

# Tips & Tricks



## Using AutoCorrect to save keystrokes for common phrases

You can use AutoCorrect to save keystrokes for phrases you commonly use. If your typing skills are OK but words with hyphens actually slow you down. So rather than typing the phrase each time, you can create an AutoCorrect entry *sbs*.

You can then type *sbs* in any email or Word document and press the space bar, *step-by-step instructions* appears. You can do something similar for *One-on-One* for which I created an AutoCorrect entry *1o1*.

An AutoCorrect entry can be a few words or many paragraphs of text. We couldn't find a definitive answer but the limit seems to be about 3,000 characters.

In recent versions of Microsoft Office all the programs use the same AutoCorrect file so you can use the entries you create in Word, Outlook, Excel or PowerPoint.

When creating AutoCorrect entries you want something that is easy to remember but make sure the entry isn't a word or abbreviation you may use.

For instance, if you used *step* for my *step-by-step instructions* AutoCorrect entry, then every time you used the word *step* in a document or email, the substitution would automatically happen!

Any questions, please let us know.

Please feel free to forward this tip onto your contacts/colleagues/friends.