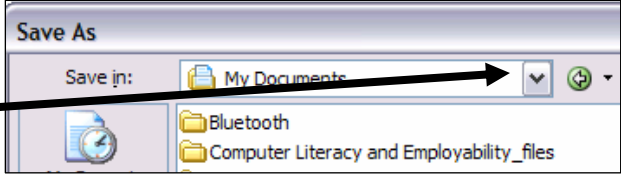


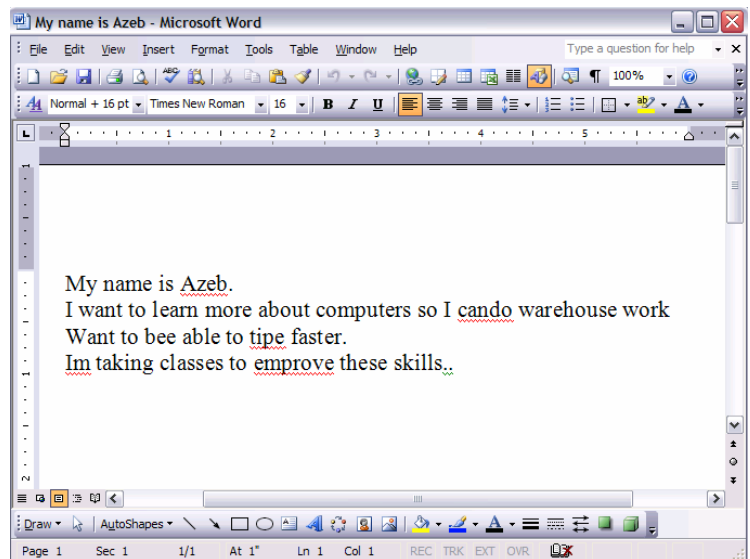
Microsoft Word: Exercise 3 (spell check)

This is Azeb. She is an English student.



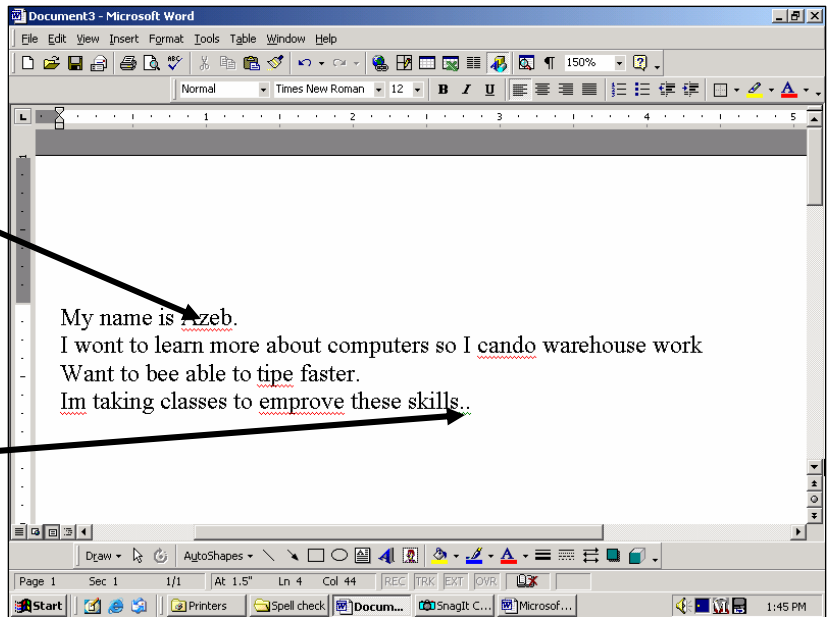
1. **Open** Microsoft Word.
2. **Click** on **FILE**.
3. **Click** on **OPEN**
4. **Click** on the **menu** 
5. **Double-click** on **3 ½ Floppy A**
6. **Double-click** on **FROM YOUR TEACHER**
7. **Double-click** on **MY NAME IS AZEB.**

This is Azeb's English homework.
There are a few mistakes.
Follow the directions to correct the
mistakes in Azeb's homework.

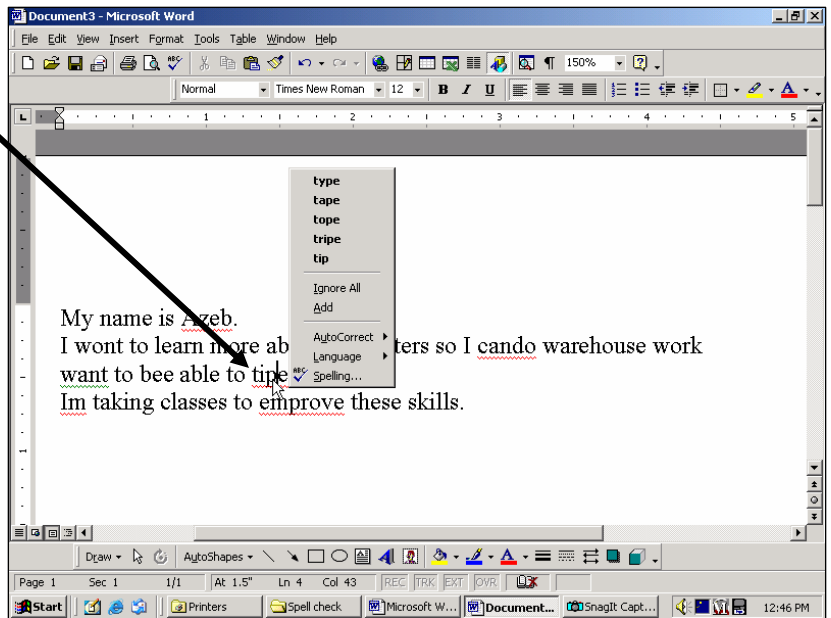


8. See the red lines. These words might be spelling mistakes.

9. See the green lines. These might be grammar mistakes.

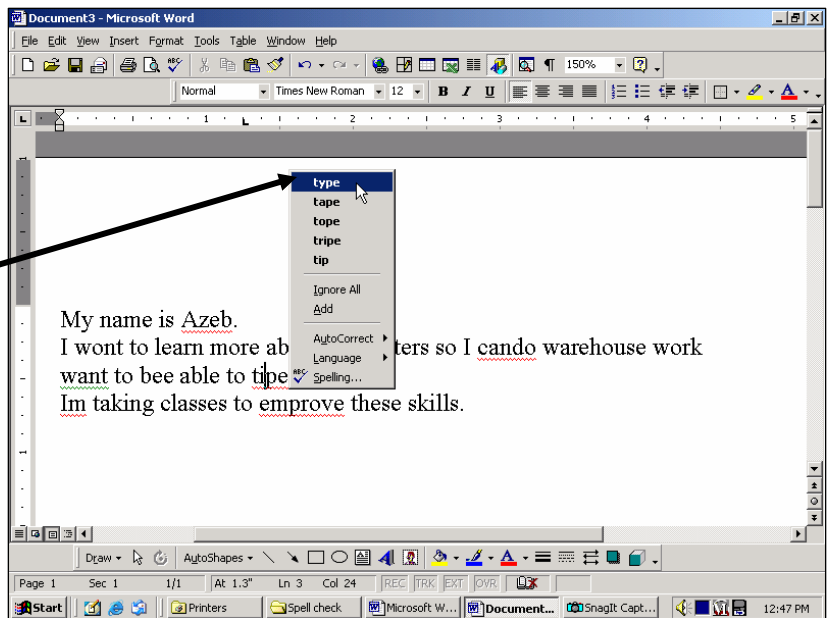


10. Right-click on the word "tipe".

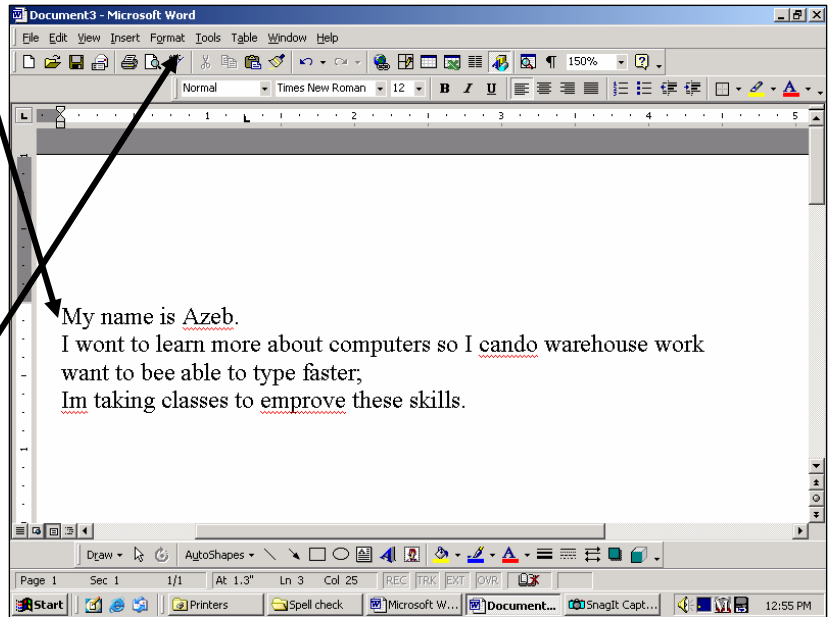


11. Find the correct spelling for this word.

12. Click on the correct spelling.



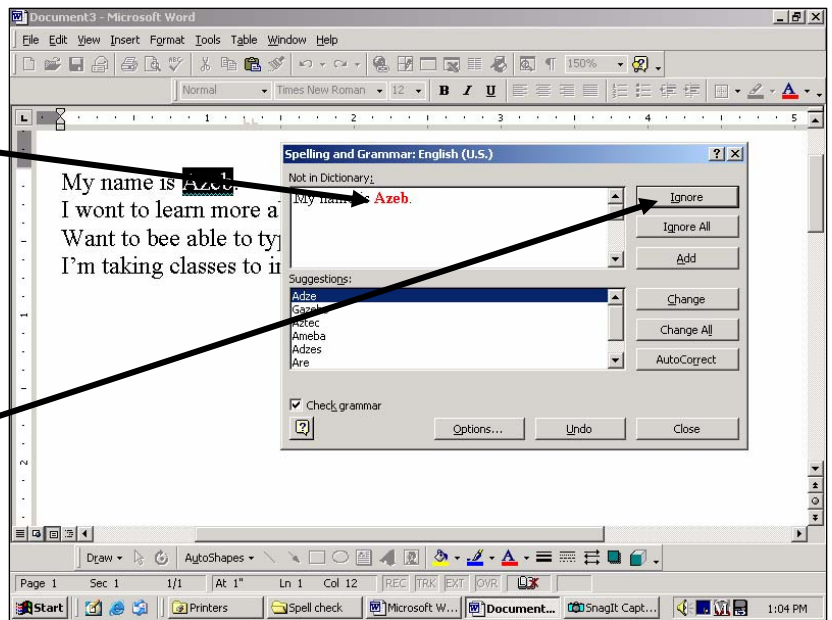
13. Click in front of the word "My".



14. Click on the Spell Check button.

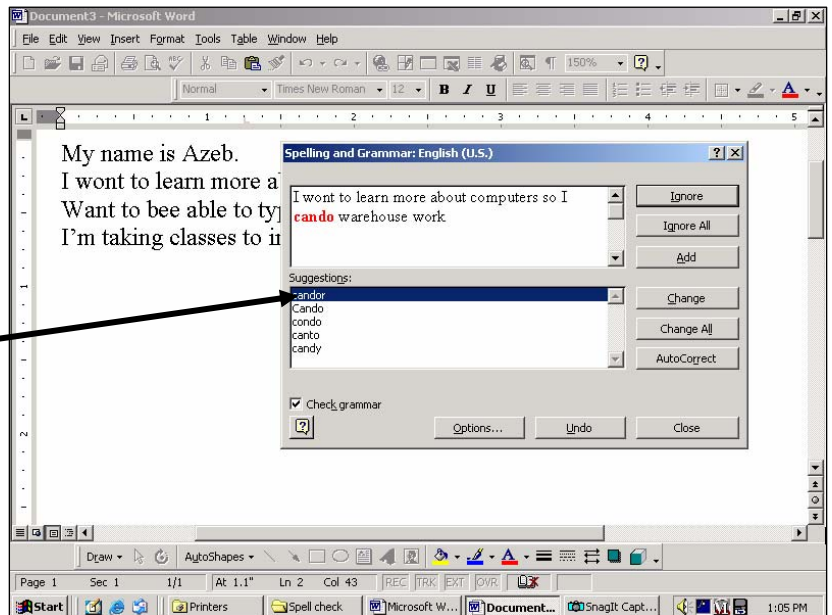


15. Look at the red word.
Is this a mistake? _____



16. Click on the IGNORE button.

17. Look at the red word.
Is this a mistake? _____

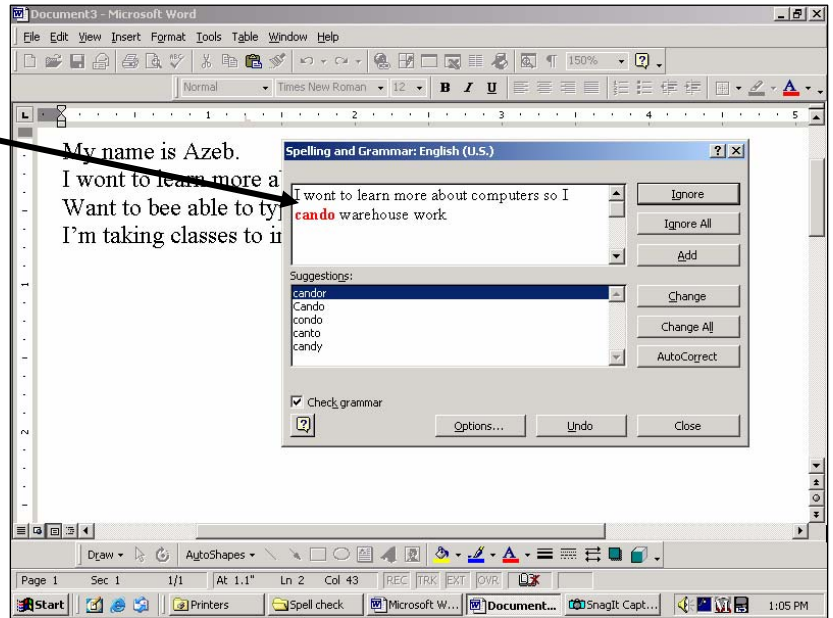


18. See that the correct answer is not on the list.

19. Click between the words *can* and *do*.

20. Press the space bar to add a space.

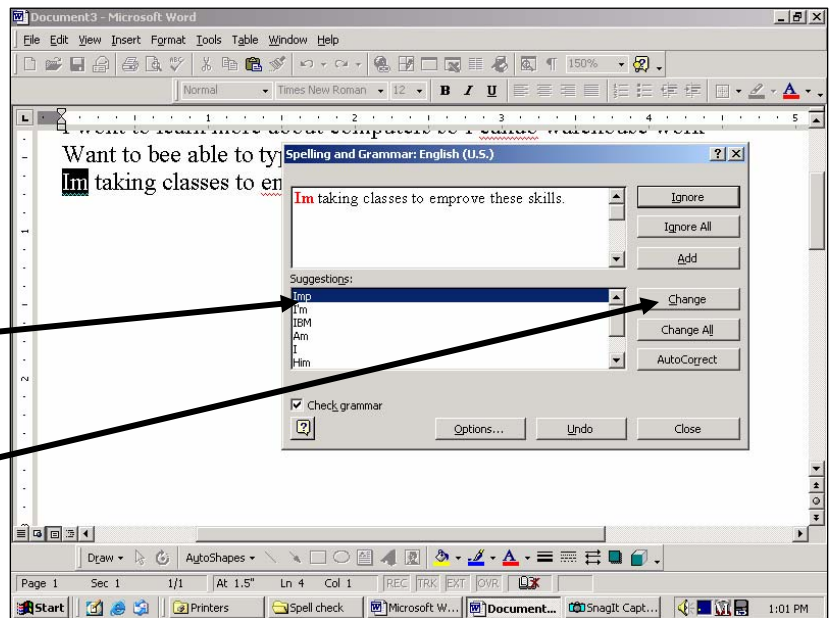
21. Click on **CHANGE**.



22. Look at the red word.
Is this a mistake? _____

23. Click on the correct spelling.

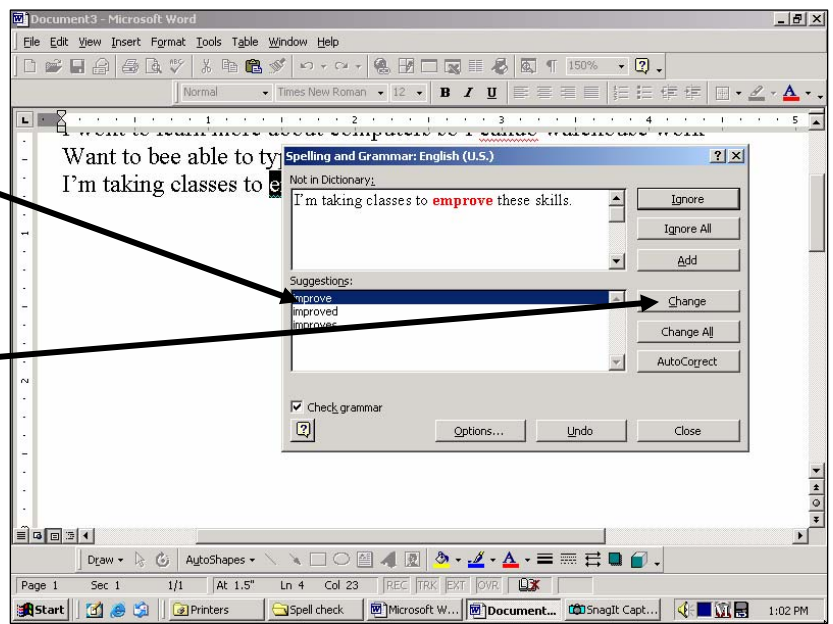
24. Click on **CHANGE**.



25. Is this a mistake? _____

26. Click on the correct spelling.

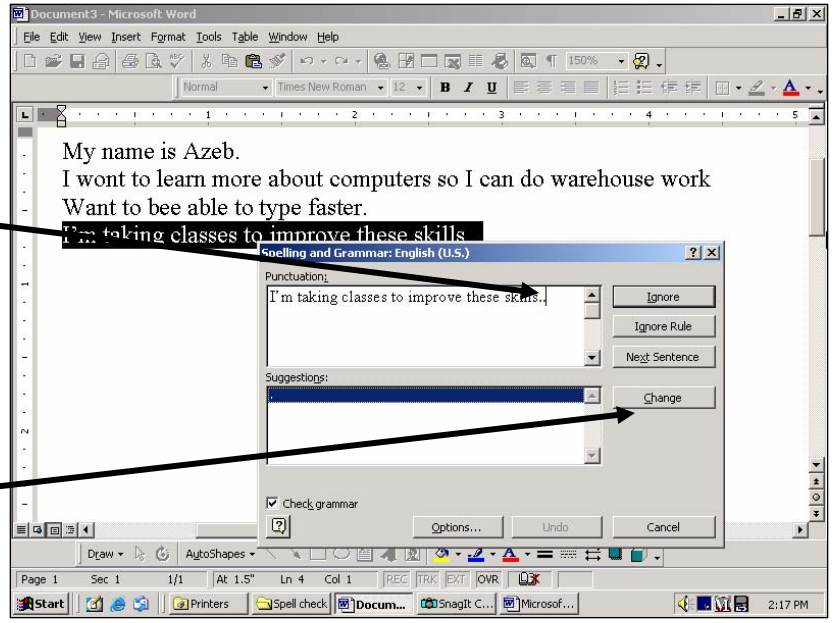
27. Click on **CHANGE**.



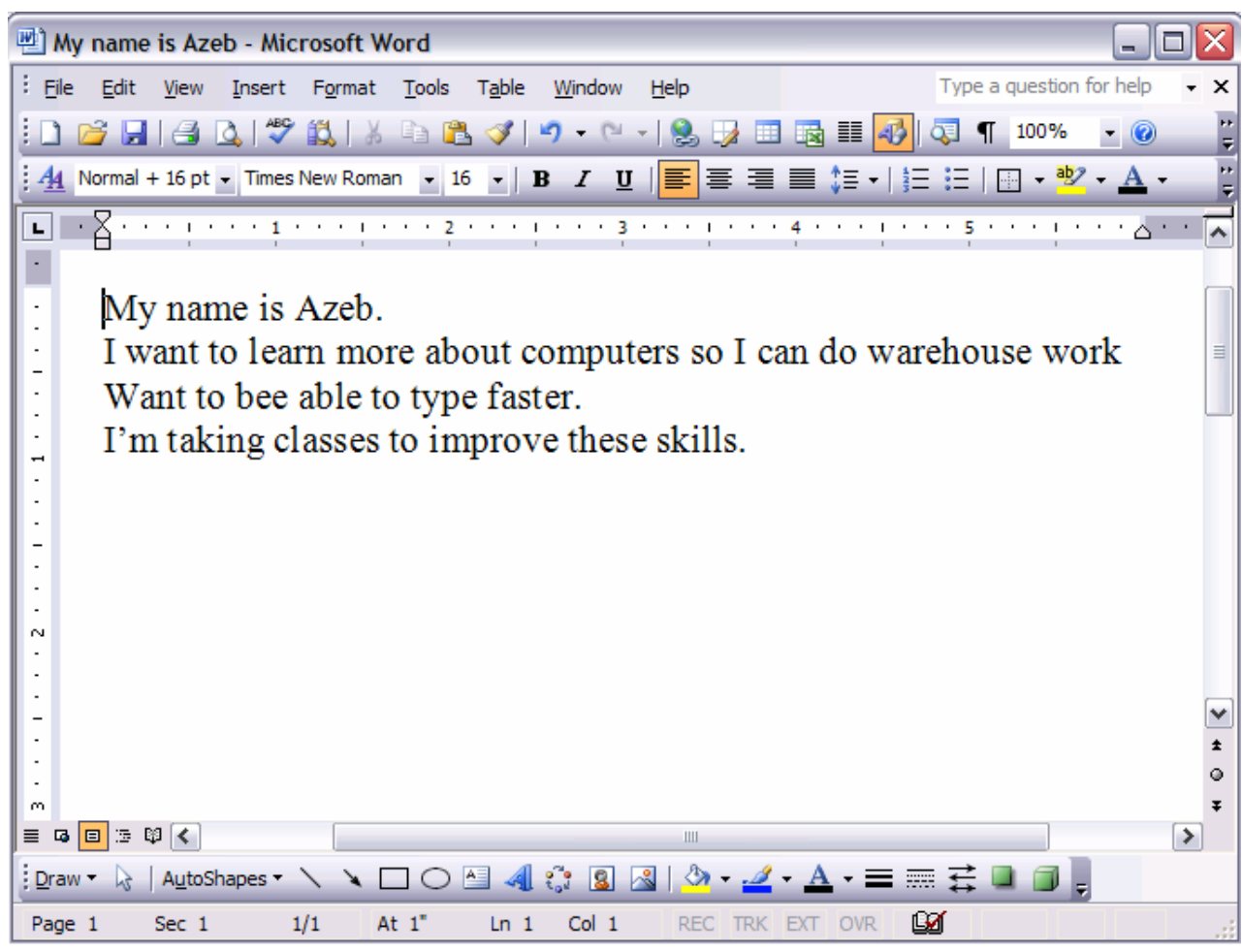
28. **Look** at the green periods.
Is this a mistake? _____

29. **Delete** one of the periods.

30. **Click** on **CHANGE**.

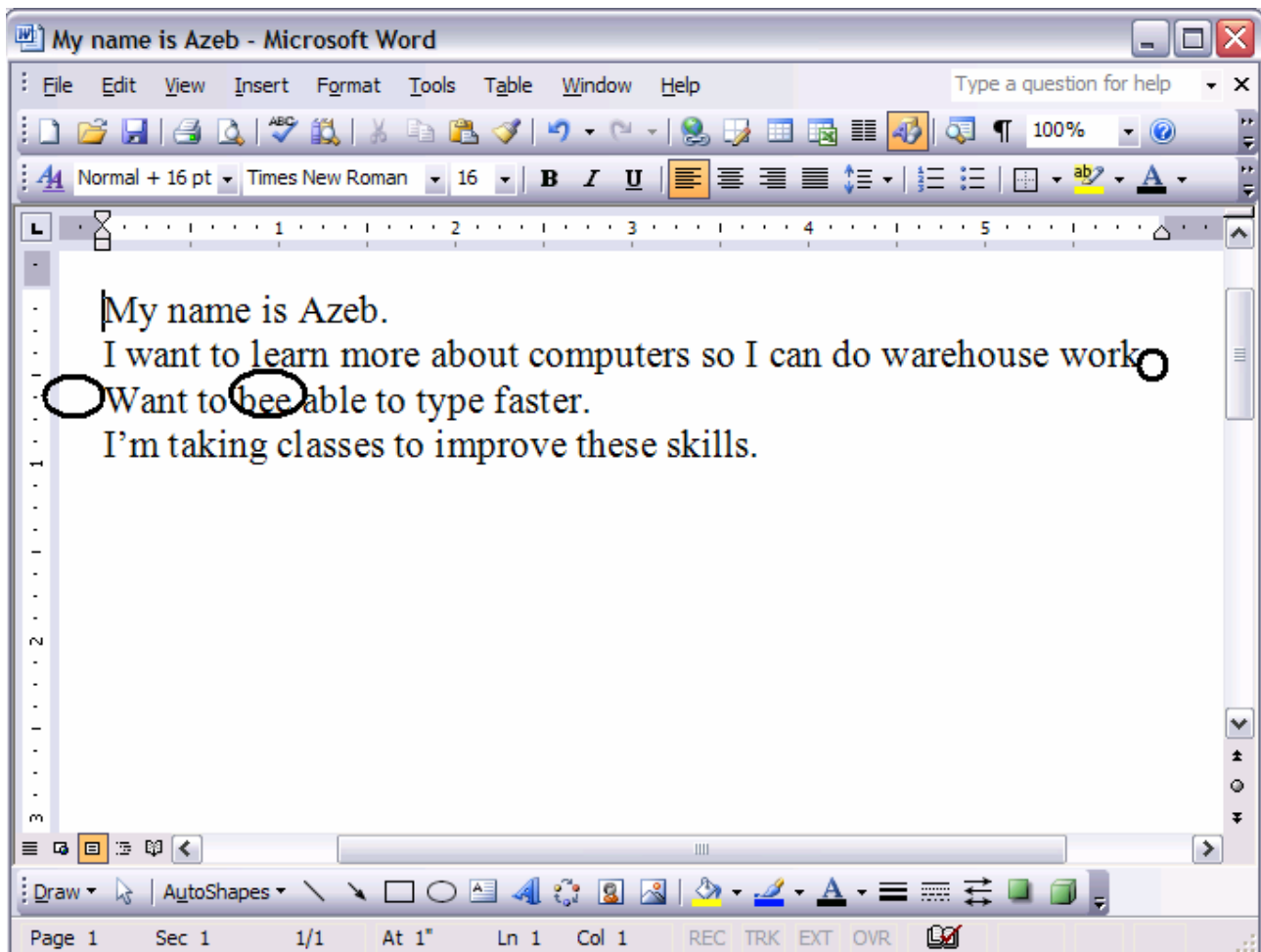


31. Microsoft Word cannot find all of the mistakes. There are 3 more mistakes in this paragraph. Can you find them all?

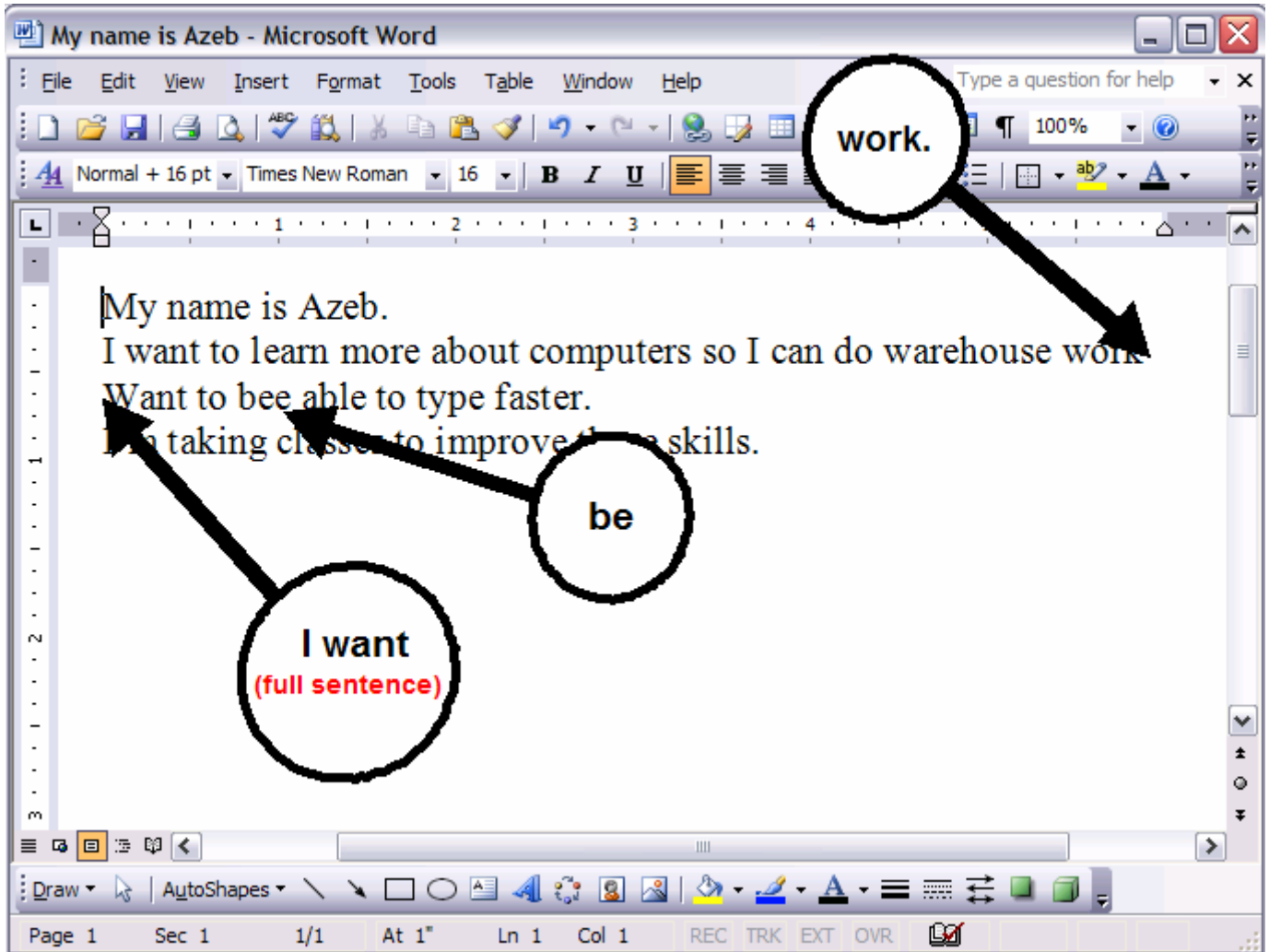


32. Did you find all the mistakes?

33. Do you know what changes need to be made? Correct all the mistakes.



34. Check your work. Did you make these corrections?



35. **Save** this on your disk. Name it **Word 3**.

36. **Open** a new document.

37. **Type** 4 sentences about yourself.

38. Use spell check to correct any mistakes.

39. **Save** it on your disk.