

Excel 2019 (Part 10): Spell Checking

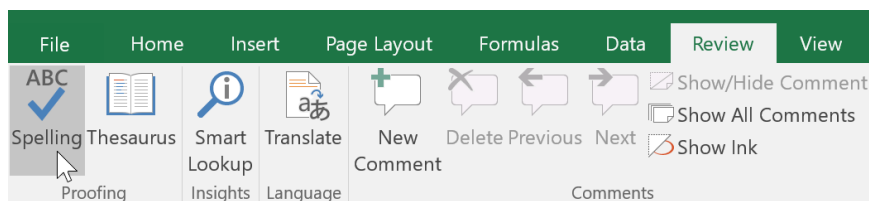
Excel includes a spell-checking tool that you can use to ensure everything in your workbook is spelled correctly.

Before sharing your workbook, you'll want to make sure it's free of any spelling errors. Fortunately, Excel includes a spell-checking tool that you can use to ensure everything in your workbook is spelled correctly.

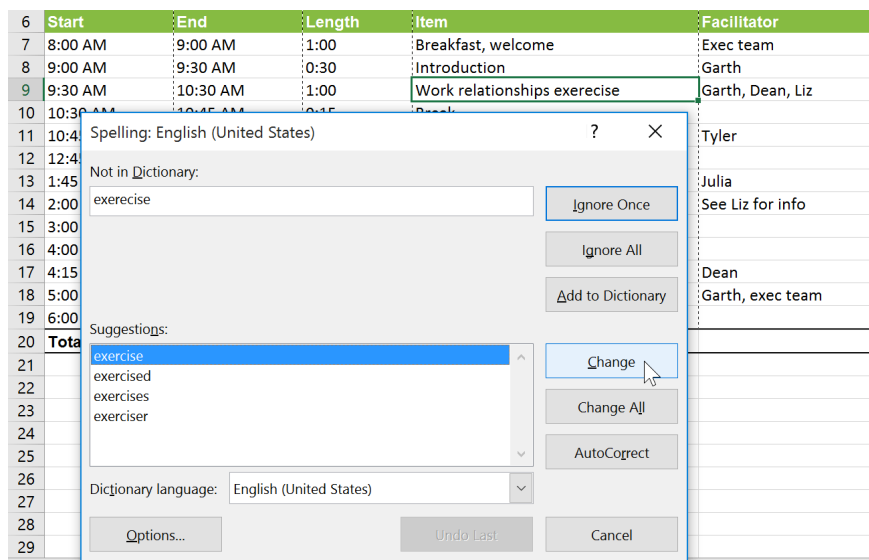
If you've used the spell check feature in Microsoft Word, you'll notice that the spell checker in Excel, while useful, isn't as powerful. For example, the spell checker in Excel won't check for grammar issues or spell checking as you type.

How to use the spell check feature in Excel

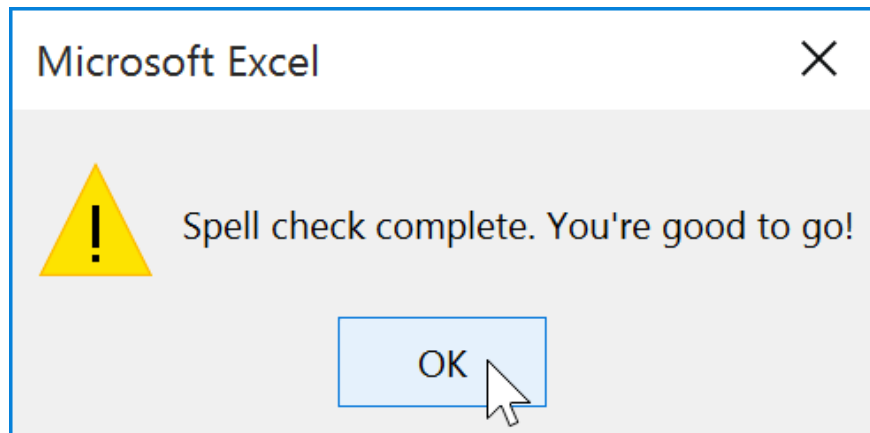
1. From the **Review** tab, click the **Spelling** command.



2. The **Spelling** dialog box will appear. For each spelling error in the spreadsheet, the tool will try to suggest the correct spelling. Select a suggestion, then click **Change** to correct the error.



3. A dialog box will appear after reviewing all spelling errors. Click **OK** to close the spell checker.



If no suitable suggestions are available, you can also manually enter the correct spelling.

Ignore the spelling "error".

The spell check feature isn't always accurate. Sometimes it will mark certain words as incorrect even when they're spelled correctly. This often happens with proper names, which may not be in a dictionary. You can choose not to change the spelling "errors" by using one of the following three options:

1. **Ignore Once** : This action will skip the word without changing it.
2. **Ignore All** : This operation will ignore the word without changing it and also ignore all other instances of the word in the spreadsheet.
3. **Add** : This action adds the word to the dictionary so that it will never appear as an error again. Make sure the word is spelled correctly before selecting this option.

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