

Word 2010 – Introduction

SECTION E - AutoCorrect and AutoFormat

INSTRUCTIONS

Open one of your own existing Word documents, preferably a document with formatted text and multiple pages, and follow along with the tutorial tasks and questions below. Click on any of the movie links below for guidance on how to complete the task and/or answer the question. Please be sure to use “Save As” to save a copy of this practice set on your computer.

TUTORIAL TASKS AND QUESTIONS

Key #80326 - [Understanding AutoCorrect pt. 1](#)

Task: With a blank document open in Word, type in the text “teh”, then press the spacebar on the keyboard.

Question: The AutoCorrect feature is initiated when you press the spacebar or what other key on the keyboard?

- A) The Delete key.
- B) The Enter key.
- C) The Backspace key.
- D) All of the above.

Key #80327 - [Understanding AutoCorrect pt. 2](#)

Task: In the Word Options dialog box, select AutoCorrect Options to view the different AutoCorrect options available.

Question: Capitalize First Letter of Sentences will automatically capitalize the first letter of the word when a period, a question mark, or an exclamation mark precedes that word.

True or False

ATOMIC LEARNING

Practice & Quiz Sets

Key #80328 - [Adding new AutoCorrect entries manually](#)

Task: With a blank document open in Word, type in the text “talbe”. Add that word (table)manually to the AutoCorrect feature. On a new line in the document type in the same text “talbe”, and press the spacebar on the keyboard to see the misspelled version of the word change to the correct spelling of the word.

Question: To add a word manually to the AutoCorrect feature, which steps should you follow?

- A) In the AutoCorrect dialog box, type in the correct spelling of the word in the Replace text box, and the misspelled spelling of the word in the With text box, then click on the Add button.
- B) In the AutoCorrect dialog box, type in the misspelled spelling of the word in the Replace text box, and the correct spelling of the word in the With text box, then click on the Add button.
- C) In the AutoCorrect dialog box, select the checkbox for the option Replace Text as You Type, then select OK.
- D) None of the above.

Key #80329 - [Adding new AutoCorrect entries using the spelling checker](#)

Task: With an existing document open in Word, make sure that you have at least two words misspelled in the document. Run the Spell Checker and in the Spelling and Grammar dialog box add both misspelled words to the AutoCorrect feature.

Question: To correct misspelled words and add them to the AutoCorrect feature on the fly while you are typing your document, which steps should you follow?

- A) Double-click on the word and add it to the AutoCorrect feature.
- B) Right-click on the word and select the correct spelling of the word in the AutoCorrect submenu.
- C) Right-click on the word and select the correct spelling of the word at the top of the shortcut menu.
- D) Right-click on the word and select Add to Dictionary in the shortcut menu.

Key #80003 - [Using AutoCorrect to add pieces of text](#)

Task: Select a paragraph in your document. In the AutoCorrect dialog box make sure that Formatted Text is selected above the paragraph text in the With text box. Type the text “P1” in the Replace text box and click on the Add button, and select Ok. Type “P1” in your document and then press the spacebar on the keyboard to see the paragraph of information appear.

Question: Which of the following statements is true?

- A) AutoCorrect can only insert single words into a document.
- B) AutoCorrect can only Capitalize the first word in a sentence.
- C) AutoCorrect can insert single words as well as pieces of text into a document.
- D) AutoCorrect can only Capitalize the names of days.

Practice & Quiz Sets

Key #80331 - [Deleting an AutoCorrect Entry](#)

Task: In the AutoCorrect dialog box, delete the “talbe” AutoCorrect entry that was added in Key #80328.

Question: Not only can you delete the custom entries that have been added to the AutoCorrect feature but you can also delete any of the existing entries.

True or False

Key #80332 - [Adding exceptions to the AutoCorrect feature pt. 1](#)

Task: Open the Exceptions dialog box in the AutoCorrect feature. Look at the entries included in the First Letter and Initial Caps areas and write down any entries that you use that you think could be added to this area.

Question: To add an abbreviation to the AutoCorrect feature so that Word doesn't change the first letter of the word typed after it to a capital letter, which steps should you follow?

- A) In the AutoCorrect dialog box, select the Exceptions button. Make sure that the First Letter tab is selected, then type the abbreviation into the Don't Capitalize After text box, then click on the Add button. When you are finished click on OK.
- B) In the AutoCorrect dialog box, select the Exceptions button. Make sure that the Initial Caps tab is selected, then type the abbreviation into the Don't Correct text box, then click on the Add button. When you are finished click on OK.
- C) In the AutoCorrect dialog box, select the Exceptions button. Make sure that the Other Corrections tab is selected, then type the abbreviation into the Don't Correct text box, then click on the Add button. When you are finished click on OK.
- D) None of the above.

Key #80333- [Adding exceptions to the AutoCorrect feature pt. 2](#)

Task: Open the Exceptions dialog box in the AutoCorrect feature. Make sure that the Initial Caps tab is selected and add “ROosevelt” to the Don't Correct exceptions list.

Question: Words added to the Initial Caps exception area of the AutoCorrect feature will all begin with what?

- A) A single capital letter.
- B) An abbreviation.
- C) Two capital letters.
- D) An exclamation mark.

Practice & Quiz Sets

Key #80334 - [Deleting exceptions from the AutoCorrect feature](#)

Task: Delete the “ROosevelt” exception added in Key # 80333 from the AutoCorrect feature.

Question: To delete the “Roosevelt” Initial Caps exception from the AutoCorrect feature, which steps should you follow?

- A) With the First Letter tab selected, scroll through the list if needed and click on the entry you want to delete to select it. Then click on the Delete button. Follow these same steps to delete each entry. When you are finished click on OK.
- B) With the Initial Caps tab selected, scroll through the list if needed and click on the entry you want to delete to select it. Then click on the Delete button. Follow these same steps to delete each entry. When you are finished click on OK.
- C) With the Other Corrections tab selected, scroll through the list if needed and click on the entry you want to delete to select it. Then click on the Delete button. Follow these same steps to delete each entry. When you are finished click on OK.
- D) None of the above.

Key #80335 - [Understanding AutoFormat as You Type](#)

Task: With the a blank document open, type in the text “1st”, then press the enter key and type in the text “1/2”. Notice how the AutoFormat As You Type feature changes the text to “1st” and “½”.

Question: Which answer best describes the text that the AutoFormat As You Type feature will replace as you type?

- A) AutoFormat As You Type will replace straight quotes with smart quotes.
- B) AutoFormat As You Type will replace fractions with fraction characters.
- C) AutoFormat As You Type will replace ordinals with superscript.
- D) All of the above.

Key #80336 - [Changing the AutoFormat as You Type options](#)

Task: In the AutoFormat As You Type area of the AutoCorrect dialog box, turn off the AutoFormat As You Type option that replaces ordinals with superscript. Then select OK.

Question: The changes that you make in the AutoFormat As You Type area of the AutoCorrect feature will only effect how AutoFormat As You Type performs where?

- A) In the current document.
- B) In Microsoft Word.
- C) In Print Preview.
- D) In all Office 2010 applications.