

Check Spelling

Excel includes a spell checker to help you ensure that the words in your worksheet are spelled correctly. The spell checker scans your worksheet, displays words it doesn't find in its built-in dictionary, and suggests replacements when they are available. To check all of the sheets in a multiple-sheet workbook, you need to display each sheet individually and run the spell checker for each one. Because the built-in dictionary cannot possibly include all the words that anyone needs, you can add words to the dictionary, such as your company name, an acronym, or an unusual technical term. Once you add a word or term, the spell checker no longer considers that word misspelled. Any words you've added to the dictionary using Word, Access, or PowerPoint are also available in Excel. **CASE** *Before you distribute this workbook to Grace and the marketing managers, you check its spelling*

1. Click the **REVIEW** tab on the Ribbon, then click the **Spelling** button in the **Proofing** group

The Spelling: English (U.S.) dialog box opens, as shown in **FIGURE C-24**, with "asd" selected as the first misspelled word in the worksheet, and with "ads" selected in the Suggestions list as a possible replacement. For any word, you have the option to Ignore this case of the flagged word, Ignore All cases of the flagged word, Change the word to the selected suggestion, Change All instances of the flagged word to the selected suggestion, or add the flagged word to the dictionary using Add to Dictionary.

2. Click **Change**

Next, the spell checker finds the word "Podacsts" and suggests "Podcasts" as an alternative.

3. Verify that the word **Podcasts** is selected in the **Suggestions** list, then click **Change**

When no more incorrect words are found, Excel displays a message indicating that the spell check is complete.

4. Click **OK**

5. Click the **HOME** tab, click **Find & Select** in the **Editing** group, then click **Replace**

The Find and Replace dialog box opens. You can use this dialog box to replace a word or phrase. It might be a misspelling of a proper name that the spell checker didn't recognize as misspelled, or it could simply be a term that you want to change throughout the worksheet. Grace has just told you that each instance of "Billboard" in the worksheet should be changed to "Sign."

6. Type **Billboard** in the **Find what** text box, press **[Tab]**, then type **Sign** in the **Replace with** text box

Compare your dialog box to **FIGURE C-25**.

7. Click **Replace All**, click **OK** to close the Microsoft Excel dialog box, then click **Close** to close the Find and Replace dialog box

Excel has made two replacements.

8. Click the **FILE** tab, click **Print** on the navigation bar, click the **No Scaling** setting in the **Settings** section on the **Print** tab, then click **Fit Sheet on One Page**

9. Click the **Return** button to return to your worksheet, save your work, submit it to your instructor as directed, close the workbook, then exit Excel

The completed worksheet is shown in **FIGURE C-26**.

FIGURE C-24: Spelling: English (U.S.) dialog box

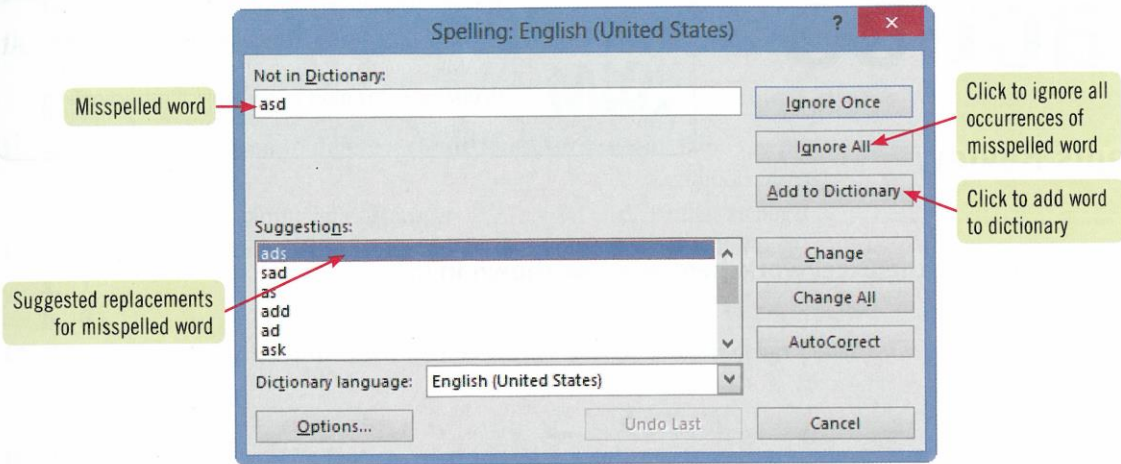


FIGURE C-25: Find and Replace dialog box

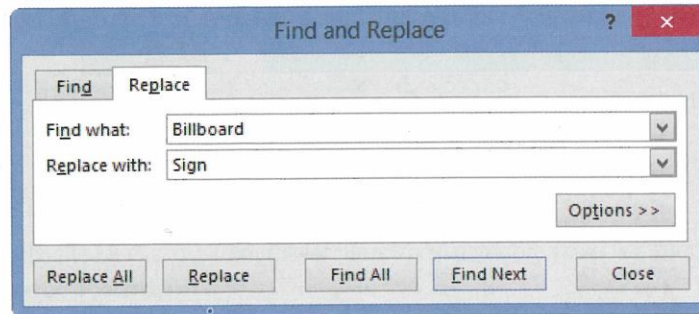


FIGURE C-26: Completed worksheet

Your Name

| Quest Specialty Travel Advertising Expenses | | | | | | | | Sales Tax |
|---|-----------|----------|-------------|----------|-----------|-----------|-----------|-----------|
| Type | Inv. Date | Inv. Due | Cost ea. | Quantity | Ext. Cost | Sales Tax | Total | |
| Newspaper | 1-Jan-16 | 31-Jan | \$ 79.42 | 5 | 397.10 | 34.75 | 431.85 | |
| TV Sponsor | 7-Jan-16 | 6-Feb | \$ 250.00 | 15 | 3,750.00 | 328.13 | 4,078.13 | |
| Podcasts | 20-Jan-16 | 19-Feb | \$ 77.50 | 30 | 2,325.00 | 203.44 | 2,528.44 | |
| TV commercials | 1-Jan-16 | 31-Jan | \$ 1,054.42 | 4 | 3,975.55 | 347.86 | 4,323.41 | |
| Web page ads | 13-Jan-16 | 12-Feb | \$ 0.17 | 230 | 39.56 | 3.46 | 43.02 | |
| Magazine | 7-Jan-16 | 6-Feb | \$ 100.92 | 12 | 1,211.04 | 105.97 | 1,317.01 | |
| Pens | 5-Jan-16 | 4-Feb | \$ 0.12 | 250 | 30.75 | 2.69 | 33.44 | |
| TV Sponsor | 15-Jan-16 | 14-Feb | \$ 250.00 | 15 | 3,750.00 | 328.13 | 4,078.13 | |
| Sign | 12-Jan-16 | 11-Feb | \$ 101.87 | 20 | 2,037.40 | 178.27 | 2,215.67 | |
| Newspaper | 25-Jan-16 | 24-Feb | \$ 79.42 | 6 | 476.52 | 41.70 | 518.22 | |
| Newspaper | 1-Feb-16 | 2-Mar | \$ 79.42 | 2 | 158.84 | 13.90 | 172.74 | |
| T-Shirts | 3-Feb-16 | 4-Mar | \$ 5.67 | 200 | 1,134.00 | 99.23 | 1,233.23 | |
| TV commercials | 1-Feb-16 | 2-Mar | \$ 1,054.42 | 4 | 4,217.68 | 369.05 | 4,586.73 | |
| Newspaper | 1-Mar-16 | 31-Mar | \$ 23.91 | 2 | 47.82 | 4.18 | 52.00 | |
| Web page ads | 28-Feb-16 | 29-Mar | \$ 0.17 | 275 | 47.30 | 4.14 | 51.44 | |
| Magazine | 27-Feb-16 | 28-Mar | \$ 100.92 | 12 | 1,211.04 | 105.97 | 1,317.01 | |
| Podcasts | 22-Feb-16 | 23-Mar | \$ 77.50 | 30 | 2,325.00 | 203.44 | 2,528.44 | |
| TV Sponsor | 1-Feb-16 | 2-Mar | \$ 250.00 | 30 | 7,500.00 | 656.25 | 8,156.25 | |
| Newspaper | 25-Feb-16 | 26-Mar | \$ 79.42 | 6 | 476.52 | 41.70 | 518.22 | |
| Web page ads | 10-Mar-16 | 9-Apr | \$ 0.17 | 275 | 47.30 | 4.14 | 51.44 | |
| TV Sponsor | 15-Feb-16 | 16-Mar | \$ 250.00 | 25 | 6,250.00 | 546.88 | 6,796.88 | |
| Pens | 15-Mar-16 | 14-Apr | \$ 0.12 | 250 | 30.75 | 2.69 | 33.44 | |
| TV commercials | 1-Mar-16 | 31-Mar | \$ 1,054.44 | 4 | 4,217.76 | 369.05 | 4,586.81 | |
| Podcasts | 20-Mar-16 | 19-Apr | \$ 75.50 | 30 | 2,265.00 | 198.19 | 2,463.19 | |
| Newspaper | 21-Mar-16 | 20-Apr | \$ 79.42 | 2 | 158.84 | 13.90 | 172.74 | |
| Podcasts | 23-Mar-16 | 22-Apr | \$ 77.50 | 30 | 2,325.00 | 203.44 | 2,528.44 | |
| Sign | 28-Mar-16 | 27-Apr | \$ 101.87 | 20 | 2,037.40 | 178.27 | 2,215.67 | |
| | | | \$ 5,304.30 | 1784 | 52,443.17 | 4,588.78 | 57,031.95 | |