

A Tip for Using Word

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"How to save yourself having to type words that you use often."

Word can remember certain words and will then type them in for you.
Words such as:

- *Yours faithfully*
- *Our phone number is 123 456 789*
- *Collingwood Football Club*
- *etc...*

To teach Word to remember your list of regularly used and miss-typed words:-

1. From the menu bar in Word select Tools.
2. Then from the drop down list select Auto correct.
3. Look for the Auto text tab and click on it.
4. In the box below the line Enter Auto text entries here select the word you want, or:-
5. Type in the word you want and then Press the Add button.
6. That's it.
7. Now when you start to type in the first few letters, Word will recognize it and a little box will appear displaying your word.
8. Press the Return key and the total word will be automatically typed in.

[If you need personal training or assistance, contact your local Computer Troubleshooter](#)