4

Word 2007

More Formatting

Objectives

- Quick formatting shortcuts.
- More paragraph formatting.
- Using Format Painter
- AutoText and AutoCorrect.

Contents Page

Show formatting marks 4.5
Delete a paragraph 4.5
Hide formatting marks 4.5
Name and save your document 4.6
Copy text 4.6
Paste text 4.7
Move through a document and select text 4.7
Delete characters 4.8
Open an existing document 4.8
Change the Overtype Mode 4.9
Insert Overtype Exercise 4.10
Undo and Redo commands 4.10
Drag text to move it 4.12
The clipboard 4.12
Cut, copy and paste text 4.13
Copy a picture 4.15
Navigational Hot Keys and Techniques 4.16
Change Case 4.17
Shading 4.17
Borders & Shading 4.18
Exercise - Paragraph Formatting 4.18
Hanging Indents – Everything BUT the first line is indented: 4.22
First Line Indent 4.23
The Format Painter Button: 4.24
Paste Special 4.24

Live Preview **4.25**
4.AutoText **4.26**
AutoCorrect **4.28**
Notes **4.30**

Show formatting marks

To help you understand paragraphs, you can set Word to show you the hidden formatting marks it uses to record document information such as paragraphs, tabs, spaces, etc. Sometimes viewing these symbols helps you see more clearly how your page is formatted.

- Click the ¶ button on the in the Paragraph group under the Home tab. This button enables you to show or to hide the formatting marks in your document. Now you see various special marks, which the program embeds into your text. Notice the paragraph marks at the end of each paragraph in your document. They look like the toolbar button (¶).

Delete a paragraph

- Click before the ¶ mark, and click **Delete** Now, place the insertion point at the beginning of your new second paragraph. Press the **Backspace** key two times. You have one paragraph again. Each backspace eliminated one of the paragraph marks you put in earlier when you pressed the Enter key. The Paragraph marks no longer show there.

Hide formatting marks

For some, it can be confusing to view the formatting marks.

- To hide the formatting marks, click ¶ button again. The program displays just the text with no formatting marks.

Name and save your document

You must save your work if you want to use it again. You will save the document you have just created in the My Documents folder on the C: drive of the computer. Since this is a new document, you must give it a name when you save it. Choose a name that will be meaningful to you and will help you to identify your work in the future. The file name may contain up to 256 characters including blanks. Microsoft Word automatically adds a three-letter extension (.doc) to designate it as a Word document.

☛ *Exercise 1*

1. Click the **Office** button and click **Save As**. The Save As dialog box appears.

Note: Whether you click Save or Save As, if this is the first time you are saving a document, Word displays the Save As dialog box to permit you to name your document.

2. Click the arrow on the **Save in** box and click Documents if this is not displayed in the Save in box..

3. Click in the **File name** list box and highlight the text in the box. Type paragraphs to replace the highlighted text.

4. Click the **Save** button. You have saved the document on your disk.

If you are working on a document of some length, it is a good practice to save the document often and not wait until you complete the document to save it. Always save your file before doing major editing, before printing and before using the spelling checker. If you make changes, save the file again.

Copy text

In order to make the document longer for the next exercise, you will copy the existing text and then paste it a couple of times.

☛ *Exercise 2*

1. Click the **Home tab, Editing** group, click **Select** and then click **Select All**.

2. Click the **Copy** button. The text is copied to the invisible clipboard.

Paste text

☛ *Exercise 3*

1. Click in the document at the end of the last word. Press the **Enter** key twice to make some space. You have moved the insertion point down.

2. From the **Home** tab, click **Paste**. The text is pasted at the insertion point and the copy is still on the clipboard.

3. Repeat steps **1** and **2** to make the document even longer.

Move through a document and select text

Use the paragraphs document that you have created to do the following exercise to practice what you have learned so far.

☛ *Exercise 4*

1. Hold the **Ctrl** key down and press the **Home** key (**Ctrl + Home**). The insertion point is now positioned at the top of your document.

2. Hold the **Ctrl** key down and press the **Right Arrow** key five times. The insertion point is now positioned in front of the

sixth word.

3. Double-click the any word the first paragraph. Type it now at the end of the text if you did not already type it and then double-click it. The word is now selected.
4. Place the pointer in the left margin beside the first line of text until it becomes an arrow and click once. The first line of your document is now selected.

5. Click anywhere in the white space in your document to unselect the selected text. The insertion point is now at the place where you clicked.

Delete characters

There are two ways to correct mistakes in text that involve just a few characters: Press the Backspace key to delete characters to the left of the insertion point or press the Delete key to delete characters to the right of the insertion point.

☚ *Exercise 5*

1. Click to place the insertion point between the "a" and the "k" in the word "make" in the first sentence you typed. Press the **Delete** key twice. You have erased the letters "ke".

2. Press the **Backspace** key twice. You deleted the letters "ma."

3. Type the word are. The word "make" is replaced by the word "are" in the first sentence.

.

Open an existing document

You will open a file that is on your student disk.

☚ *Exercise 6*

1. Click the **Open** button on the toolbar.

2. Click the arrow on the **Look in** box and click on the appropriate drive that holds your student files, **3 ½ Floppy (A:)** or **CD drive D:**.

3. Double-click the **icon** next to **1*Editing Exercise*** to open the file.

Change the Overtype Mode

It's a vestige of the very first PC word processing programs. Before word wrap, there was no way to automatically handle characters being pushed off the right edge of the screen, so an Insert mode would not be very useful. Overtype was the rule, and you edited the text back into a paragraph by hand. When word processors became smart enough to handle word wrap, Overtype mode became virtually obsolete.

If you have Word 2007, here's a way to turn off the darned Insert key forever:

☛ *Exercise 7*

1. 1Click the round Office button in the upper-left corner of the window.
2. Click the **Word Options** button.
3. Click **Advanced.**
4. Uncheck the "Use the Insert key to control Overtype mode" checkbox.
5. Click **OK.**

Insert Overtype Exercise

☛ *Exercise 8*

1. Click to place the insertion point at the top of the open document before the first sentence.
2. Press the Enter key a few times to make some space before the rest of the text in the document.
3. Then click at the top of the document; the insertion point will appear below the top margin on the page.
4. This exercise will introduce you to Overtype and Insert. Or type just the first few words.
5. Click in front of the first "e" in exercise and type This and press the spacebar. You are in Insert mode and what you type is inserted before the word "exercise."
6. Click to place the insertion point in front of "This" at the beginning of the sentence you just typed.
7. Press the Insert key on the keyboard. The Insert key "toggles" between Insert and Overtype.
8. Type all or part of the following sentence. When you in Overtype mode, typing replaces text.
9. The insertion bar appears to be eating the characters in front of it.
10. Press the Insert key to return to the insert mode. The OVR indicator becomes faded. Now you know what happens if you press the Insert key.

Undo and Redo commands

The Undo command in the Edit menu and on the toolbar reverses your last action. For example, if you select (highlight) a sentence, and you accidentally press the letter M on the keyboard, you will replace the whole sentence with the letter M. You can recover the sentence by clicking the Edit menu and clicking Undo or by clicking the Undo button on the toolbar to undo the effects of up to the last 100 actions. After you click Undo, the Redo button next to it becomes active (see Figure 1.4). If you undo an action and then decide you really do want to take that action, you can click Redo.

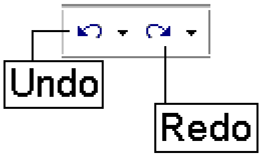


Figure 1.4 Undo and Redo buttons

☛ *Exercise 9*

1. Click in the left margin to select the first line that you typed in step **6** of the previous section or type a word or two at the top of the page and select the line.

2. Press any letter on the keyboard. The sentence you selected is replaced by the letter you typed.
3. Click **Undo** button on the **Quick Access** menu. The last action you took, pressing the letter, is "undone" and the selected line is restored.
4. Double-click the word "the" at the beginning of the line you restored in the last step or click any word. The word is selected.
5. Now type an. The word "an" replaces the selected word.
6. Go back to the original word by clicking the **Undo** button on the toolbar (see Figure 1.4). Word undoes your typing, and you have the original word back.
7. Click the **Redo** button to return to "an."
8. Click the **Undo** button or click the **Undo** button several times in a row to see the effect on your last few changes to the document. Then click **Redo** until you are back to the current text.

Note: A few operations cannot be undone. A label **Cannot Undo** appears in the Edit menu when the command is not available.

Drag text to move it

You can move text from one area of a document to another without retyping it. You can drag text to a new location or you can copy or cut text and paste it back into the document at a new location. Dragging text is quick and easy if you can see both the source and destination on the screen at the same time.

✒ *Exercise 10*

1. Place the mouse pointer to at the beginning of the second paragraph.
2. Press and hold down the mouse button and drag the pointer to the end of the phrase to select it then release the mouse button. The phrase is highlighted.
3. Press and hold down the mouse button anywhere within the selected phrase. The pointer is in the shape of an arrow. While the text is selected, a gray line appears at the tip of the arrow to help you place the text where you want to move it.
4. Drag the selected phrase to the end of the line. When you release the mouse button the text is moved to its new location.
5. Click **Undo Move** or click the **Undo** button ↶ ▾ to restore the phrase to its original position.
6. Click **Redo Move** or click the **Redo** button ↷ ▾ on the toolbar to move the phrase back again.

The clipboard

It is sometimes easier to cut or copy the text to be moved. This makes use of the clipboard. You can't see the clipboard. The clipboard is the part of your computer's memory where text or a graphic you have cut or copied from a document is stored temporarily.

Cut, copy and paste text

Cut, copy and paste are among the most basic and frequently used editing tools. You can use the Edit menu or the buttons on the toolbar (see Figure. 1.5).

Note: The Cut and Copy buttons will appear faded unless you have something selected in your document. The Paste button will appear faded unless you have previously cut or copied something that could be pasted.

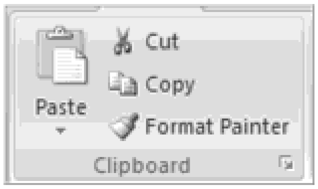


Figure 1.5 Cut, Copy, Paste buttons

Cut—delete the selected item from your document but save a copy on the clipboard.

Copy—leave the selected item in your document and save a copy on the clipboard.

Paste—insert the contents of the clipboard into a document at the insertion point. The item still remains on the clipboard until you cut or copy something else or shut down your computer.

☛ *Cut & Paste Exercise 11*

1. Open 1***editing exercise*****.doc**
2. Edit the poem *Twinkle, Twinkle Little Star*. The title is at the top of the section, next to the number 3. The poem looks familiar but the words and sentences are in the wrong order. Your challenge is to correct the mistakes using the Cut, Copy and Paste tools. No typing is required.

3. Click in the left margin (arrow pointer) next to the third line below the title of the poem to select "Twinkle, twinkle little star." The text is correct but two things are wrong: the line is in the

wrong place and the poem should contain this line in two places.

4. Click the **Cut** button to delete the selected text from the document (see Figure 1.5). The line "Twinkle, twinkle little star," is on the clipboard but it no longer appears in the document.

5. Click to place the insertion point before "How..." on the first line of the poem.

6. Click the **Paste** button on the toolbar.

    a. "Twinkle, twinkle little star" is now the first line of the poem.

7. If necessary, press the **Enter** key to move "How I wonder what you are." to the next line if it is on the same line as "Twinkle, twinkle…"

☛ *Exercise 12 - Finish editing using Cut, Copy and Paste*

Follow the steps below to put the rest of the poem in the correct order.

Edit for following:

Like a diamond in the sky.
Twinkle, twinkle little star,
How I wonder what you are.
Up above the world so high,
Twinkle, twinkle little star,
How I wonder what you are.

1. Select the line "Up above the world so high" and click the **Cut** button ✂ on the toolbar. The selected line is on the clipboard and no longer appears in the document.

2. Click to place the insertion point before the word "Like" in the line "Like a diamond in the sky." Click the **Paste** button . If the phrase "Like a diamond in the sky" is not on its own line, press the **Enter** key to move it down.
3. Select the first two lines, "Twinkle, twinkle..": and "How I wonder…". Click the **Copy** button . A copy of the selected text is on the clipboard and the text remains in the document.

4. Click to place the insertion point after the period in the last line and press the **Enter** key to move down to the next line.

5. Click the **Paste** button. Your poem will look like this when you are through:

Twinkle, twinkle little star,
How I wonder what you are.
Up above the world so high,
Like a diamond in the sky.
Twinkle, twinkle little star,
How I wonder what you are.

☛ *Exercise 13 - Copy a picture*

You can copy a picture the same way you copy text.

1. Click the picture next to the *Twinkle, Twinkle Little Star* poem to select it. Eight "handles" appear in the corners and sides of the selection frame that surrounds the picture.

2. Click the **Edit** menu and click **Copy** or click the **Copy** button. A copy of the picture is on the clipboard.

3. Press **Ctrl+End** to place the insertion point at the end of your document and press **Enter** twice to create two blank lines.

4. Click the **Edit** menu and click **Paste** or click the **Paste** button. A copy of the picture appears at the bottom of your exercise.
5. Save the changes.

Since you have already saved the document with a name, you can just save the changes to it.

Click the **Office Button** and click **Save As**, change the filename and click the **Save button** on the dialog box.

Navigational Hot Keys and Techniques

☚ *Exercise 1. Use Word Hot Keys*

Open File **Sample File.doc (**
Click anywhere in the middle of the first paragraph.

Practice using these **Navigational Hot Keys**:

1. **Ctrl + Home**
   Takes you to the top of your document

2. **Ctrl + End**
   Takes you to the end of your document

3. **Ctrl + N**
   Takes you to a new blank document

4. **END**
   Go to the end of a line

5. **HOME**
   Go to the beginning of a line

6. **DOUBLE-CLICK**
   Highlights a single word

7. **TRIPLE-CLICK**
   Highlights a paragraph

8. **Ctrl + CLICK**
   Highlights a sentence

Change Case

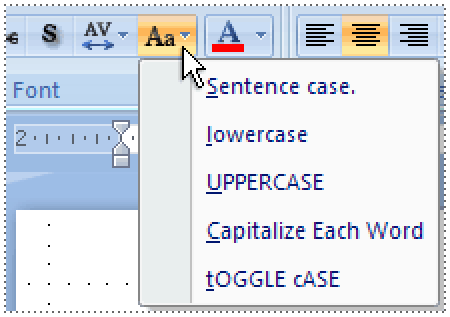
☛ *Exercise 14 - Use the Change Case command*

File **Sample Docment.doc**

Select the words **Peet's Coffee**

This is an example of **Title Case** (every word begins with a capital letter).

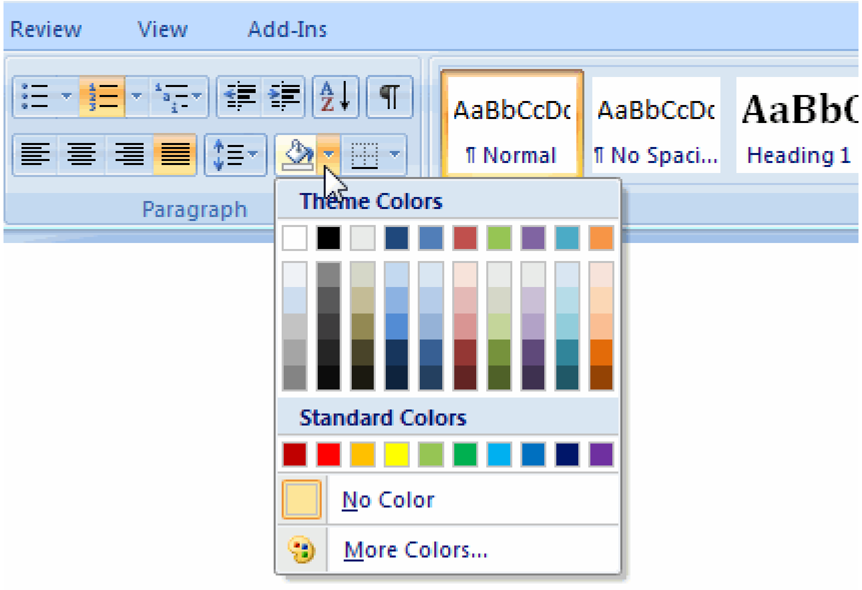
On the **Home** tab, in the **Font** group, click Change Case (as shown in the diagram below), and then click the capitalization option that you want.


Font
Aa
Sentence case.
lowercase
UPPERCASE
Capitalize Each Word
tOGGLE cASE

Change **Peet's Coffee** to all upper case letters using the Change Case option

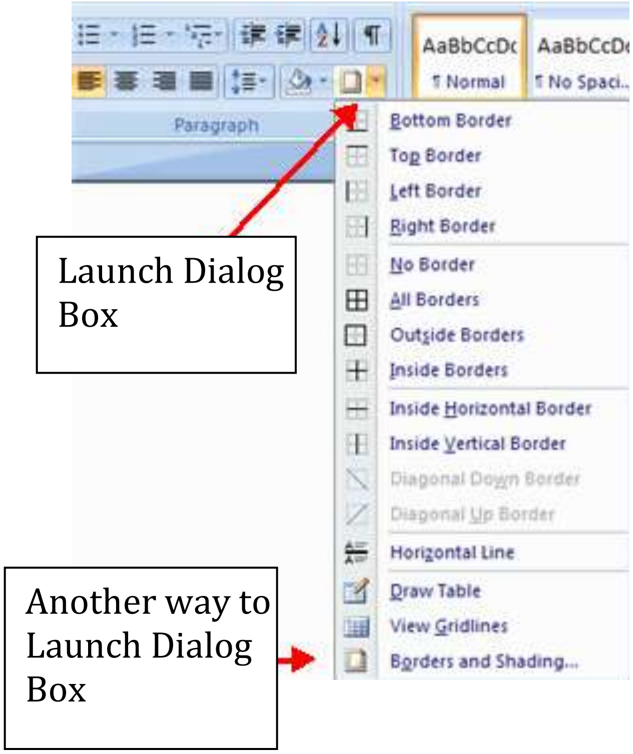
Shading

Position the insertion point in the paragraph that you want to shade.
Click the **Home** tab. In the **Paragraph** section, click the **down-arrow** to the right of the Shading tool.


Review
View
Add-Ins
AaBbCcDc
¶ Normal
AaBbCcDc
¶ No Spaci...
AaBbC
Heading 1
Paragraph
Theme Colors
Standard Colors
No Color
More Colors...

Borders & Shading

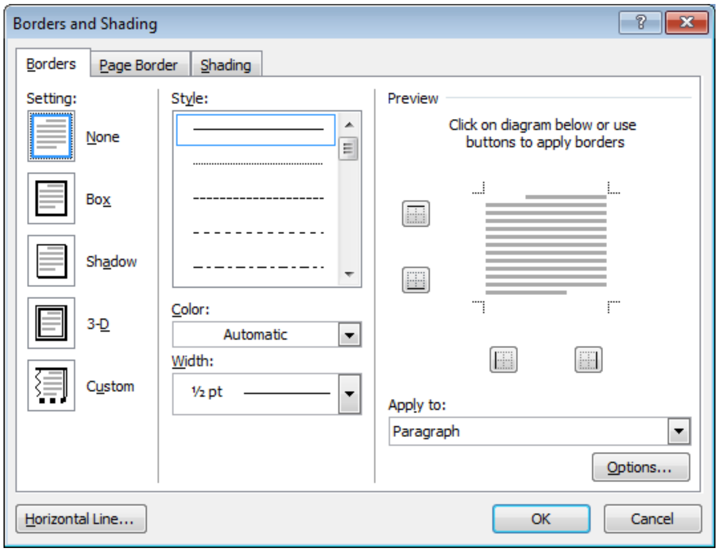
Click on **Borders & Shading** button in the **Paragraph** section of the **Home** tab or Position the insertion point in the paragraph that you want to shade.
Click the **Home** tab. In the **Paragraph** section, click the **down-arrow** to the right of the Shading tool.


AaBbCcDc
¶ Normal
AaBbCcDc
¶ No Spaci...
Paragraph
Bottom Border
Top Border
Left Border
Right Border
No Border
All Borders
Outside Borders
Inside Borders
Inside Horizontal Border
Inside Vertical Border
Diagonal Down Border
Diagonal Up Border
Horizontal Line
Draw Table
View Gridlines
Borders and Shading...

Launch Dialog Box

Another way to Launch Dialog Box

Borders and Shading… Dialog Box


Borders and Shading
Borders
Page Border
Shading
Setting:
None
Box
Shadow
3-D
Custom
Style:
Preview
Click on diagram below or use buttons to apply borders
Options...
Horizontal Line...
OK
Cancel

Color: Automatic
Width: ½ pt
Apply to: Paragraph

Exercise - Paragraph Formatting

- **Changing the Appearance of Your Paragraph can be done by selecting the entire paragraph. However, this is still known as character based formatting. In later sections you will learn how to format an entire paragraph without having to select it.**

☛ *Exercise 15 - Select and Format an Entire Paragraph*

1. Open file **Sample Document.doc**
2. Select the first paragraph using one of these methods:
3. Click and drag to select the entire paragraph
4. Click in the left margin two times
5. Click within the paragraph 3 times
6. Using the formatting tools to make the paragraph Bold, Italics, Centered and with a size 24 font:

Your paragraph will now look like this:

Welcome to our first edition of the ACC Bulletin! We hope you enjoy reading and learning from this newsletter. It is designed to teach you some of the fundamentals of formatting your Word documents and to have some fun at the same time.

- Format this paragraph again with your own choice of font style, size and justification.

2. Indenting Paragraphs

You can also change the appearance of your paragraphs with various indenting options.

Here are examples of a regular and an indented paragraph:

Welcome to our first edition of the ACC Bulletin! We hope you enjoy reading and learning from this newsletter. It is designed to teach you some of the fundamentals of formatting your Word documents and to have some fun at the same time.

> Please note: While “fun” is an operative word today, the main focus is on learning! If you have any questions, please speak up. All questions are important and there are no “inappropriate” questions.

Notice that the above paragraph is indented from both the left and the right margins.

☛ *Exercise 16 - Select and Format an Indented Paragraph*

Create this same formatting on the following paragraph in the open file, **Format 3**.

Position your cursor just before “Please” at the end of the third line and press **ENTER** two or three times to separate this section. Highlight the ***second*** paragraph.

Welcome to our first edition of the ACC Bulletin! We hope you enjoy reading and learning from this newsletter. It is designed to teach you some of the fundamentals of formatting your Word documents and to have some fun at the same time.

> Please note: While “fun” is an operative word today, the main focus is on learning! If you have any questions, please speak up. All questions are important and there are no “inappropriate” questions.

Select *Format, Paragraph, Indents and Spacing.*
Move the left indentation to .5 and the right indentation to .5 and click **OK***:*

Your work will look like this

Hanging Indents – Everything BUT the first line is indented:

Here are two samples of a “hanging” paragraph.

Welcome to our first edition of the Birkenstock Bulletin! We hope you enjoy reading and learning from this newsletter. It is designed to teach you some of the fundamentals of formatting your Word documents and to have some fun at the same time.

Please note: While “fun” is an operative word today, the main focus is on learning! If you have any questions, please speak up. All questions are important and there are no “inappropriate” questions.

☛ *Exercise 17 - Create a Hanging Indent*

To create a hanging first line, select the paragraph and then click on **Format, Paragraph, Special = Hanging.** Adjust as needed. Try this a few times. You may use the “non-formatted” paragraph on page 2 of the file **Format 3**, or type your own using the following paragraph as a sample or create your own paragraph!!

Welcome to our first edition of the ACC Bulletin! We hope you enjoy reading and learning from this newsletter. It is designed to teach you som of the fundamentals of formatting your Word documents and to have some fun at the same time. Please note: While “fun” is an operative word today, the main focus is on learning! If you have any questions, please speak up. All questions are important and there are no “inappropriate” questions.

First Line Indent

Welcome to our first edition of the Birkenstock Bulletin! We hope you enjoy reading and learning from this newsletter. It is designed to teach you some of the fundamentals of formatting your Word documents and to have some fun at the same time.

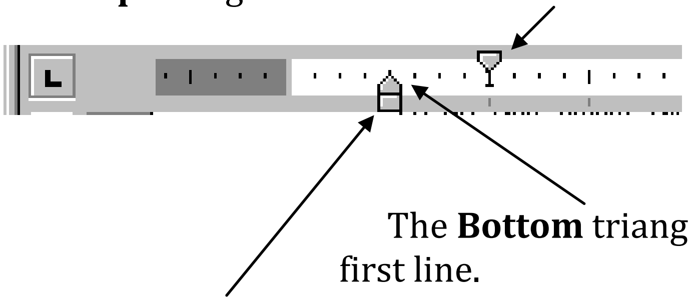
Please note: While “fun” is an operative word today, the main focus is on learning! If you have any questions, please speak up. All questions are important and there are no “inappropriate” questions.

☛ *Exercise 18 - Indent First Line Only*

To do this, select the paragraph and then click on **FORMAT, PARAGRAPH, SPECIAL = FIRST LINE.** Adjust as needed. Try this a few times using the paragraph on page 3 of the file **Format 3** or type your own paragraph.

Using Ruler Marks

The **Top** triangle will indent the first line of a paragraph



The **Bottom** triangle will indent all lines *after* the first line.

The **Rectangle** will indent the entire paragraph.

☛ *Exercise 2. Use Ruler Marks*

Try using these formatting tools with the paragraph on page 4 of the file Format 3.

The Format Painter Button:

This button allows you to copy character and paragraph formats.

Select the text with the formatting you want to copy, click the Format Painter button, click the text on which you want to apply this formatting.

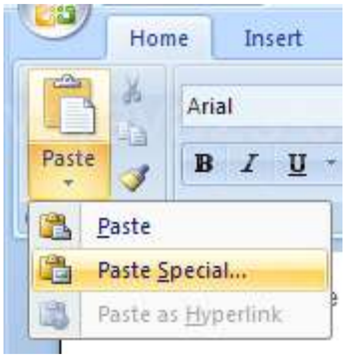
☛ *Exercise 19 - Use the Format Painter*

Use the following steps to make the words Excel and PowerPoint look exactly the same:

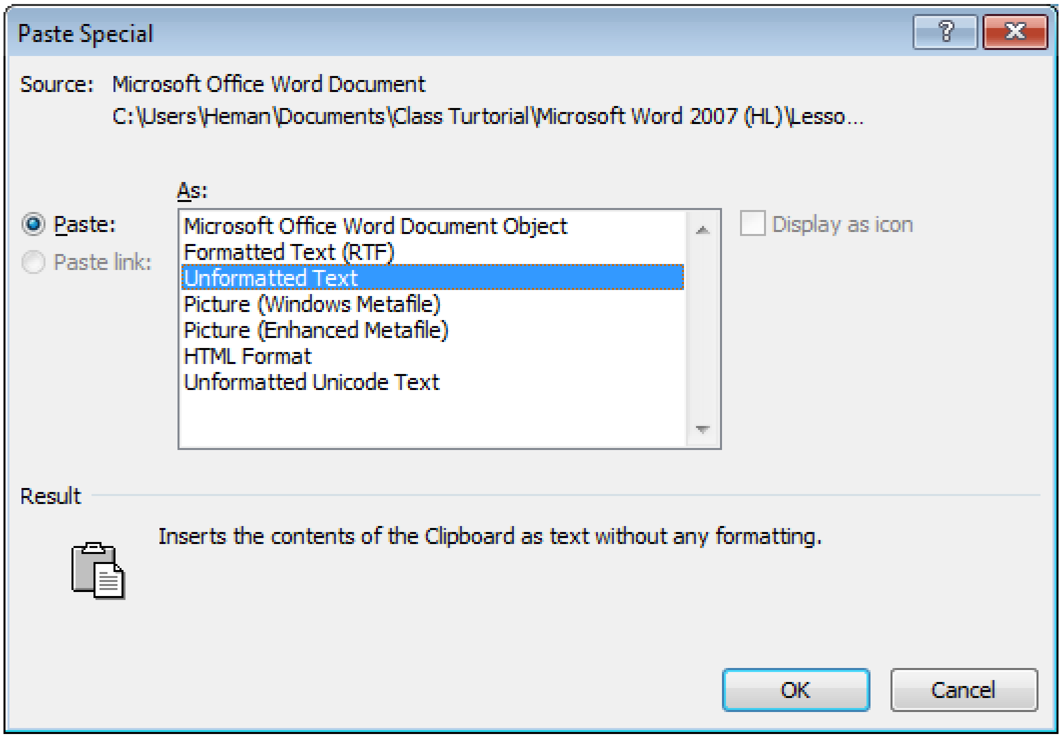
1. Select the text that has the formatting you want to copy (in this case, you must select the entire word)
2. Click one time on the **Format Painter**
3. Select the text where you want to apply the formatting

Tip:* *To copy the selected formatting to several locations, double-click the Format Painter. Click on the Format Painter one time when finished to turn it off.

Paste Special



The Paste Special feature can be use the change the format of text when inserting into your document. When copying text from the web, it is best to paste without any format. The text will be inserting into the current default format of your document.


Paste Special
?
✕
As:
Microsoft Office Word Document Object
Formatted Text (RTF)
Picture (Windows Metafile)
Picture (Enhanced Metafile)
HTML Format
Unformatted Unicode Text
Result
OK
Cancel

Source: Microsoft Office Word Document
C:\Users\Heman\Documents\Class Turtorial\Microsoft Word 2007 (HL)\Lesso...

● Paste:
○ Paste link:

As: Unformatted Text

☐ Display as icon

Result: Inserts the contents of the Clipboard as text without any formatting.

Paste Special Dialog 1

Live Preview

Microsoft has added a new feature to Word 2007 called Live Preview.

When you select a portion of text, it updates automatically as you move your mouse over buttons on the toolbar. It also works with items in lists, such as font styles and font faces.

Live Preview does not make permanent changes to your document. Rather, like its name suggests, it simply allows you to preview changes.

AutoText

Word provides many built-in **AutoText** entries (such as salutations and closings) that are available when you create letters. You can also create your own entries for special recurring situations. By default, Word makes the AutoText entry available to all documents.

☛ *Exercise 20 -Add AutoText to Quick Access Tool Bar*

The AutoText feature is incorporated as a gallery into the expanded capabilities provided by the Quick Parts feature (Document Parts, Building Blocks) in Microsoft Office Word 2007.

Tip You can add the AutoText command to the Quick Access Toolbar by doing the following:

1. Click the **Microsoft Office Button**
2. Click **Word Options.**
3. On the left list box, click **Customize** .
4. Click the arrow to the right of **Choose commands**.
5. Scroll down to **Commands Not in the Ribbon and click.**
6. Select **AutoText** and click the **Add** button.
7. Click **OK** command button.

☛ *Exercise 21 - Add AutoText Text Entries*

1. Select text to be added. This can be a few words, multiple paragraphs, fields, graphics, tables or most anything.
2. Click the AutoText button, and then click Save Selection to AutoText Gallery (or push Alt + F3).
3. Type in a Name for the AutoText. You will either use this

name to identify this AutoText in a list or to manually enter the AutoText by typing the name. The name can include letters, numbers, spaces and punctuation. The list of AutoText entries will display alphabetically, you can override that by starting AutoText names with spaces or punctuation.

4. TheGallery: box should show AutoText .
5. Adding a Category: will force the list of AutoText entries to be grouped by the category names. This would be good if you need AutoText entries organized by project or document type.
6. Description is just for your own reference.
7. Save in: Building Blocks.dotx basically means you'll get the message about Building Blocks.dotx has changed, do you want to keep the changes when you exit out of Word. In order to keep the new AutoText entries, you would need to answer Yes.
8. Options: allows you to Insert content only (just as it was created), Insert content in its own paragraph (paragraph mark will be added to end of AutoText) or Insert content in its own page (page breaks will be added before and after the AutoText).
9. Click **OK** to finish.

☛ *Exercise 22 - Use AutoText*

Open the File: **AutoText Letters.doc**

1. A couple of spaces above the first paragraph, select Insert, AutoText, Salutation
2. Click one time on the desired text and it will be inserted into your document.

☛ *Exercise 23 - Create your own AutoText entry:*

1. Highlight to select the first paragraph **(how many clicks to select a paragraph?)**
2. Select **Insert, AutoText, New**
3. Name the AutoText entry **Letter1,** click **OK**
4. Open a blank document.
5. Insert your new **AutoText** paragraph:
6. Select **Insert, AutoText, AutoText**
7. Click on the name of your new **AutoText**.
8. Click **Insert**.

AutoCorrect

Word will automatically replace words as you type. **AutoCorrect** is often used for frequently misspelled words, but this tool can also be used to replace text automatically. For example, you can ask Word to always replace the letters **HCC** with **E. M. Hart Community Center**

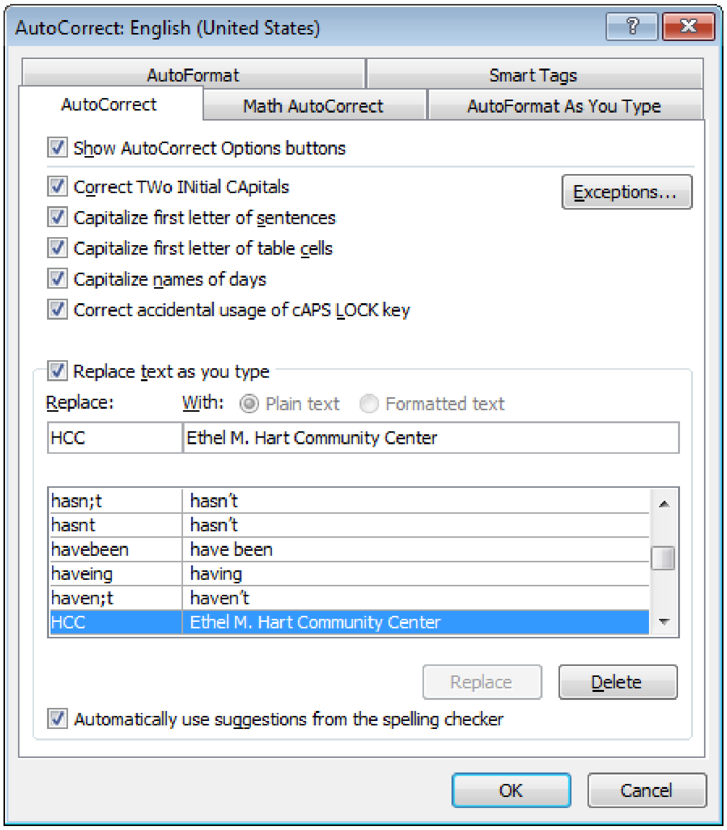
☛ *Exercise 24 - Create your own AutoCorrect entry:*

To customize AutoCorrect in Word 2007, follow these steps:

1. Click the **Office button**
2. Select **Word Options**
3. Click **Proofing** in the left pane
4. Click the **AutoCorrect Options** button
5. Select the **AutoCorrect** tab
6. Under **Replace**, type **HCC**

7. Under **With**, type **Ethel M. Hart Community Center**

Your AutoCorrect dialog box will look like the example below:


AutoCorrect: English (United States)
AutoFormat
Smart Tags
AutoCorrect
Math AutoCorrect
AutoFormat As You Type
Exceptions…
Replace
Delete
OK
Cancel

☑ Show AutoCorrect Options buttons

☑ Correct TWo INitial CApitals

☑ Capitalize first letter of sentences

☑ Capitalize first letter of table cells

☑ Capitalize names of days

☑ Correct accidental usage of cAPS LOCK key

☑ Replace text as you type

Replace: With: ● Plain text ○ Formatted text

Replace	With
HCC	Ethel M. Hart Community Center

hasn;t	hasn't
hasnt	hasn't
havebeen	have been
haveing	having
haven;t	haven't
HCC	Ethel M. Hart Community Center

☑ Automatically use suggestions from the spelling checker

1. Click **OK**
2. In your open document, type the letters **HCC** and space.

Note: ACC students can type **ACC** for Asian Community Center.

Notes