Hadley

Spell Checking Sample

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Hello, my name is Vikki Vaughan. Today we'll examine using shortcut commands to check the spelling within a Microsoft word document. Our task will include navigating through the proofing tool bar. Our one-stop location for correcting misspelled words.

All us make spelling errors from time to time. Lucky for us all Microsoft Office programs can check spelling and grammar. With a simple command, spell check searches through our document and prompts us to correct each spelling or grammatical error it encounters.

Grammatical errors include duplicate words, extra space between words, or incorrect usage of words, such as the word, an, in the sentence, "We have an red car." Let's explore the power of in ease of spell check in this sample document. When checking spelling, it's always a good idea to begin by navigating to the top of the document with, control plus home.

- [Ed] Now that you've had a chance to learn a bit with us. We'd like to learn more about you. Your name, email address, how you heard about Hadley. And, your relationship to vision loss.

Learning more will give us a better understanding of how to personalize Hadley just for you. And don't worry, everything you share with us online will be kept safe and secure. Of course, if you'd prefer to talk through these questions, we're just a phone call away, at 800-323-4238.

Taking these few steps saves your preferences so you can continue right where you left off, and track your progress every time you log on. Plus, it connects you to the Hadley community and helps sustain our funding to keep Hadley free of charge. And, last but not least, it gives you direct access to experts like me. Now, where were we?