

AutoCorrect

AutoCorrect is used to automatically detect and correct typos, misspelled words, and incorrect capitalization. For example, if you type **teh** plus a space, then AutoCorrect replaces what you have typed with **the**. If you type **This is theh ouse** plus a space, AutoCorrect replaces what you have typed with **This is the house**.

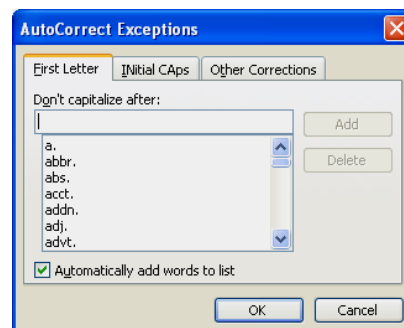
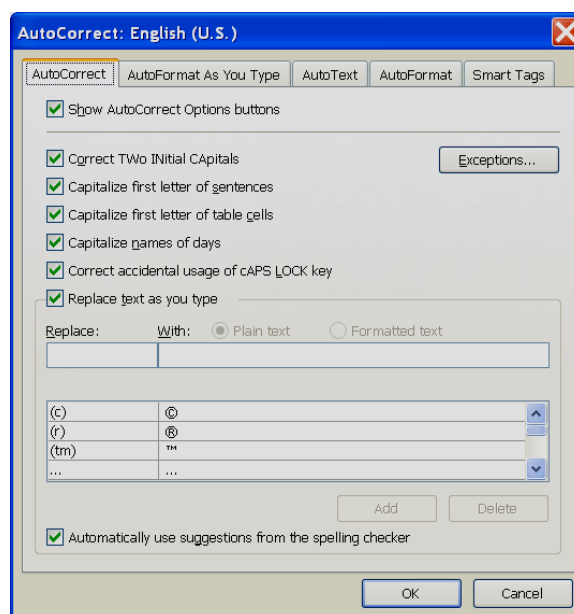
You can also use AutoCorrect to quickly insert symbols that are included in the built-in list of AutoCorrect entries. For example, to insert the symbol for copyright © you can type **(c)**. The parentheses must be included. In addition, AutoCorrect checks for bulleted and numbered lists and formats them properly.

If the list of built-in entries doesn't contain the corrections that you want, the corrections can be added to the list of choices.

Auto Correct

- ✦ Choose **Tools** from the **Menu Bar**.
- ✦ Click **AutoCorrect Options** from the list that appears.
- ✦ Click the **AutoCorrect** tab, if necessary.
- ✦ Look at the options available under the **AutoCorrect** tab. These options are:

- ✦ **Correct Two Initial Capitals** – If you accidentally capitalize the first two letters of a word when you are inputting information into a document, this option will automatically correct the error.
- ✦ **Capitalize First Letter of Sentences** – With this option selected, every time a punctuation sign is input into a document, the first letter of the next word in the document will be capitalized.
- ✦ **Capitalize First Letter of Table Cells** – This option is selected if you want to always have the first letter of information entered into a table cell capitalized.
- ✦ **Capitalize Names of Days** – Every time you input a day of the week into a document, the first letter of the day will be capitalized.
- ✦ **Correct Accidental Usage of cAPS LOCK Key** – If this box is checked, every time you accidentally press the Caps Lock key or leave the Caps Key on, this will correct the usage automatically.
- ✦ **Replace Text as You Type** – This option allows you to specify what text can be replaced. A list of words and symbols are provided or you can specify the text that is to be replaced.
- ✦ **Exceptions** – To specify any exceptions to the options, click the **Exceptions** button. When this button is clicked, the **AutoCorrect Exceptions** dialog box will display (see illustration at right).



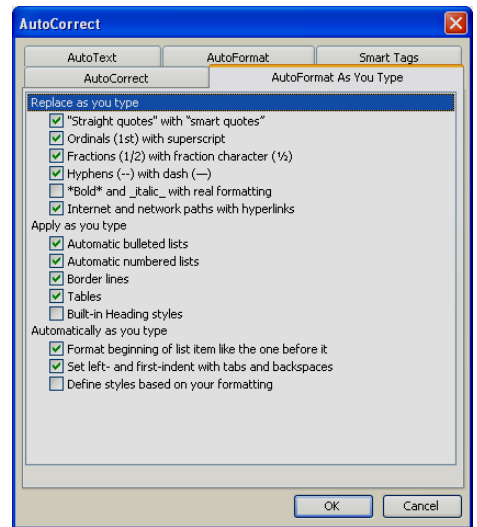
- ✦ Click the **AutoCorrect** tab again.
 - ✦ In the **Replace** box, input your initials.
 - ✦ In the **With** box, input your **First and Last Name**.
 - ✦ Click the **Add** button to insert the entry into the list of entries.
 - ✦ Click the **OK** button to exit from the dialog box.
 - ✦ Input your initials.
 - ✦ Press the space bar once. Your initials should be replaced with your name.
- ✦ Input the word **teh** and press the spacebar or press **Enter**.
- ✦ Input a day of the week. What happened?

AutoFormat as You Type

- ✦ Choose **Tools** from the **Menu Bar**.
- ✦ Click **AutoCorrect Options** from the list that appears.
- ✦ Click the **AutoFormat as you type** tab to look at the options that are available.
- ✦ Click the check box for each of the items to make them active.

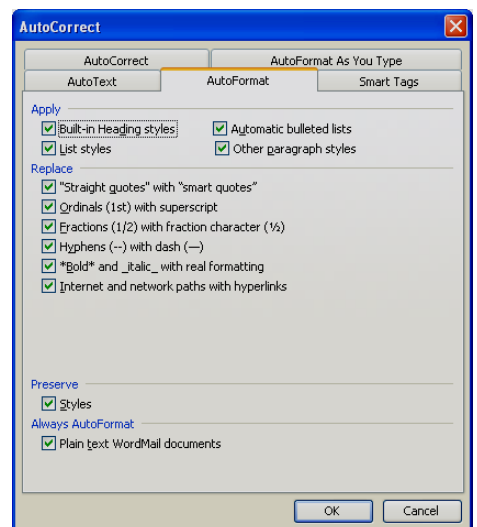
The three categories are:

- ✦ **Replace as You Type** – Items such as straight quotes, superscript, fractions, hyphens, or Internet paths will be replaced with the specified feature automatically.
 - ✦ **Apply as You Type** – When a number or bulleted item is input with a tab following, the bulleted or numbering feature will turn on automatically.
 - ✦ **Automatically as You Type** – When this option is chosen, the specified formatting will be applied to the document. For instance, if an item is numbered, the next item in the list will automatically be formatted the same as the first item.
- ✦ As you are inputting information into the document, the types of items specified in the list will correct automatically.



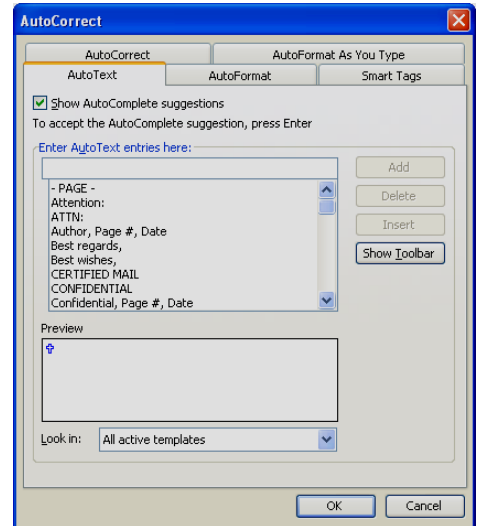
Auto Format

- ✦ Choose **Tools** from the **Menu Bar**.
- ✦ Click **AutoCorrect Options** from the list that appears.
- ✦ This tab is similar to the **AutoFormat as You Type** option.
- ✦ It allows you to choose what items will format automatically while information is being input into the document.
 - ✦ Apply – Under this heading, you can choose whether to apply formatting to heading styles, bulleted lists, list styles, or other paragraph styles.
 - ✦ Replace – This is the same as **Replace as You Type** option that was explained in the previous section.



Auto Text

- † Choose **Tools** from the **Menu Bar**.
- † Click **AutoCorrect Options** from the list that appears.
- † Click the **AutoText** tab to look at the options available.
- † Having the **Show AutoComplete suggestions** check box selected will allow screen tips to appear when inputting words in the list.
 - ✦ When you are inputting text into the document, a screen tip will appear suggesting a word.
 - ✦ When the tip appears, press the Enter key to accept the chosen word.
 - ✦ The word will appear in the document.
- † To add a word to the list, click the **Enter AutoText Entries Here** box.
- † Input the desired word and then click the **Add** button.
- † Start inputting today's date. Let **AutoText** complete the date for you.
 - ✦ The month will appear in a box above the word as you are inputting.
 - ✦ When the complete date appears, press the **Enter** key to accept the entry or continue inputting to complete the entry.
 - ✦ Watch the screen to see what happens.



Smart Tags

These tags are used to perform operations in Word that would otherwise be performed by other programs. The purple dotted lines beneath text in your document indicate that a smart tag is available.

- † Choose **Tools** from the **Menu Bar**.
- † Click **AutoCorrect Options** from the list that appears.
- † Click the **Smart Tags** tab to look at the options available.
 - ✦ These tags are used to perform certain operations in Microsoft Word that would normally require that you open another program.
 - ✦ When a Smart Tag option is available, a dotted purple line will appear under the text.
 - ✦ One action that can be performed with a Smart Tag is to add a name to the Address Book in Outlook. Just click the Smart Tag and then choose the option to add the Name to the Address Book.

