


M.E.O.C. Tech Worksheets

Auto Correct in Microsoft Word

Do you find yourself misspelling the same words frequently or accidentally transposing letter keys as you type? You can manually fix that with the Auto Correct feature in Word.



1. Open Word and click the Office Button, , in the upper-left corner.
2. Click the, "Word Options" button at the bottom-right of the Drop-down menu.
3. In the left panel of the window that opens, click, "Proofing".
4. Over on the right, click the, "AutoCorrect Options..." button.
5. Under the, "AutoCorrect" TAB, (which is should have opened on), you can see several checkbox options which may already be checked. I suggest checking all of these.
6. Below are the, "Replace text as you type", text boxes: "Replace:" and "With:". Let's say you type fast and frequently, as you type the word "you", you leave out the "o". To automatically correct this, in the, "Replace:" box, type "yu", and in the "With:" box, type "you".
7. Click the, "Add" button, then, if you're finished, click, OK then OK and you're done. Now when you accidentally type "yu", it will be replaced with "you".
8. Follow this same procedure when you find other mistakes you frequently type.