

"Step Sheet: Changing the Spelling and Grammar Check"

This step sheet will help you to change the Spelling and Grammar check for text in Spanish.

➤ Change the Spelling and Grammar to Spanish

Step 1

To change the Spelling and Grammar check in your document, select the text you want to change by dragging across it with the mouse button held down. Let go of the mouse button. An alternative is to press Ctrl+A to select all the text in the document.

Step 2

From the Tools menu, choose Language, then Set Language.

Step 3

Click and hold the downward pointing arrow next to the Mark Selected Text As: window.

Step 4

Select the version of Spanish you want by clicking once on your choice and highlighting it.

Step 5

Click the OK button.

➤ Using Spelling and Grammar Check for the First Time

Step 1

From the Tools menu, choose Spelling and Grammar.

The first time you perform Spelling and Grammar check, the program gives the following message:

! Microsoft Word

Microsoft Word can't check the grammar in
This document.
The feature is not currently installed.
Would you like to install it now?
Yes No

Step 2

Put the Microsoft Office CD in the CD-ROM. (If you are installing over a network, please contact your network administrator for the proper path to Microsoft Office.)

Step 3

Click the Yes button.

Step 4

Wait patiently. You may see any or all of the following messages:

Windows Installer
Preparing to install.

Please wait while Windows configures Microsoft Office 2000 SR-1
Professional.

Gathering required information.

When the Spelling and Grammar: Spanish dialog box appears, you are finished with the installation.