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Word 2007 AutoCorrect:

When you type a word incorrectly, sometimes Word will automatically correct it for you. Try typing the word "the" (t e h). Poof...your mistake is corrected. Nice. How about if you spell some other word wrong almost every time. Let's go into the settings and add that word to the AutoCorrect list. Click on the Office Button (upper left hand corner circle with four colors in it). Choose Word Options at the bottom of that mini screen. Now pick Proofing / AutoCorrect Options. You will see five tab options. If you are not on the AutoCorrect tab, click that now. The lower section should have a boxed checked called "Replace As You Type". In the cell under Replace, type a word you constantly misspell (spell it wrong on purpose). Now in the Replace cell, type the word correctly. Confirm and close this screen. Go back to a document. Type that word incorrectly. Word should understand how it should actually be spelled. If you did something wrong, simply retrace these steps.

Word Count 2003 & 2007:

I love that in Word 2007 there is always an ongoing word count in the bottom left edge of your document. In Word 2003 it is not that hard to find. Type some words or open an exciting document. Click on Tools / Word Count. You will see the results and the options to expose "Show Toolbar". Click in that box and a mini screen appear. Close the Word Count screen leaving the mini box. You can now drag that small box to your Menu Bar. You can "Recount" when you want an update. **HINT:** a word is counted each time you press the spacebar. Word sees that as an end to a unit of characters and the beginning of the next. Thus, the count.

Too Much Spam Email?

There is really only one clean-sweep way to eliminate spam. Change your email address. You can own as many email address as you like. Go to Google to sign up for a Gmail address. I find this easiest and most versatile. If you use Outlook, Windows Mail or Outlook Express you can add this new address to your accounts. You can always go to their website to read as well. Don't worry; you can import your contact list. The hardest part is that now you have to inform all your contacts that you have changed your address. At least all the spam is gone (for now).

Personal Tutor:

I am offering a 20% discount on my hourly rate for personal tutoring. For those 60 and over, I will come to your home and help with any computer questions you may have. I have an endless amount of patience and knowledge. Give me a call at 419-318-9112. Anytime you have a simple question, contact me. I will help you for free!

Janis Weber, owner of Ohio Computer Training, is a personal computer instructor. E-mail any specific questions or comments to jwpctutor@gmail.com or contact her for on-site assistance at 419-318-9112. Please offer your suggestions for another issue. New group classes are now listed on her website: www.ohcomputertraining.com.