

# Empowered Editing

- Step 1. Open Microsoft Word
- Step 2. Open the file <http://www.virtualteacher.com.au/virus.doc>
- Step 3. Goto the "tools" menu
- Step 4. Goto "Spelling and Grammar
- Step 5. Goto "change" to change a word to the corrected spelling in the "Suggestions" box
- Step 6. Goto Ignore if the word is spelt correctly already.
- Step 7. Click on the text box directly to change the word or spacing.
- Step 8. Note the title above the text box - this will give you a clue as to the problem with the word highlighted.
- Step 9. When you have finish, a dialogue box will appear saying "spelling and Grammar check complete" click "OK".
- Step 10. Use wordart for the heading.
- Step 11. Add some clipart, spacing or colour so that the text appears more interesting and attractive.
- Step 12. Write you name at the end of the article.

Note: Words underlined in red are those the computer identifies as possible misspellings.

Words underlined in green are those the computer identifies as posible grammatical errors or spacing problems.

