

The graphic features a large, stylized blue 'W' on the left, partially overlapping a light blue 'V'. To the right, the word 'WORD' is written in a blue, italicized serif font. Below 'WORD', the words 'Training' and 'Series' are stacked in a black, serif font. The entire graphic is set against a background of a grid of thin, light blue lines that recede into the distance, creating a 3D effect.

WORD
Training
Series

Word's Auto Correct Features

Word's Auto Correct Features

There are some really nice features in Word that are the result of Auto Correct. However, as some of you may have noticed, there are some not-so-pleasant features.

First the good ones...the ones you want to make sure are on so you can take advantage of them.

You'll find Auto Correct on the Tools menu. Click there and choose AutoCorrect. A window will open similar to the one in Figure 1.

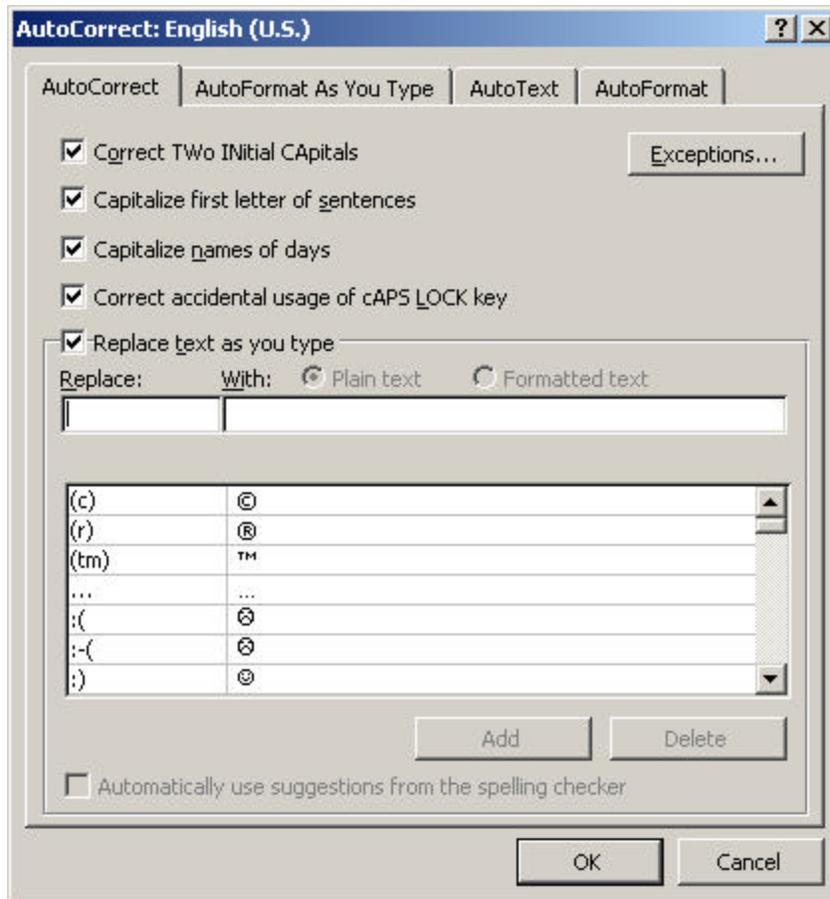


Figure 1

Most of the items you see are self explanatory. But one item, the Replace text as you type, needs some discussion.

Let's say you write business letters and you are always typing your full name at the bottom. Instead of doing this, you can create an entry in the Replace section of this window.

With the AutoCorrect window open, place your cursor in the Replace textbox. Let's say your name is Howard J. Brown. Your initials, HJB, are not a word, so type these in that textbox (Figure 2).*

* If your initials spell a word, you cannot use AutoCorrect...otherwise, whenever you type that word, your name would appear.

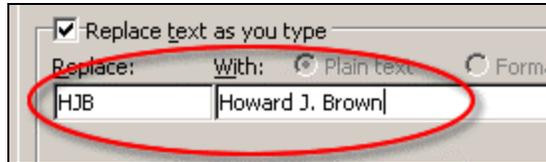


Figure 2

Tab over to the With textbox and enter your full name and how you want it to appear (Figure 2).

Click on the Add button to add your entry. Click the OK button the window and try your new entry.

On a blank document, enter your initials and press the Enter key or space bar. Your name should appear (if it doesn't, something went wrong).

Bullets...

Probably the number one frustration users have is when they're typing numbered or bulleted items.

When you create a numbered list, Word will recognize it and add its formatting to your list. For example:

- 1- This is the first item
- 2- This is the second item
- 3- This is the...

The above was formatted according to Word "pre-designed" format. If you don't like it (like most people don't), you can turn it off.

Open the AutoCorrect window again (Tools menu) and click on the AutoFormat As You Type tab (Figure 3, next page).

Uncheck the appropriate checkboxes (Automatic bulleted lists or Automatic numbered lists) and you won't have to worry about Word formatting your items again. If you ever want that feature turned back on, simply check these checkboxes.

Most of the other items on this tab are self explanatory, but, again, one needs mentioning.

That's the "Internet and network paths with hyperlinks" item.

When you type a web address in a document, Word typically makes it an hyperlink. This simply means that when you click on it, your web browser will open and take you to that web address.

This might be great if you're sending a document to someone and they'll be reading it on screen. It's not so great if you're printing it.

Because an underline will appear when printed, certain characters may get cut off. Compare these two entries:

<http://www.yahoo.com/>
<http://www.yahoo.com/>

To avoid “losing” characters, you might want to turn off this option.

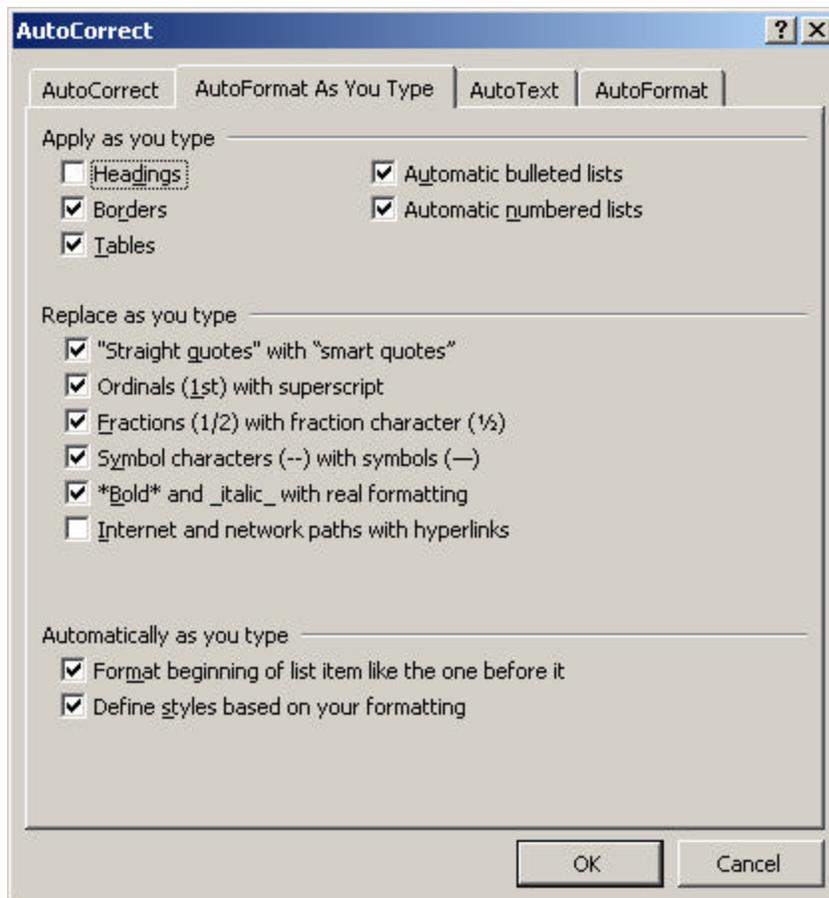


Figure 3

The other two tabs, AutoText and AutoFormat, are rather straight forward. Review the options available to you.

Remember, when Word does something as a result of your typing, most usually Auto Correct will be responsible for that. Bring up the Auto Correct window and go through the different tabs, looking for an option that’s similar to what happened to you. Turn it on or off for the desired affect.

Happy typing!

Steve