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## Help with Spelling in MS Word

Many people have difficulty with spelling. Although there are special programs to help with spelling, there are also features within MS Word that can help. These include the spelling and grammar checker and the Autocorrect feature.

This skillsheet shows you how to create Autocorrect entries that will instantly correct your most common spelling mistakes.

MS Word's Autocorrect feature allows you to have incorrectly spelt words corrected instantly when you press the spacebar.

As an example we'll add the misspelled word "keybord" to the autocorrect list and have it corrected to "keyboard".

- Click on the **Tools** menu or press **Alt + T**.
- Click on **Autocorrect** or press **A** to open the Autocorrect dialog box (see Fig. 1).

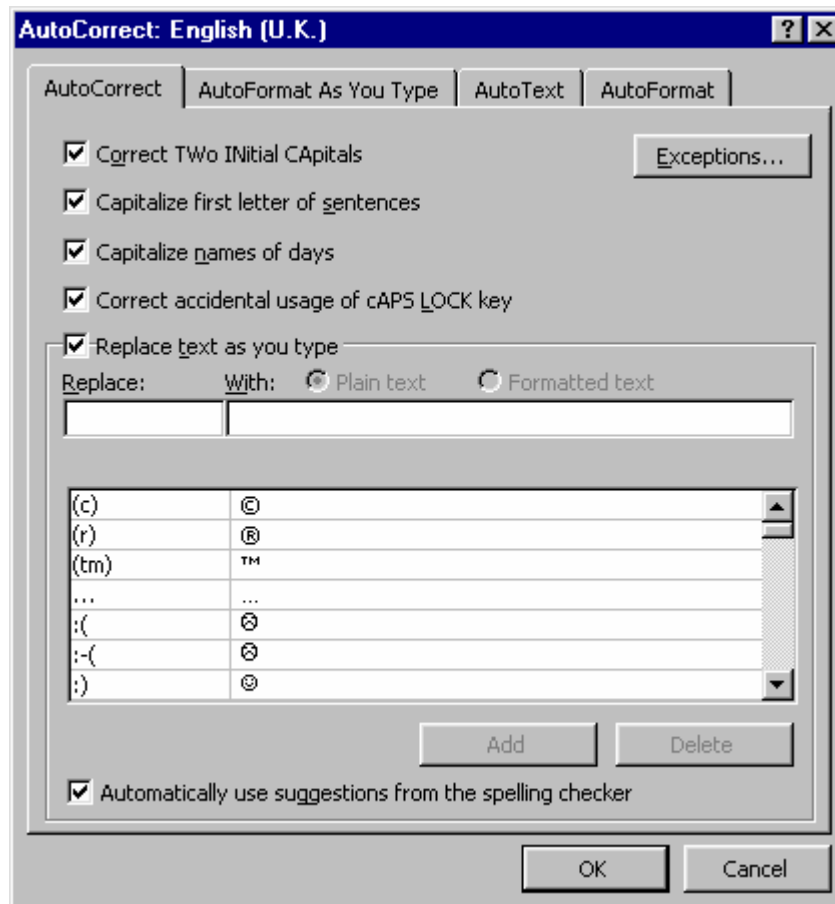


Fig. 1

- Click in the box titled **Replace** or press **Alt + R**.
- Type in the misspelled word that you want correcting i.e. **keybord**.
- Click in the next box, titled **With** or press **Alt + W**.
- Type in the correctly spelled word i.e. **keyboard**.
- Click on **OK** or press **Enter** to return to Word.

Now whenever you accidentally type “keybord”, Word will Autocorrect it to “keyboard”.

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