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Exercise: Spell checking a worksheet

Note: You can pass this course and all graded assessments without access to the downloadable version of Excel.

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!
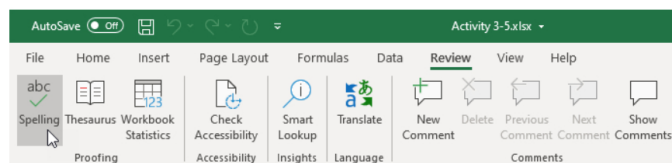
Let's get started!

You would like to review your sales report for any spelling errors.

1. Click on the link below to open the Microsoft Excel exercise document you can use to complete this exercise.
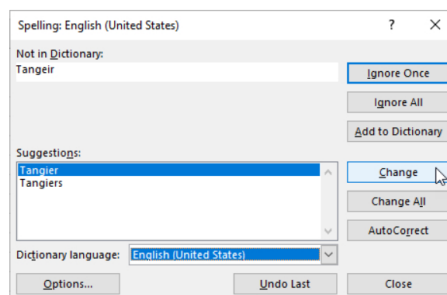
Exercise: Spell Checking a Worksheet 🔗

2. Ensure that you are on the first worksheet of the workbook. Click **Review → Spelling**:

3. The word "Asia" is spelled incorrectly. The Spelling dialog box has selected the correct spelling, so click **Change** to continue:
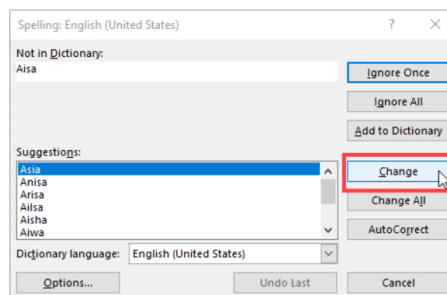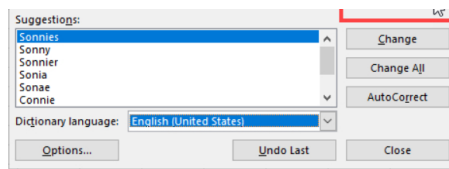

4. Correct the following errors, for "Tangier" and "Santiago" and the remaining instances of "Asia" in the same way:
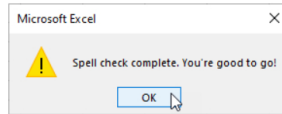

5. Click **Add to Dictionary** when you reach the spelling suggestions for the proper names "Sonnie" and "Talhah":

6. When Excel has finished checking the current sheet, click **OK** to close the spell checker:


7. Now let's check the **Email Addresses** sheet. Switch to it by clicking its tab:

14	Katharine Handley	Asia - Seoul	$157,558	$458,173	$416,473	$242,651
15	Kelsi Rich	North America - Boston	$185,351	$172,879	$415,627	$224,008
16	Lorelai Austin	South America - Caracas		$101,622	$120,465	$262,537
17	Maurice Powers	North America - Seattle	$148,716	$440,788	$118,717	$295,393
18	Ozan Howell	Africa - Cairo	$120,062	$402,641	$426,099	$442,987
19	Sameera Walters	North America - Atlanta	$146,168	$237,376	$344,725	$243,717
20	Sonnie Barnes	North America - Tampa	$354,140	$193,108	$248,584	$233,292
21	Talhah Cruz	Africa - Cape Town	$438,135	$303,683	$446,278	$262,490
22						

Sales Data   **Email Addresses**   ⊕

8. Press **F7** to check this sheet. Click **Change All** to correct all the instances of "Aisa":
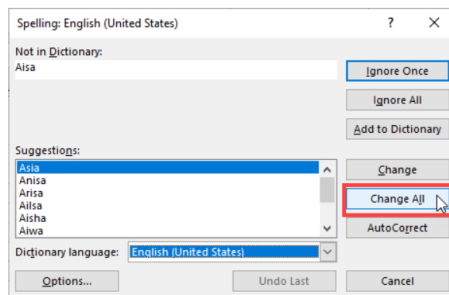
9. If you are prompted to start checking at the beginning of the sheet, click **Yes**:
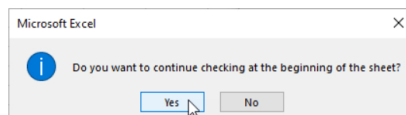
10. You will see a dialog box stating the spell checking is complete. Note that you were not asked to review both the proper names "Sonnie" and "Talhah" because they are now included in the dictionary. Click **OK** to continue:
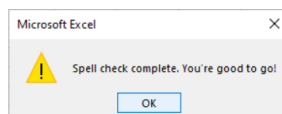
11. Click Close to **close** the Find and Replace dialog box, then save your workbook as Activity 3-5 Complete. Close Microsoft 365 Excel to complete this activity.

12. Now, you can check out an example of a completed document in the link below:

Completed exercise: Spell Checking a Worksheet ↗

Mark as completed

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