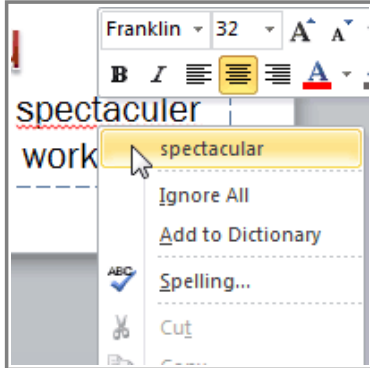Checking Spelling

Introduction

Worried about making mistakes when you type? Don't be. PowerPoint provides you with several **proofing features** that will help you produce professional, error-free presentations. In this lesson, you will learn about the various **proofing** features, including the **Spelling** tool.
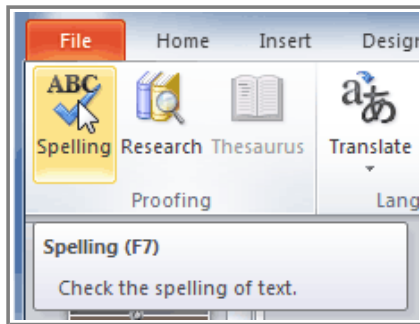
Checking Spelling

Watch the video to learn how to check spelling in PowerPoint 2010.
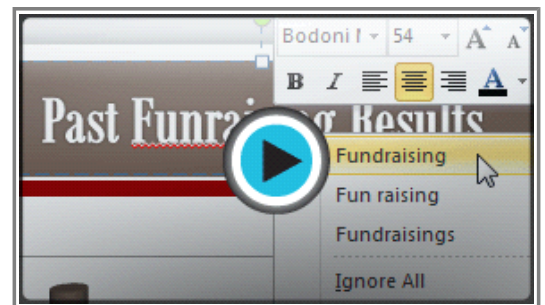
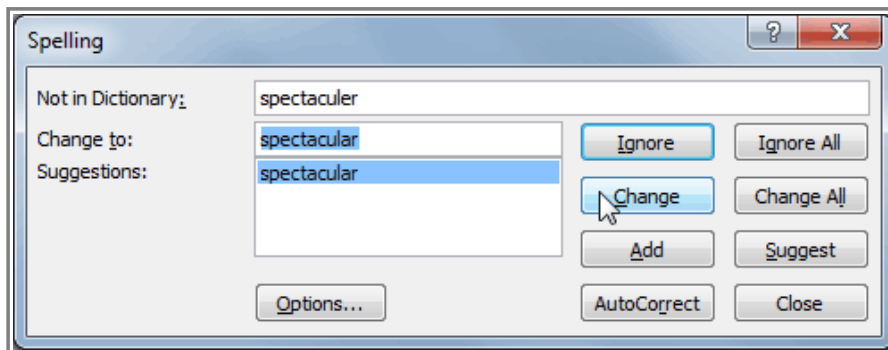***Watch the video (2:48).*** [*Need help?*](Need help?)

To Run a Spell Check:

1. Go to the **Review** tab.
2. Click the **Spelling** command.

Spelling command

3. The **Spelling** dialog box will open. For each error in your presentation, PowerPoint will try to offer one or more **suggestions**. You can select a suggestion and then click **Change** to correct the error.

Correcting a spelling error

4. If no appropriate suggestions are given, you can manually type in the correct spelling and then click **Change**.
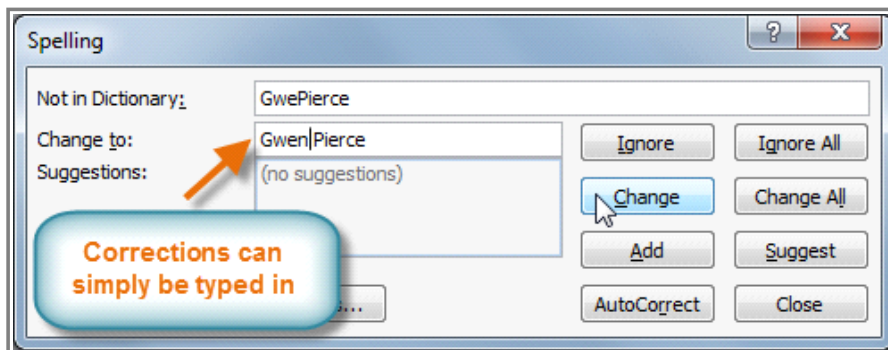
Typing a correction

Ignoring Spelling "Errors"

The spell check is **not always correct**. It will sometimes say something is spelled incorrectly when it's not. This often happens with people's names, which may not be in the dictionary.

If PowerPoint says something is an error, you can choose **not** to change it using one of three options:

- **Ignore Once:** This will skip the word without changing it.
- **Ignore All:** This will skip the word without changing it, and it will also skip all other instances of the word in your presentation.
- **Add:** This adds the word to the dictionary so it will never come up as an error again. Make sure the word is spelled correctly before choosing this option.

Automatic Spell Check

By default, PowerPoint **automatically** checks your presentation for spelling errors, so you may not even need to run a separate check using the Spelling command. These errors are indicated by **red, wavy lines**.

Automatic spell check errors

To Use the Automatic Spell Check Feature:

1. Right-click the **underlined word**. A menu will appear.
2. Click the **correct spelling** of the word from the list of **suggestions**.
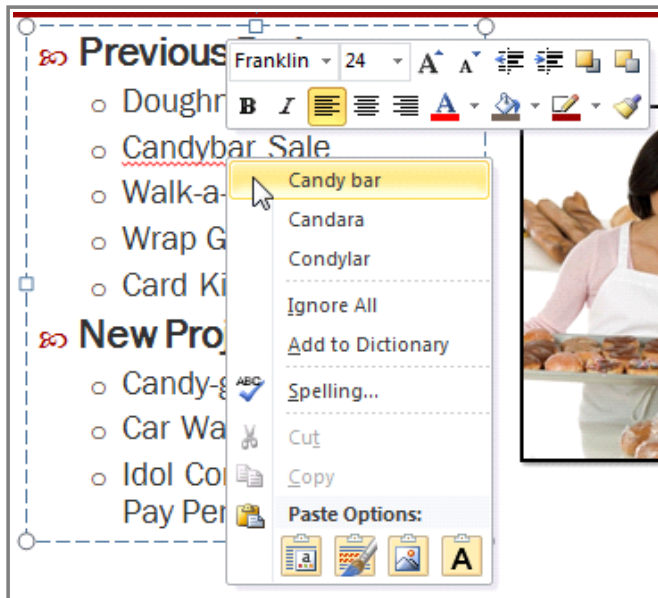
Correcting a spelling error

3. The corrected word will appear in the presentation.

You can choose to **Ignore** an underlined word, **Add to Dictionary**, or go to the **Spelling** dialog box for more options.

Modifying Proofing Options

With customizable proofing options, PowerPoint gives you the ability to change the way it addresses spelling errors, including the **automatic spell check**, and **contextual spelling**. Contextual spelling (an option that is turned off by default but can be turned on) can help you find and correct spelling mistakes like the use of "too" vs. "two," or "there" vs. "their."
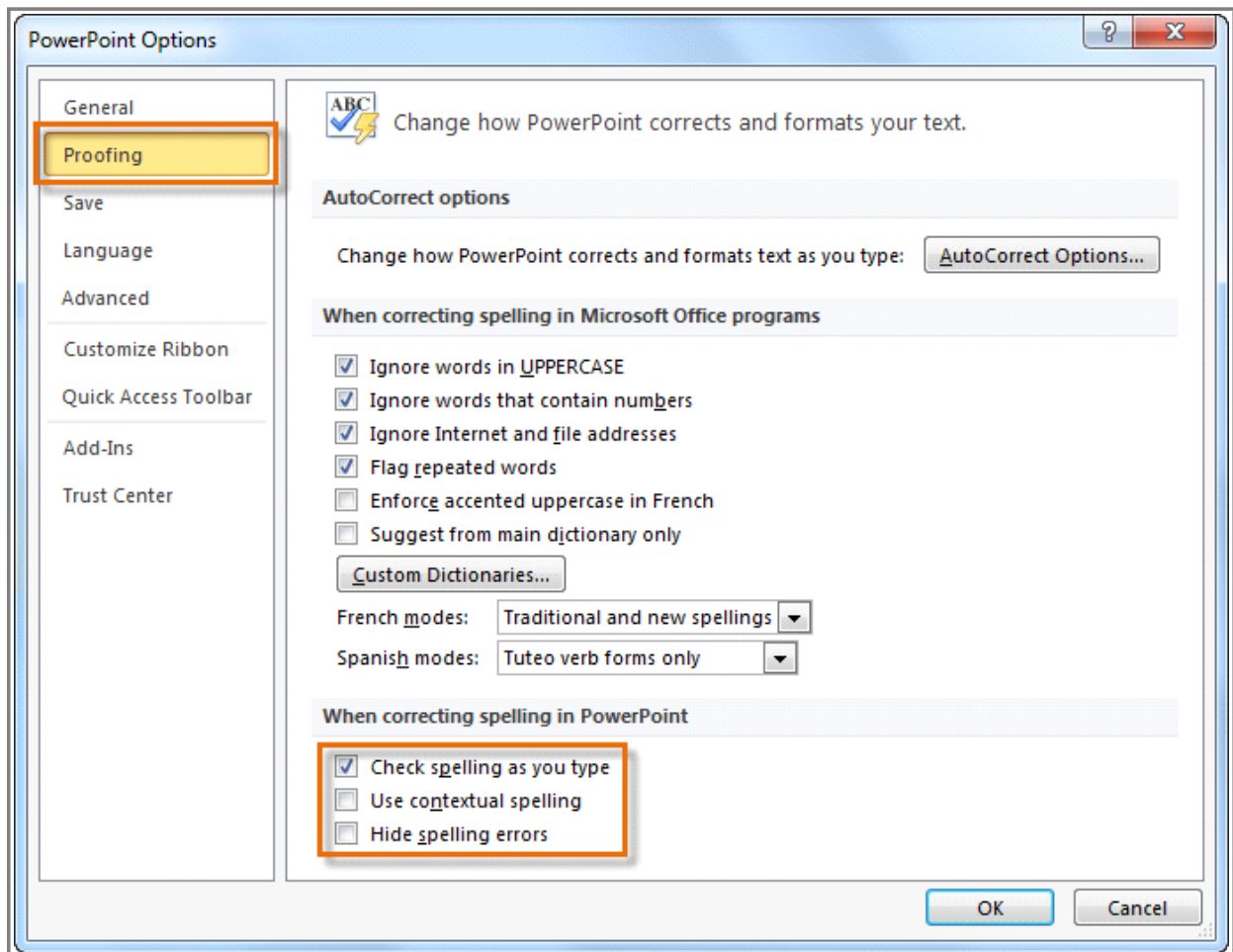
To Modify Proofing Options:

1. From the **Backstage view**, click **Options**.
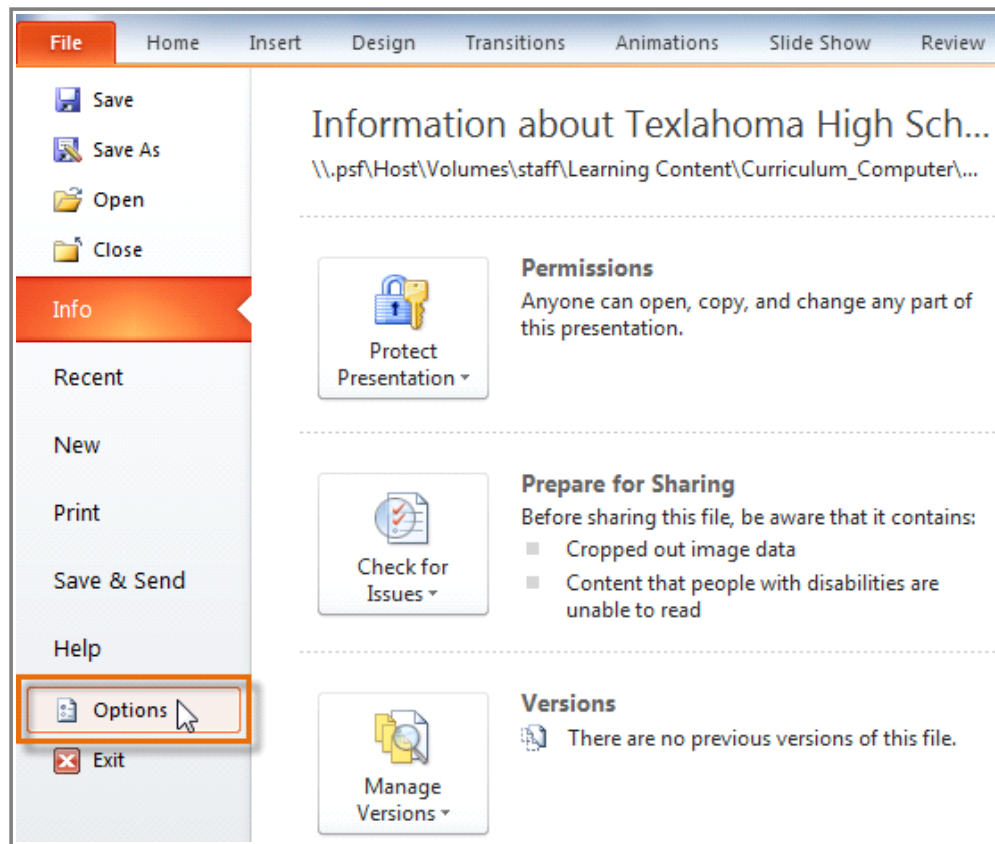
Opening PowerPoint Options

2. Select **Proofing**. The **PowerPoint Options** dialog box gives you several options to choose from:

   i **Check spelling as you type**: Uncheck this box if you don't want PowerPoint to check for spelling errors automatically. (This automatically checks **Hide spelling errors**.)

   i **Use contextual spelling**: Check this box if you want PowerPoint to check for contextual spelling mistakes like the use of "your" vs. "you're."

   i **Hide spelling errors**: Check this box if you want to hide the red wavy lines that mark spelling errors. (This option is disabled if **Check spelling as you type** is unchecked.)

Modifying proofing options

If you've turned off the automatic spell check, you can still run a check by going to the **Review** tab and clicking the **Spelling** command.

Modifying any settings in **PowerPoint Options**, including Proofing, affects **all of PowerPoint**, not just your current presentation.

Challenge!

1. Open an **existing PowerPoint presentation**. If you want, you can use this example.
2. Correct some of the errors detected by **automatic spell check** by right-clicking the underlined word.
3. Go to the **Review** tab to manually run a spell check and correct the remaining errors.