



Exercise: Spelling & Grammar

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Spelling Proofing Tool Exercise 1

- Open the file named: spelling_needfix.doc
- Using the Spelling & Grammar proofing tool within Microsoft Word, work your way through all the possible errors until the spelling and grammar tool has complete
- Save the Word Document file to your coursework folder naming it: spellingcorrected
- Now try the next exercise on the next page ...

Spelling & Grammar Exercise 2

- Open the file named: needfix2.doc
- Using the Spelling & Grammar proofing tool within Microsoft Word, work your way through all the possible errors until the spelling and grammar tool has complete
- Save the Word Document file to your coursework folder naming it: spellgramm2