

Spell Checking and Grammar (on/off)

Skills:

- Use the Spelling and Grammar checker to:
 - Replace spelling mistakes using replacement suggestions
 - Ignore names that are not in the dictionary
 - Add words to the dictionary
- Show / Hide the Spelling and Grammar errors

Instructions:

1. Open a new document in your Word Processing software.
2. Type the following paragraph as it is – do not correct spelling and grammar mistakes.
 - a. Highlight the entire paragraph.
 - b. Click *Tools* → *Spelling and Grammar*.
 - c. The sentences from the paragraph will appear in the top text box with errors in red.
 - d. In the bottom text box replacement suggestions will appear.
 - e. **Tip:** First correct the spelling error (the words in red) in each sentence and then pay attention to grammar errors (underlined with green).
 - f. To change / correct errors choose one of the suggestions and then click *Change*.
 - g. If it is a name that is not taken up in the dictionary eg. Omasum and abomasum, the Spell checker will indicate that it is a spelling mistake. You can add it to the dictionary or you can click *Ignore*.
 - h. Click *Next sentence* if there is nothing you want to change or ignore.
3. To Show or Hide Spelling and Grammar errors, click *Tools* → *Options*.
4. Click on the *Spelling & Grammar* tab.
5. Check or uncheck.
 - a. *Check Spelling as you type*, and
 - b. *Hide Spelling errors in this document*.
 - c. *Check Grammar as you type*, and
 - d. *Hide Grammar errors in this document*.
6. Click OK.

Cows donot have upper front teeth

Although a cow has no upper front teeth, it grazes up to 8 hours a day, taking in about 45 kg (100 lb) of feed and the equivalent of a bathtub full of water. A healthy cow gives about 200,000 glasses of milk in her lifetime. A cow have four stomachs: the rumen, reticulum, omasum and abomasum. The rumen is the largest stomach and acts as a fermentation chamber. The abomasum is last of the for and is comparable in both structure and function to the human stomach.

With all its grasing and many stomachs, it are no wonder that cows are one of the main contributors to the hole in the ozone layer. Apart from CFC, the biggest culprit is hydrocarbon emissions from cars and **cows**. Yes, cows! Cows release some 100 million tons of hydrocarbon annually - by releasing gas. To give you an idea of how much gas a cow emits: if the gas of 10 cows could be captured, it would provide heating for a smal house for a year.

But unlike what you think, cows release hydrocarbon mostly by burping.

<http://www.didyouknow.cd/cows.htm>

Self-Assessment Rubric	Yes	Not sure	No
I can use the Spelling and Grammar checker to:			
• Replace spelling mistakes using replacement suggestions			
• Ignore names that are not in the dictionary			
• Add words to the dictionary			
I can set the options to Show or Hide Spelling and Grammar errors			
I can follow the instructions given in this lesson			