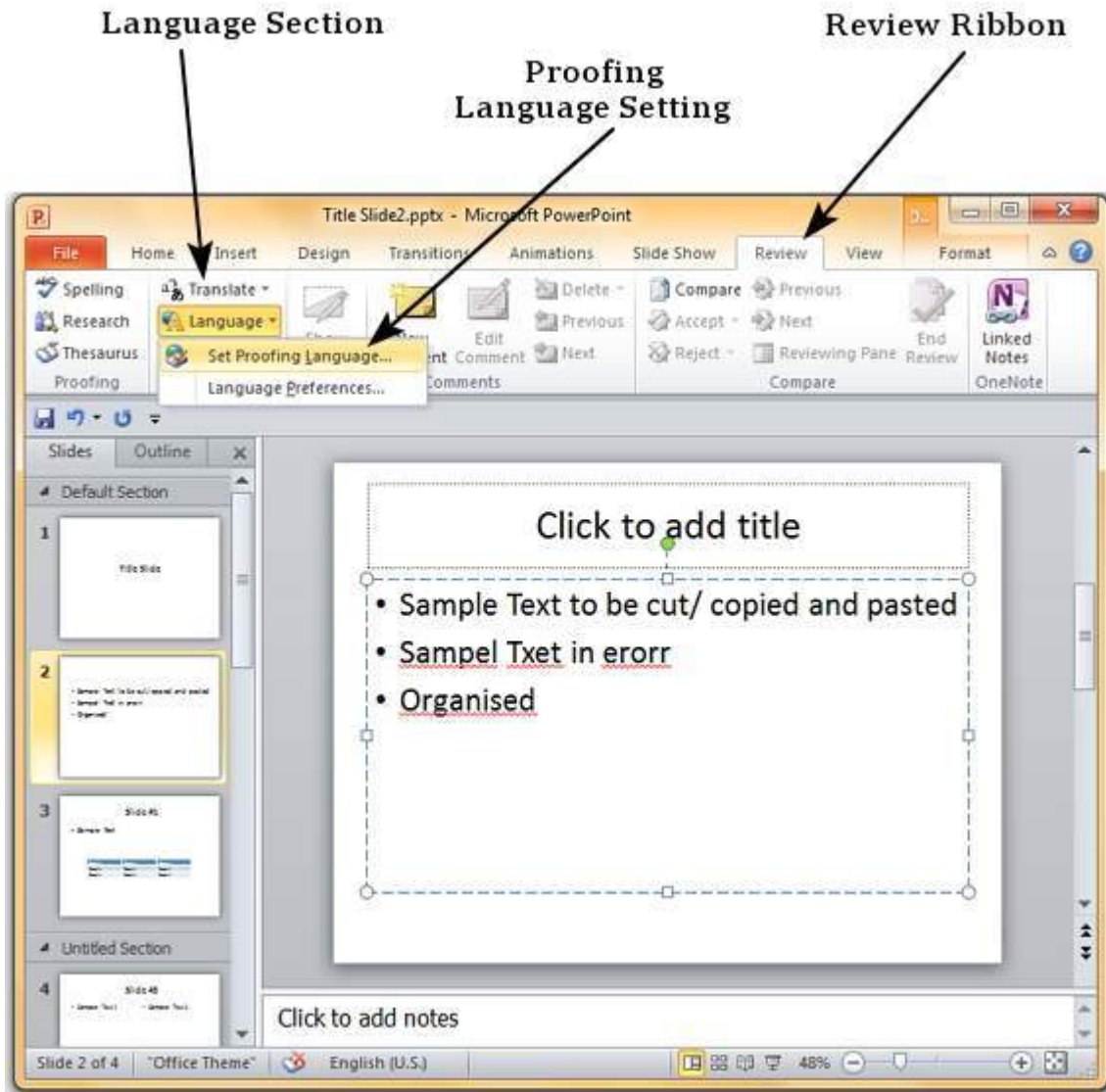
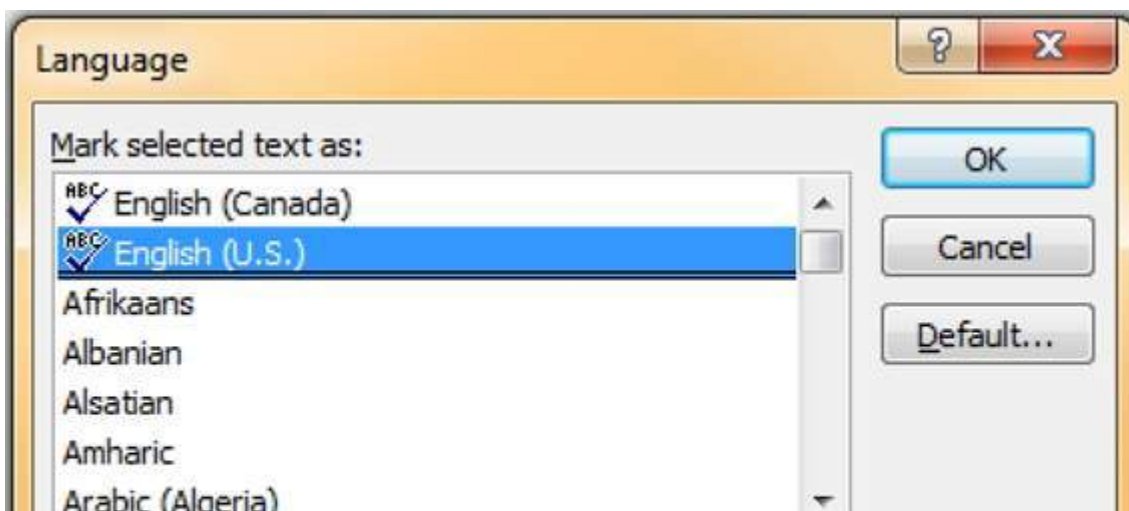


SPELLING CHECK IN POWERPOINT 2010

One of the best proofing tools available in PowerPoint is the spelling check. This is an automated proofing feature which will review the entire presentation for errors. To use this feature, you need to first set the Proofing language from the **Language** section under the **Review** ribbon.



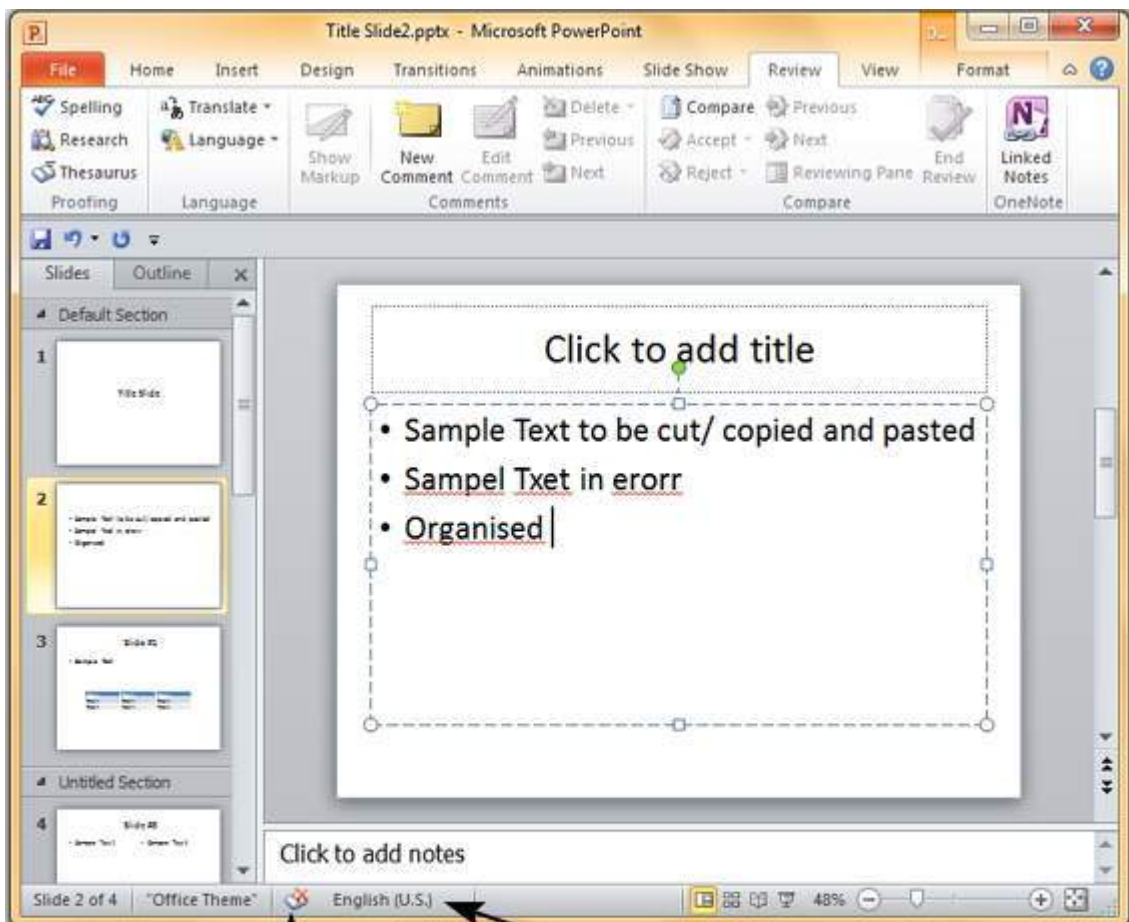
In the **Language** dialog you can select the language you want to use for your presentation. If you have some content selected, you can click OK and select it for just that section. If you want to use the selected language for the entire presentation you should click default.



The speller automatically uses dictionaries of the selected language, if available.

Do not check spelling

Once the proofing language is set you can see it at the bottom of the PowerPoint window. If there are proofing errors in the presentation you will also see an icon of a book with a red cross on top of it.

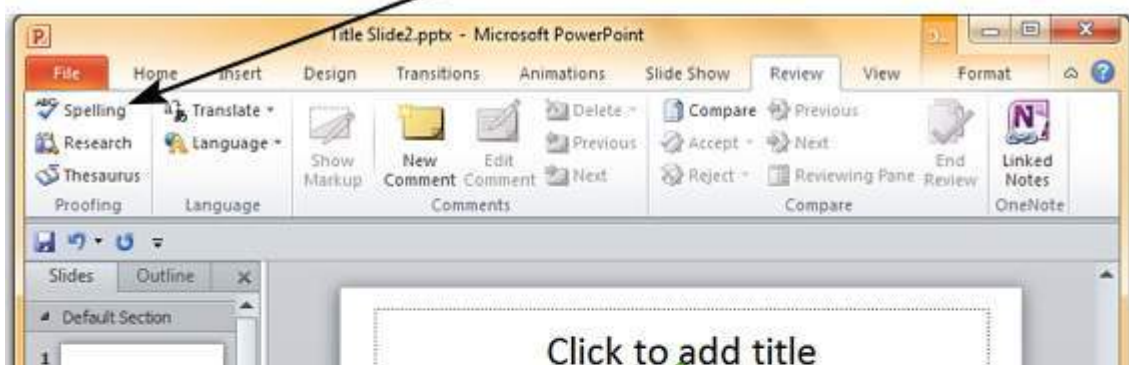


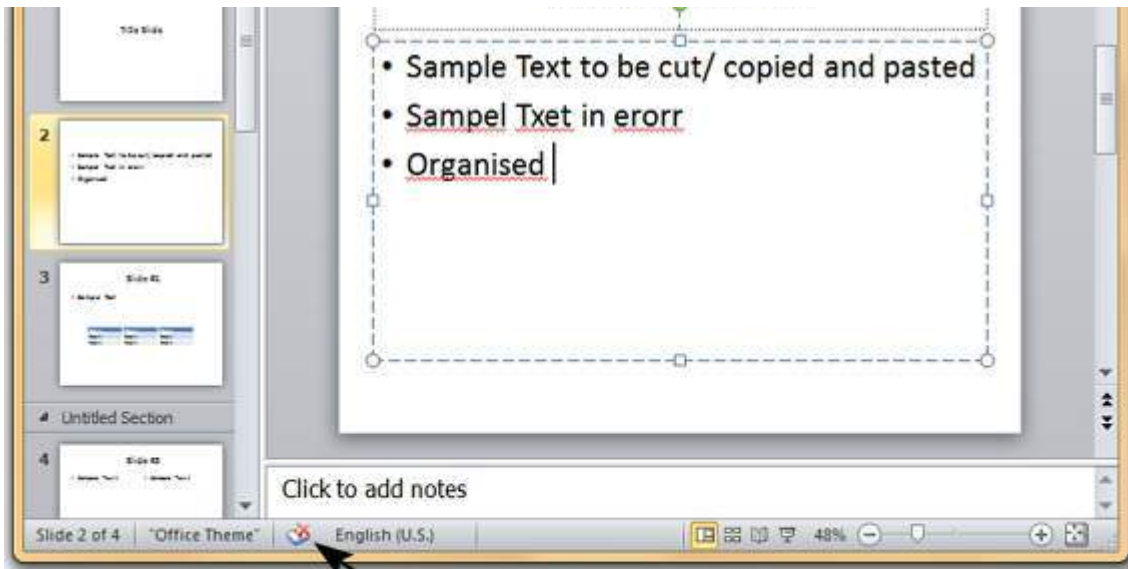
Errors in presentation

Selected Proofing Language

You can review the errors in the presentation by clicking on the red cross at the bottom of the window or by clicking on **"Spelling"** under the **Proofing** section in the **Review** ribbon.

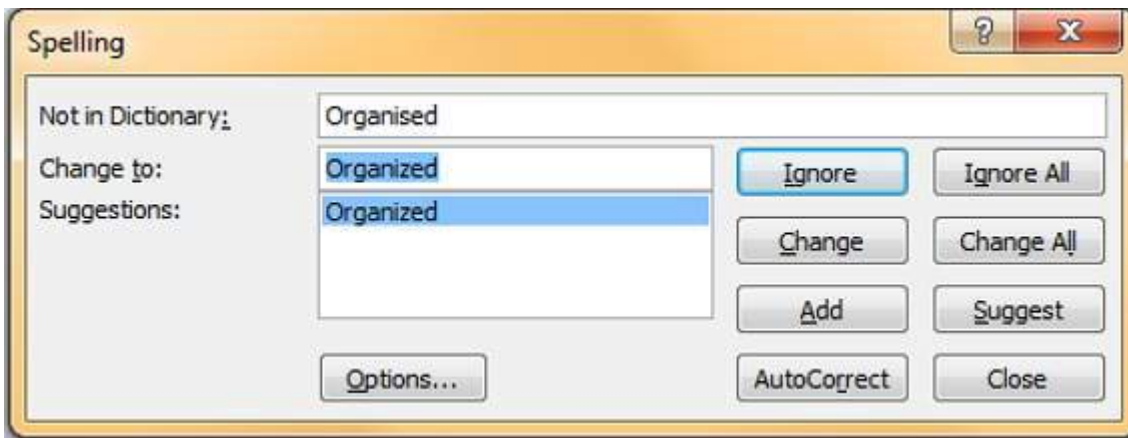
Accessing Spelling Errors





Accessing Spelling Errors

From the **Spelling** dialog, you can take the necessary actions to ignore, correct or edit the errors in the presentation. The table below describes various options you have in the Spelling dialog.



Spelling Dialog Option

Description

Ignore	Ignore the error for the current instance.
Ignore All	Ignore the error for all the instances in the presentation.
Change	Accept the suggested change for the current instance.
Change All	Accept the suggested change for all the instances in the presentation .
Add	Use the first suggested word each time you click Add.
Suggest	Include this word in the PowerPoint dictionary.
AutoCorrect	Automatically correct similar errors going forward.
Close	Close the Spelling dialog.
Options	Set up how PowerPoint should proof the presentation.