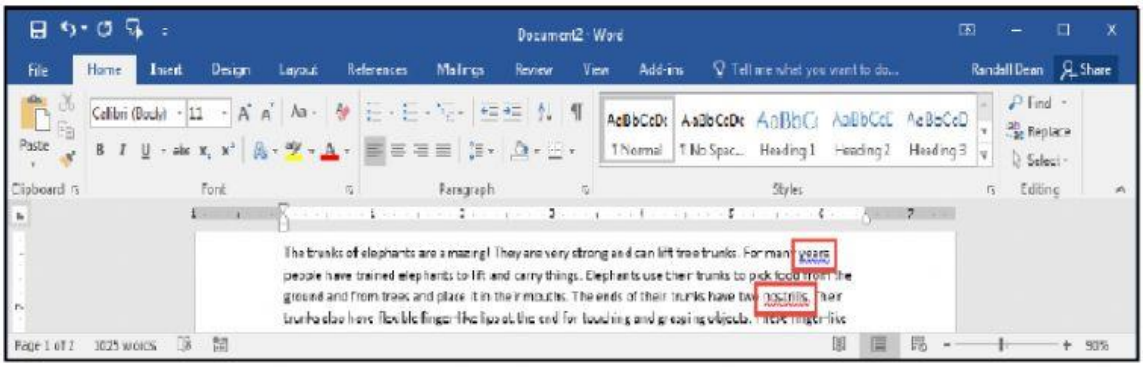
Lesson 15 Proofing and Autocorrect Options

Proofing and AutoCorrect Options

Word is configured to check your spelling and grammar as you type. As a result, you may notice that certain markings appear on the page as you type. These markings indicate possible mistakes that Word has identified in your document.

A jagged red line underneath a word indicates a spelling error (or an unrecognized word), while a jagged blue line indicates a grammatical error.



AutoCorrect Options

Word will automatically correct misspelled words that are contained in the AutoCorrect list (e.g. typing "teh" will automatically be changed to "the"). The following explains how to customize the AutoCorrect options:

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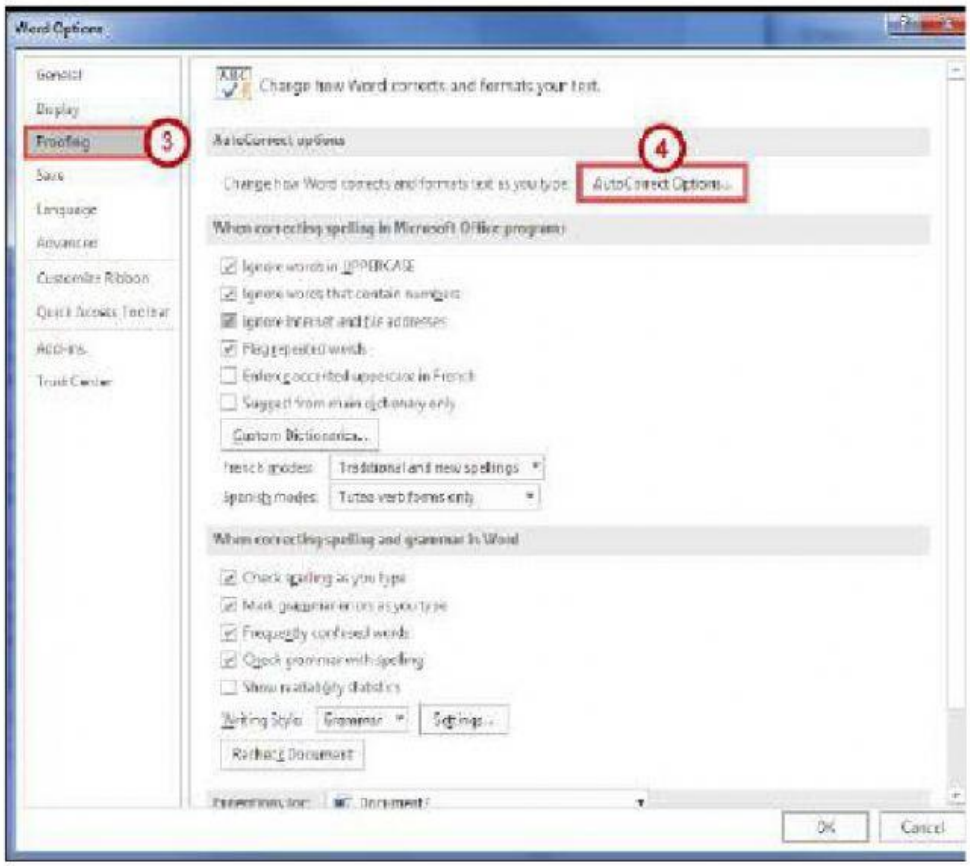
1. Click the **File** tab.
2. In the ***Backstage View***, click **Options**.
3. In the ***Word Options*** dialog box, click **Proofing**.
4. In the ***AutoCorrect*** options section, click the **AutoCorrect Options** button.



5. From the ***AutoCorrect Options*** dialog box you can change the following actions:

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a. To disable any of the default options, click the **check box** next to the options.

b. To add your own ***Replace text*** as you ***type*** entry.

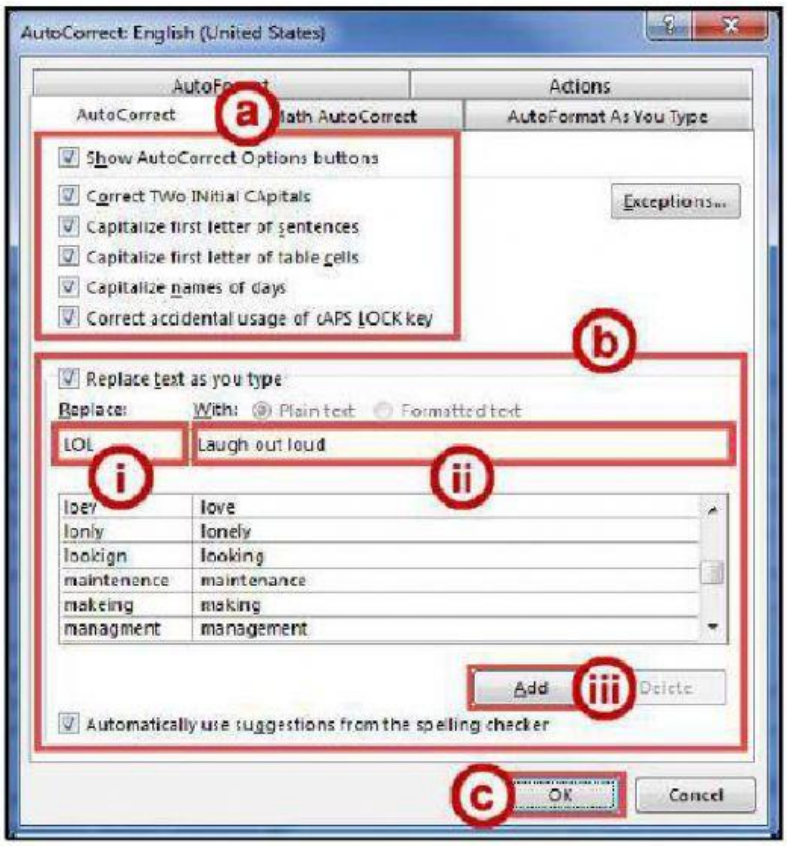
i Type the **word** that you want to correct in the Replace box.

ii Type the **word** with which you wish to replace it in the ***With*** box.

iii Click the **Add** button.

c. Click the **OK** button.

6. In the **Word Options** dialog box, click **OK** button.



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Questions

1. Do you think AutoCorrect is a useful tool or not? Give your reasons.

2. What are the steps to get into AutoCorrect ?

3. What steps do you follow to use your own word?

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