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## Customize the Excel Environment

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# Customizing proofing and save options

## Note

This activity will make changes to the settings in Excel. Please get authorization from the relevant person/s if you are planning to use your work or someone else's computer for this activity.

## How to complete this exercise

To complete this exercise, you will need access to Microsoft 365 Excel.

**Note:** Keep in mind that if you are using free Office for the web or another version of the Microsoft 365 Excel application some features covered in this exercise may not be available.

## Free Office for the web

If you do not have access to Microsoft 365 Excel, you can use Free Office for the web. This version of Office allows you to view and edit files in apps like Word, Excel, and PowerPoint. This free service is available to anyone with a Microsoft account.

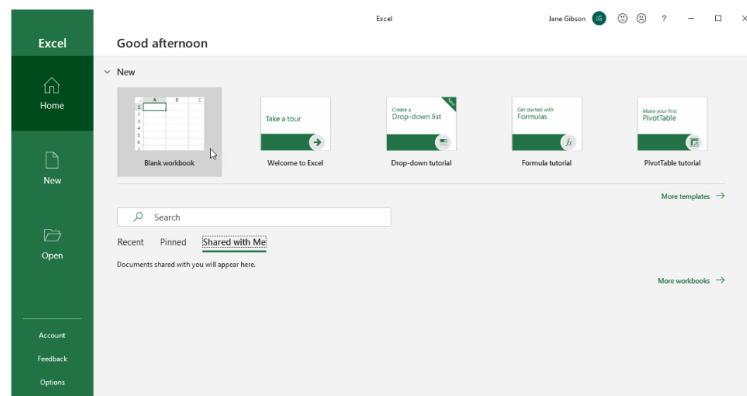
## Access Microsoft Account

[Log in to your Microsoft account.](#) Type the email, phone number, or Skype sign-in that you use for other services (Outlook, Office, etc.), then select Next. If you don't have a Microsoft account, you can select No account? Create one!

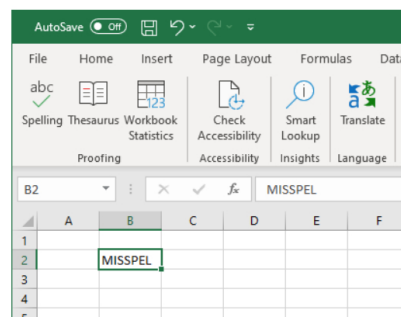
## Let's get started!

You would like to explore some of the customization options available in the Proofing and Save categories of the Excel options dialog box.

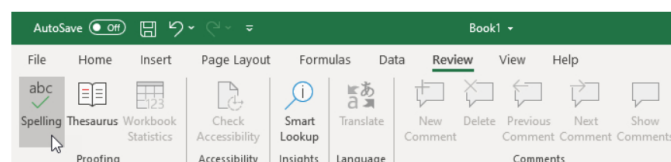
1. To begin, open a blank workbook in Microsoft 365 Excel:



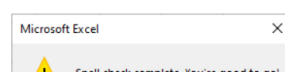
2. In the newly opened workbook, click cell **B2** and type "MISSPEL", then press **Enter**:

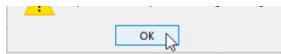


3. Now click **Review** → **Spelling**:

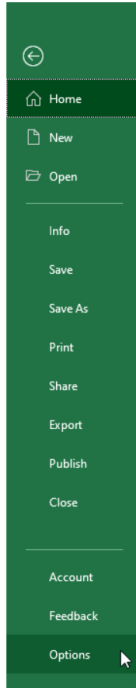


4. You should see an alert dialog box indicating the Spell check is complete with no suggested changes. Click **OK**:

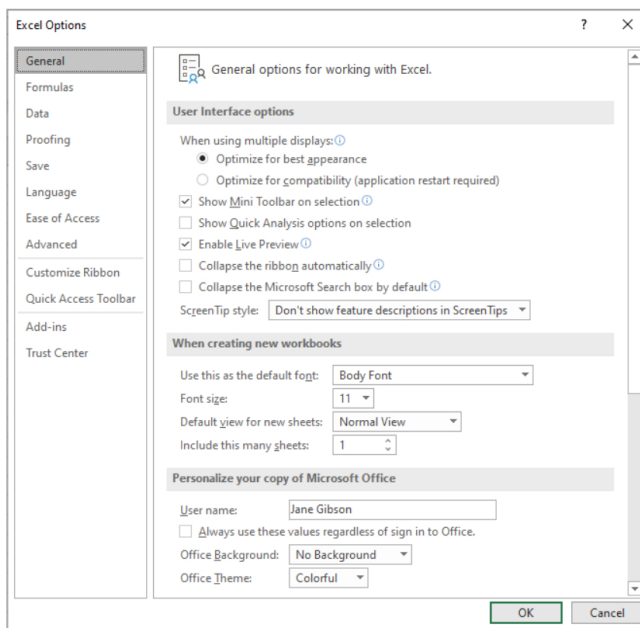




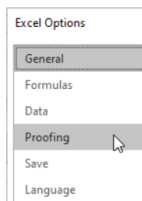
5. Next, click **File** → **Options**:



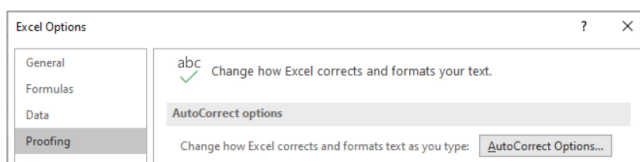
6. The Excel Options dialog box will open to the General category:

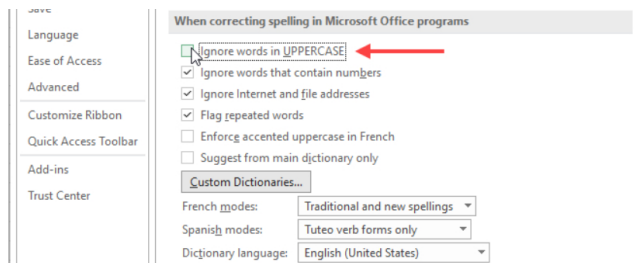


7. Click the **Proofing** category:

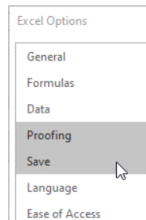


8. For this example, uncheck the **"Ignore Words in UPPERCASE"** checkbox as you want the spell checker to examine words in this format:

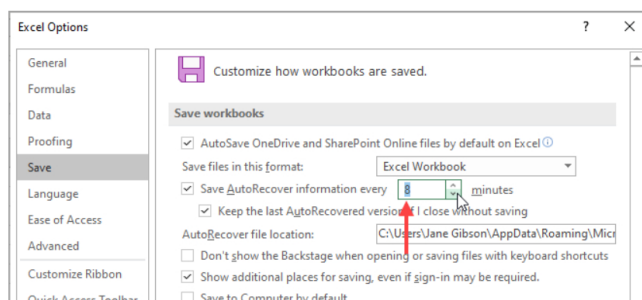




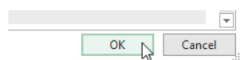
9. Next, click the **Save** category:



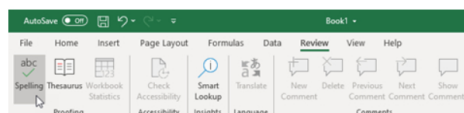
10. Within the "Save workbooks" section, change the "**Save AutoRecover information every**" value in the increment box from 10 to 8 minutes:



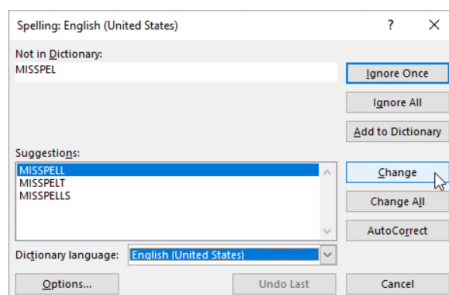
11. Click **OK** to apply the new changes:



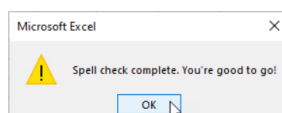
12. Now check spelling again by clicking **Review → Spelling**:



13. Excel now suggests corrections to the text in cell B2. Click **Change** to accept the suggestion:



14. Click **OK** to acknowledge that the Spell check is complete:



15. You can now close Microsoft 365 Excel to complete this activity.

Mark as completed

