

AutoCorrect



Voted feature most likely to annoy you. How do I get Word to NOT make corrections or formatting changes automatically?



Microsoft Word

The AutoCorrect feature in MS Word can be a blessing or your worst nightmare. Customizing the feature will help avoid frustration. Here is how:

To open the AutoCorrect window:

1. Click **Tools**
2. Select **AutoCorrect**

Each tab has a different function.

AutoCorrect Tab: This tab offers some basic options including correcting two initial capitals (ie. STeve), capitalizing weekdays and first letters of sentences. The “**replace text as you type**” area allows you to customize often mistyped words automatically. You can also alter the default corrections by selecting them. Be ware of students who find it extremely entertaining to replace “the” with “that.” At least now, you know how to fix it.

AutoFormat as You Type Tab: This is the one in which you are probably most interested. The AutoFormat as You Type tab allows you to decide **whether or not you want** Word to automatically indent, add bullets, format your next paragraph like the one before it, etc. **as you type**. Check the preferences you want; uncheck the ones you don't.

AutoText Tab: AutoText refers to text that you start typing, but **Word will finish** for you if you press enter. You have probably seen this when you type the date.

AutoFormat Tab: The features on this tab perform the same function as those on the AutoFormat as You Type tab; however, in order for these changes to take place you must run the AutoFormat feature. You also have the **choice of verifying each change**. To do this, click **Format, select AutoFormat and follow the prompts**.