

Graham: Hi my name is Graham.

Rex: And my name is Rex.

Graham: And we will show you how to “How to Correct a spelling mistake”.

Rex: When you are typing text in a doc, sometimes, you might spell a word wrong. If you see a word that is underlined in red it is spelled wrong.

Graham: There is a tools button on the top of your doc. Click it.

Graham: after you do there will be choices.

Rex: The first choice is spelling.

Graham: then click the change spelling button.

Rex: After you click the spelling button there will be a rectangle in the top right corner of your document.

Graham: that will say No spelling suggestions if you don't have any mistakes. If you did type a word wrong it will give you spelling suggestions.

Rex: that is how you use the spelling tool.

Rex: Goodbye!

Graham: Goodbye !