

AutoCorrect Options

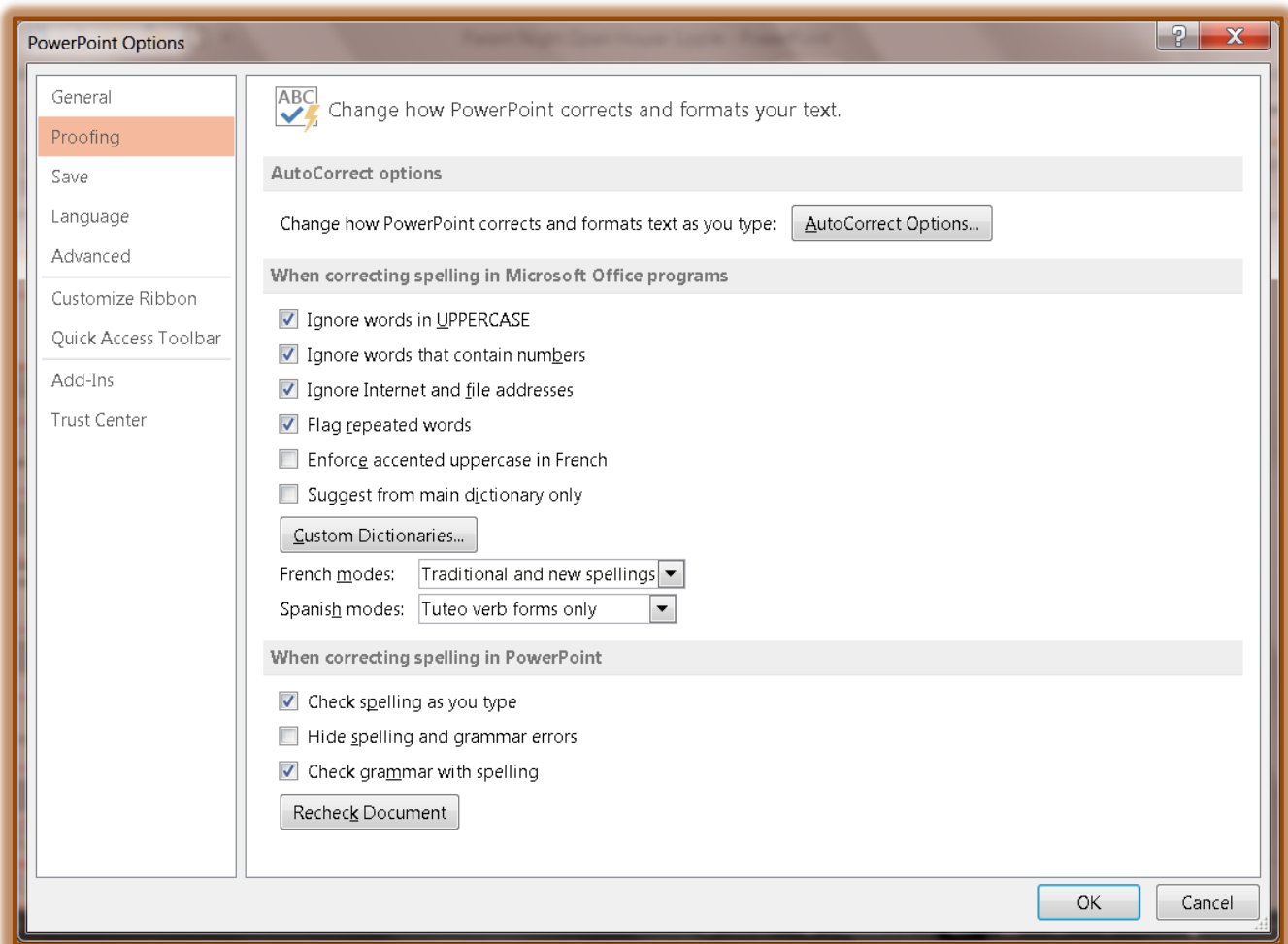
AutoCorrect is a feature that replaces common misspellings and incorrect capitalization automatically as the user is inputting the information. In addition, it replaces certain typed characters with typographical symbols. An example is replacing two hyphens (--) with an em dash (—). AutoCorrect allows the user to add personal problem words to the list. These errors are corrected when the spacebar or Enter key is pressed. This feature uses the spell checker's main dictionary rather than a predefined list of spelling corrections to detect and correct common spelling errors.

AUTO CORRECT

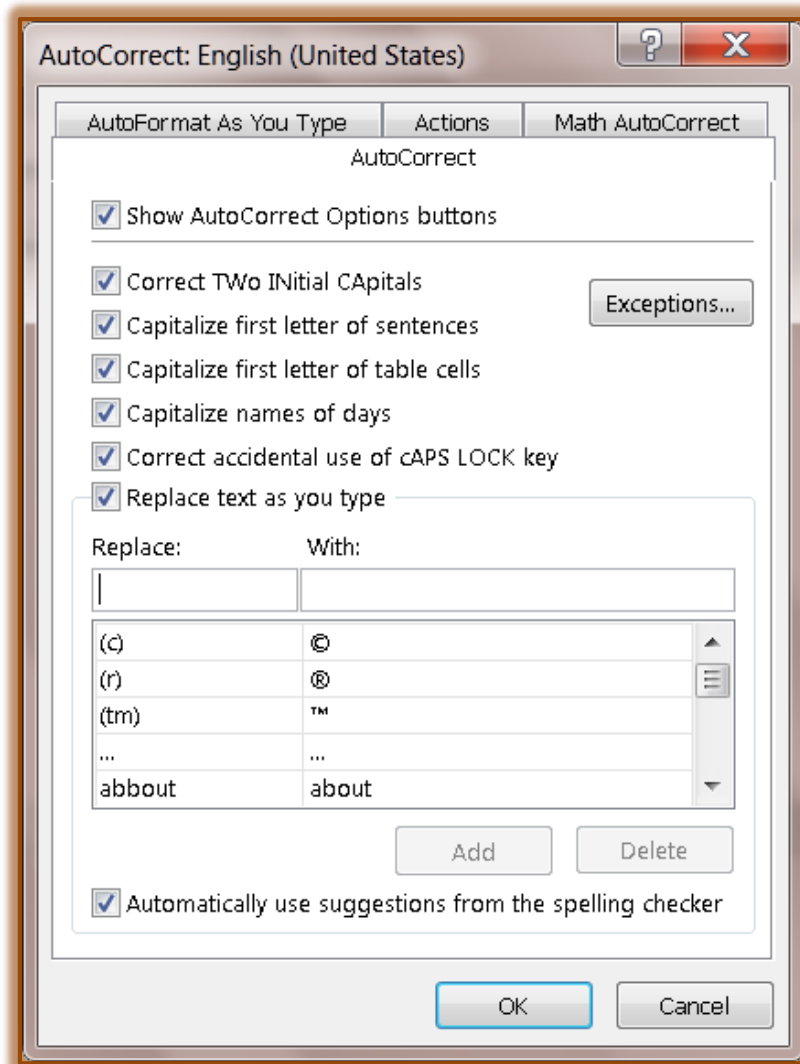
- ✦ Click the **File Tab** to open **Backstage View**.
- ✦ Click the **Options** button on the left side of the window.
- ✦ The **PowerPoint Options** window will appear (see illustration below).

Account

Options

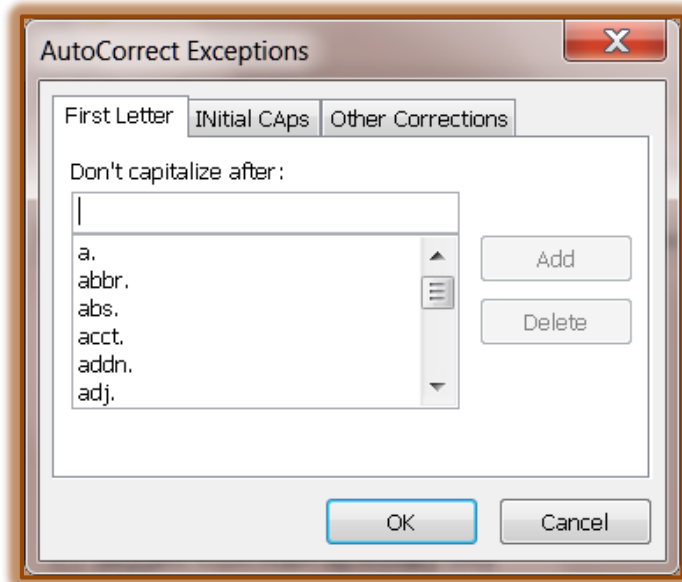


- ✦ Click the **Proofing** link in the left frame of the **PowerPoint Options** window.
- ✦ Click the **AutoCorrect Options** button.
- ✦ The **AutoCorrect** dialog box will appear (see illustration top of next page).
- ✦ Click the **AutoCorrect** tab, if necessary.
- ✦ Look at the options available 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 below).
- ▣ Add or delete any **Exceptions** in the boxes under either **First Letter** or, **INitial CAPs**.
- ▣ Click either the **Add** or **Delete** button after the entry has been input.
- ▣ Once all the **Exceptions** have been added, click the **OK** button.



- ✦ Click the **AutoCorrect** tab again, if necessary.
 - ✦ In the **Replace** box, input the word that is to be added to the list.
 - ✦ In the **With** box, input the correct spelling for that word.
 - ✦ Click the **Add** button to insert the entry into the list of entries.
 - ✦ Click the **OK** button to exit from the dialog box.
 - ✦ Input the misspelled word that was just added to the list.
 - ✦ Press the space bar once.
 - ✦ The corrected version of the word should appear in the document.

AUTOFORMAT AS YOU TYPE

- ✦ Click the **File Tab** to open **Backstage View**.
- ✦ Click the **Options** button under **Help**.
- ✦ The **PowerPoint Options** window will appear (see illustration on page one).
- ✦ Click the **Proofing** link in the **Options** window.
- ✦ Click the **Auto Format as You Type** tab (see illustration on next page).
- ✦ Click the check box for each of the items to make them active.
- ✦ The two categories in this window 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.
- ✦ As you are inputting information into the document, the types of items specified in the list will correct automatically.

