



Using AutoComplete & AutoCorrect in Word

AutoComplete and AutoCorrect can be used to reduce the number of keystrokes a user has to make.

AutoCorrect can be used by making certain abbreviations auto correct to the full text. For example, bbc could autocorrect to British Broadcasting Corporation, thus reducing the number of keystrokes required for the three words to just three.

AutoComplete works differently in that you start typing the word and when you have typed enough characters (usually three or four), a box will pop up with a suggestion which can be used by pressing enter. In this example, the words British Broadcasting Corporation can be produced by typing in the first four letters 'brit' and then hitting enter when the box comes up.

AutoCorrect

On the Insert menu, click on AutoText, then on the AutoText tab make sure the box labelled 'Show AutoCorrect Options buttons' box is ticked. Type the abbreviation you wish to use in the 'Replace' box and then the full words in the 'With' box, then click on the 'Add' button. Repeat this for all abbreviations you will be using.

AutoComplete

On the Insert menu, click on AutoText, then on the AutoText tab make sure the box labelled 'Show AutoComplete suggestions' box is ticked. Type the full text you wish to use (for example British Broadcasting Corporation) in the 'Enter Autotext entries here' box and then click 'Add'. Repeat this for all the words or series of words that you wish to be autocompleted.