FANTASTIC FEATURES
(for Word and Excel)
AND WHERE TO FIND THEM
(Here!)

For your entertainment and enlightenment, allow me to present short tutorials on some features of Microsoft Office that you may find useful in your day-to-day work.

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Adding Words to AutoText

Tired of typing the same blocks of text repeatedly in Word? Do you mis-type words with difficult spellings? Would you like some help with that?

I use AutoText to add words that I know I will be using frequently especially if they are specialized vocabulary, unfamiliar, or are difficult to type. It's very convenient and lowers my frustration level. You can reduce names like Zbigniew Brzezinski to two letters ("ZB") or long, frequently used phrases (like "monoclonal antibodies" to "MA"). You have to be careful not to create duplicates, but WORD will show you a list of current items as you enter anything new.

To add words to AutoText in WORD
Select FILE / OPTIONS / PROOFING
Select Autocorrect Options (button)
Under "Replace Text as you Type"

In the first column, type "opiod" (misspelled, without quotes).
Tab to the second column and type "opioid" (spelled correctly, without quotes).
Then click on the "ADD" button at the bottom of the menu box.

To test if this has worked, open a document, type "opiod" (misspelled) and when you press the space bar or the enter key, the word should change to "opioid". It will also retain capitalization if you type "Opiod".

Once you add the word to the AutoText in WORD, it will also appear in Excel.

You now have magical spelling abilities!