

## CHAPTER SEVEN: USING AUTOTEXT FEATURES

Microsoft Word contains **AutoText** features which can be inserted into a document to ensure accuracy. Many AutoText features can be accessed under **Insert** in the Menu toolbar.

This Chapter Will Include:

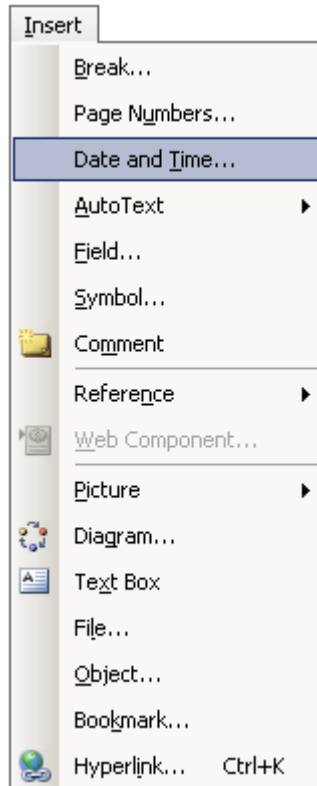
- Date and Time
- AutoComplete
- AutoText
- AutoCorrect

### Date and Time

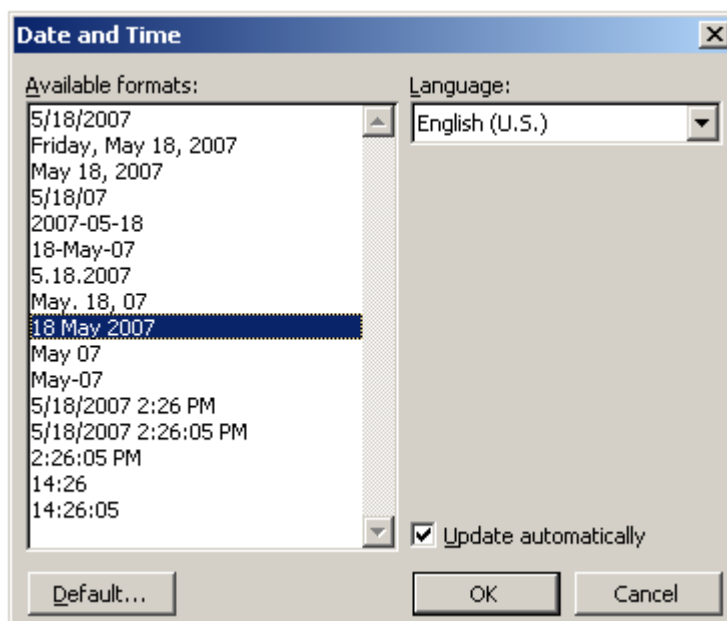
By inserting the **Date and Time** function into your document, the date and time will automatically update itself to reflect the date and time each time you open the document.

To insert the date and time feature, follow these steps:

1. Move your cursor to where you want the date to appear.
2. Under **Insert** in the **Menu toolbar**, click **Date and Time**.



3. In the **Date and Time Dialog Box**, select the date format you want and check the box next to **Update automatically** to have the date change every time you open the document.
4. Click **OK**.

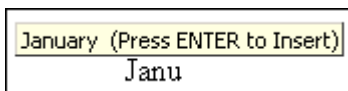


## AutoComplete

The **AutoComplete** function recognizes certain names and words as you type them and offers the full word in a tool tip that appears. This ensures the correct spelling of words, particularly proper nouns, and speeds up the typing process.

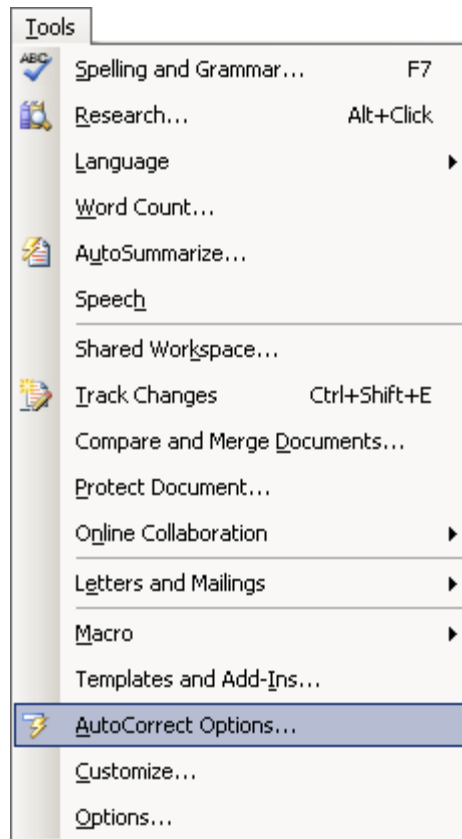
To use the AutoComplete feature, follow these steps:

1. In a document, type the word "January."
2. After four letters, a tool tip should appear above the word with the complete spelling.
3. To insert the complete spelling, press **Enter**.

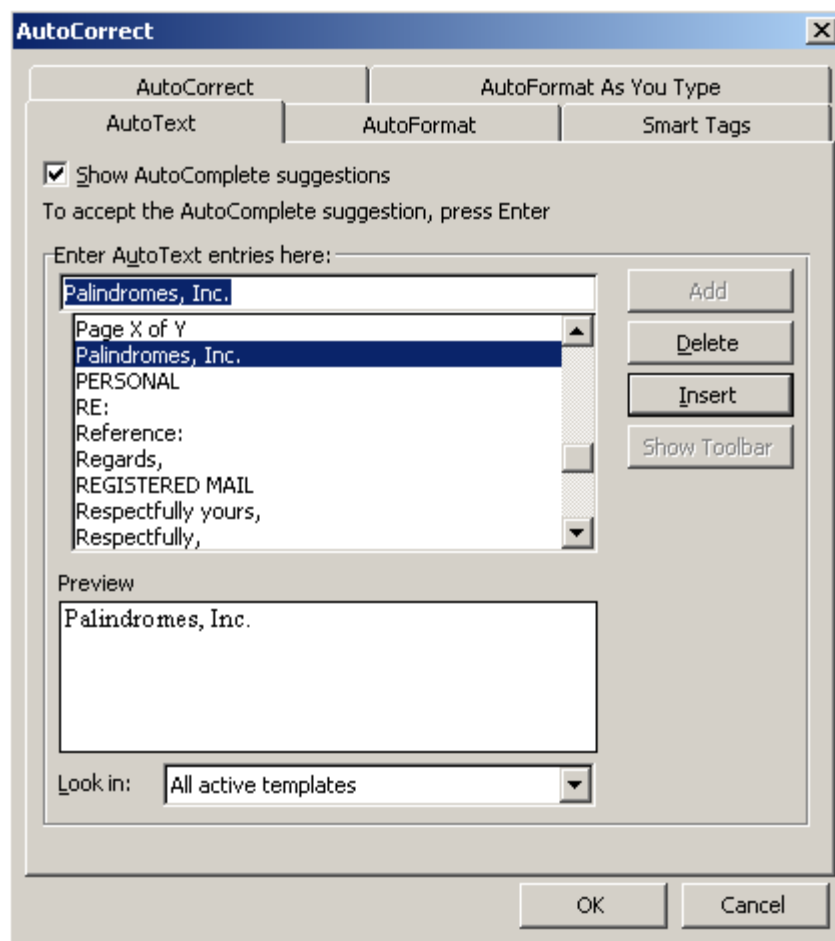


You can also add and delete words from the AutoComplete list. To do so, follow these steps:

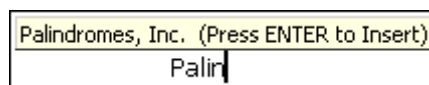
1. Click **Tools** on the **Menu toolbar** and select **AutoCorrect Options**.



2. In the **AutoCorrect Dialog Box**, make sure the **AutoText** tab is selected.
3. In the **Enter AutoText entries here** box, type in your name and click the **Add** button. Your name will appear in the AutoText list.
4. Click **OK** to close the window.



5. In the document, type the name that you just added to the AutoText list. As with the previous example, a tool tip should appear with your full name. Press **Enter** to add it to the document.



6. To delete your name from the list, open the **AutoCorrect Options Dialog Box** once more. In the **AutoText** tab, scroll through the list or type your name in the box to find your entry. Once it is selected, click **Delete** and then select **OK**.

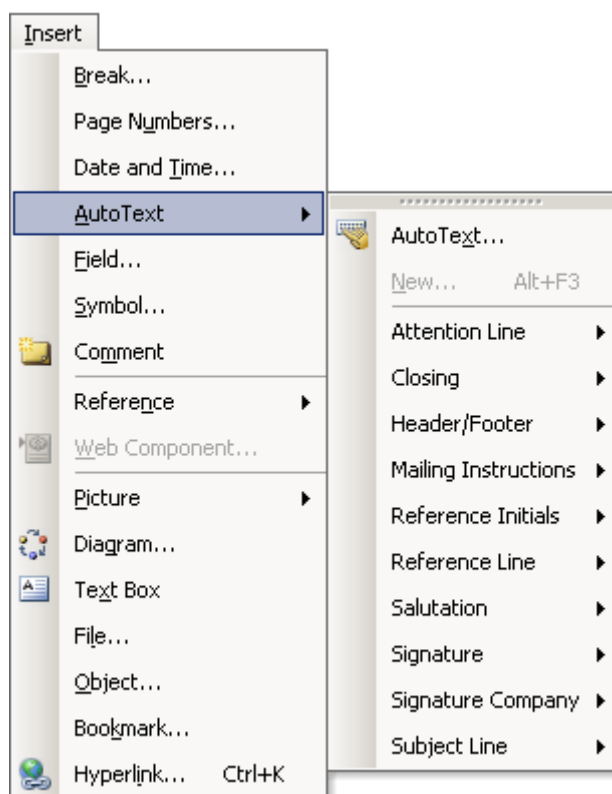
## AutoText

Microsoft Word contains **AutoText** features which can be inserted into a document. You can also add AutoText using the AutoComplete feature shown above. Word contains built-in AutoText for closings and greetings, among other things.

To use AutoText, follow these steps:

1. Move the cursor to where you want to place the AutoText.
2. Go to **Insert** on the **Menu toolbar** and select **AutoText**.

3. In the menu that opens, hover your mouse over the category of text you are looking for. When you find the text you want to add, click on it and it will appear where the cursor is in the document.



4. You can also add the **AutoText toolbar** by right-clicking on any toolbar and selecting **AutoText** from the menu that appears. In this toolbar, click on **All Entries** to display the AutoText drop-down list.



In addition to inserting the AutoText that comes built in with Word, you can also add and delete your own AutoText. This follows the same method as adding and deleting AutoCorrect entries shown above.

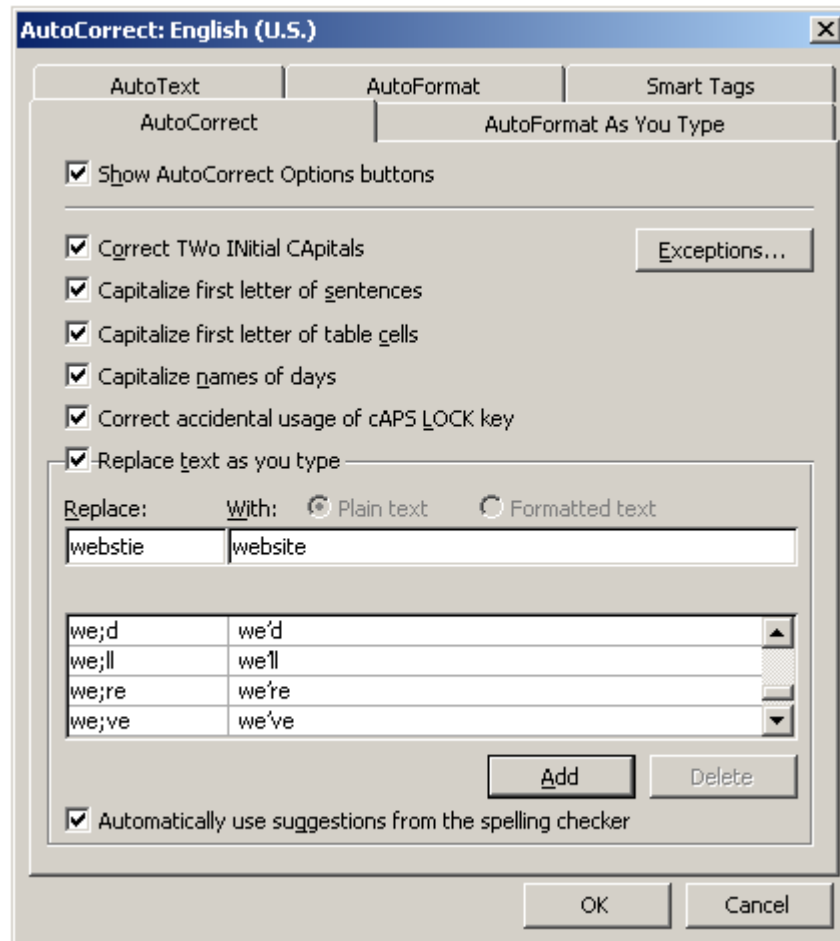
## AutoCorrect

The **AutoCorrect** feature in Microsoft Word automatically corrects commonly misspelled words as you type. These common mistakes and their correct spellings are listed in a directory built in to Word. For example, if you type **teh** into a Word document, the program will automatically change your spelling to **the**. In addition to these basic corrections, you can also add and delete your own AutoCorrect entries in Word.

To use AutoCorrect, follow these steps:

1. Click on **Tools** in the **Menu toolbar** and select **AutoCorrect Options**.

2. In the **AutoCorrect Dialog Box**, make sure the **AutoCorrect** tab is selected.
3. Under **Replace**, type **webstie**.
4. Under **With**, type **website**.
5. Click **Add** and then **OK**.



6. In your document, type **webstie** and note that Word automatically changes it to **website**.
7. To delete the entry you just added from the list, return to the AutoCorrect Dialog Box. Scroll through the list until you find the webstie entry. Make sure it is selected and click **Delete**.