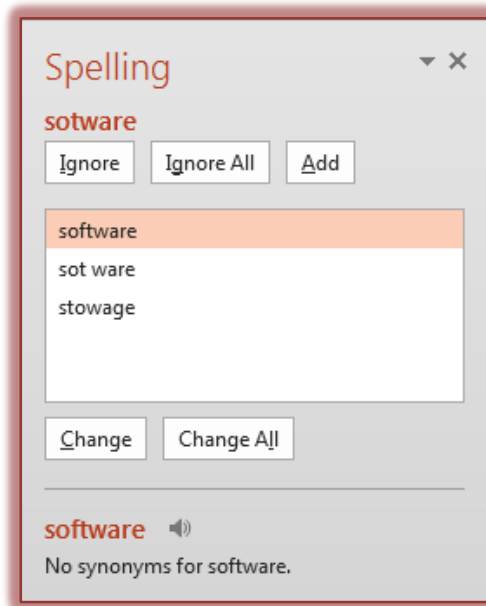
SPELL CHECK A PRESENTATION

A built-in dictionary is used by PowerPoint to check the entire presentation including all slides, notes, outlines, handout pages, and all master views.

- ✦ Click the **Review Tab**.
- ✦ In the **Proofing Group**, click the **Spelling** button (see illustration below left).
- ✦ If there aren't any misspelled words, a dialog message will appear as shown in the illustration below.

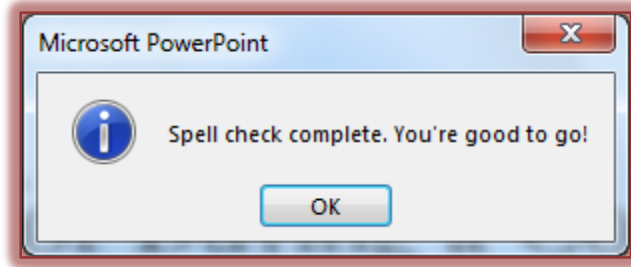


- ✦ If this happens, click **OK** to exit the dialog box.
- ✦ If a misspelling is found, the **Spelling Task Pane** will appear (see illustration below).



- ✦ The first misspelled word will appear with options for correcting it.
- ✦ For the word that is found, choose one of the following options:
 - ▣ **Ignore** - When this button is selected, the first occurrence of the word is skipped.
 - ▣ **Ignore All** - All occurrences of the word will be ignored when this button is selected.
 - ▣ **Add** - When this button is selected, the word will be added to the dictionary, so it will not appear again as a misspelled word.
 - ▣ **Suggestions List** - This is the list of words that are suggested as proper spelling for the misspelled word.
 - ▣ **Change** - This button is used to replace the word in the document with the one in the **Suggestions list**.

- ▣ **Change All** – To replace the selected word every time it appears in the document, click this button.
- ▣ **Synonyms** – This option appears at the bottom of the list of words. It provides a list of synonyms for the selected word in the Suggestions List.
- ✦ When the spell check is complete, a dialog box will appear saying that Spell Check is complete (see illustration below).



- ✦ Click **OK** to exit the dialog box and complete the spell check.