

UNIT Five:

Using Proofing Tools




Topics:

- Using the Built-in Spelling Checker
- Using AutoCorrect
- Using Proofing Formulas

Do This:

I. Checking Your Spelling:

1. **Open** a new workbook.
2. In **Cell C2**, type *Cheeck my spelling errors*.
3. On the **Tools** menu, click **Spelling**, **OR**, click the button: 
4. Click **AutoCorrect** for each misspelled word presented, **select the correct word** from the list of corrections.
- or -
Type the correct word.
5. Click **OK** when the window shows **spell checking is done**.
6. **Close** this workbook **without saving**.

Do This:

II. Understanding Formula Error Values: Note: Excel displays an error value, which always begins with the number sign (#), when you enter a formula incorrectly.

1. **Open** a new workbook.
2. Click **Cell A2** and type this formula: **=13/0**.
3. Hit **ENTER**. Notice the result in **Cell A2**. (You tried to divide by 0).
4. Click **Cell A4** and type, *School*.
5. Hit **ENTER**.
6. Click **Cell A4** again and type: **=sum**.
7. Hit **ENTER**. Notice the result in **Cell A4**. (You tried to get the sum of a word).
8. Click **Cell A5** and type, **=jk1*jm2**.
9. Hit **ENTER**. Notice the result in **Cell A5**. (You tried to use a cell outside the worksheet).
10. **Close** this workbook **without saving**.

Do This:

**Practice Exercise, Unit 5— SAVE THIS FILE AND SHOW YOUR
TEACHER THE COMPLETED WORKSHEET.**

1. **Open** the worksheet called, *Errors*, located in the **Student Shared Folder** on the server.
2. Click in **Cell A1**.
3. Perform a **Spell Check** on this worksheet and make the necessary corrections.
4. Click **Cell C12** and type **your name**.
5. **Save** the corrected worksheet in your server folder as: *Activity Five*.

Unit Five

Review Questions

1. You can easily get to the spelling checker by clicking the spelling checker button on the standard toolbar.
 - a. True
 - b. False
2. When using the AutoCorrect feature, you can select the correct word from the list of corrections or type the correct word.
 - a. True
 - b. False
3. Excel will not notify you when you have entered a formula that will not work.
 - a. True
 - b. False
4. Error values always begin with a:
 - a. #
 - b. ?
 - c. \$
 - d. None of the above
5. The Spelling command is located under Tools on the menu toolbar:
 - a. True
 - b. False