

How to Use the Autocorrect Function in Microsoft Word

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Overview: In Word, the Autocorrect function serves as an automated spellchecker for the user. Every time a certain word is typed out incorrectly, Autocorrect “corrects” it to its correct spelling. Additionally, this function can be customized to include and exclude instances of other misspelled words.

This guide will go over the key aspects of the Autocorrect function in Word:

- How to access it
- How to add/delete any autocorrect instances (cases where a word is misspelled)
- How to make autocorrect exceptions.

This is assuming that users are familiar with opening and editing Word documents.

NOTE: The Autocorrect function is available on all versions of Word starting from 2007. While this guide focuses on the 2016 version, the process is the same for all versions. This guide is also made for Windows versions of Word. For users with Mac, please refer to the Mac version of the guide [here](#).

Accessing Autocorrect

- 1) On the top left of the screen, click “File” (Figure 1).

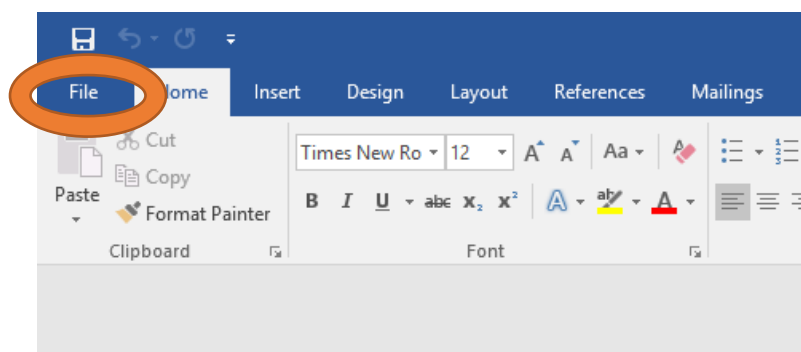


Figure 1. File button

- 2) In the left-side blue tab (towards the bottom half), click on “Options” (Figure 2).

***NOTE:** You don’t need to click on the other option tabs (i.e. Info); simply clicking on “Options” opens the window.

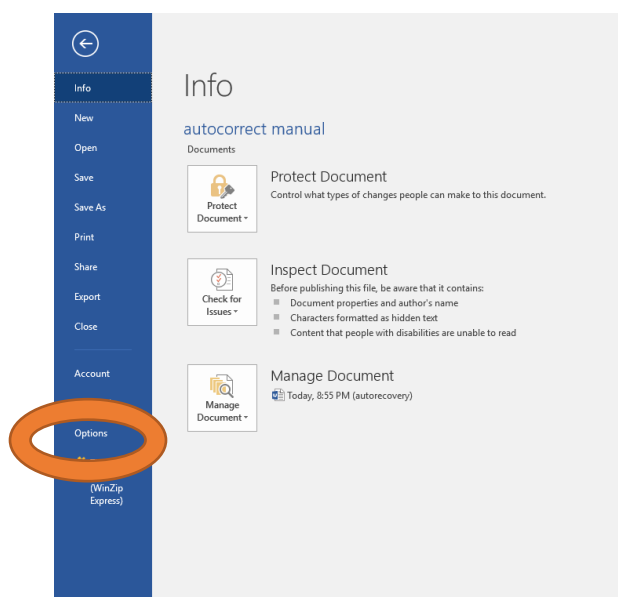


Figure 2. Options under blue tab

- 3) In the pop-up Options window, click on “Proofing” at the left tab. (Figure 3)
- 4) Click on “Autocorrect Options”.

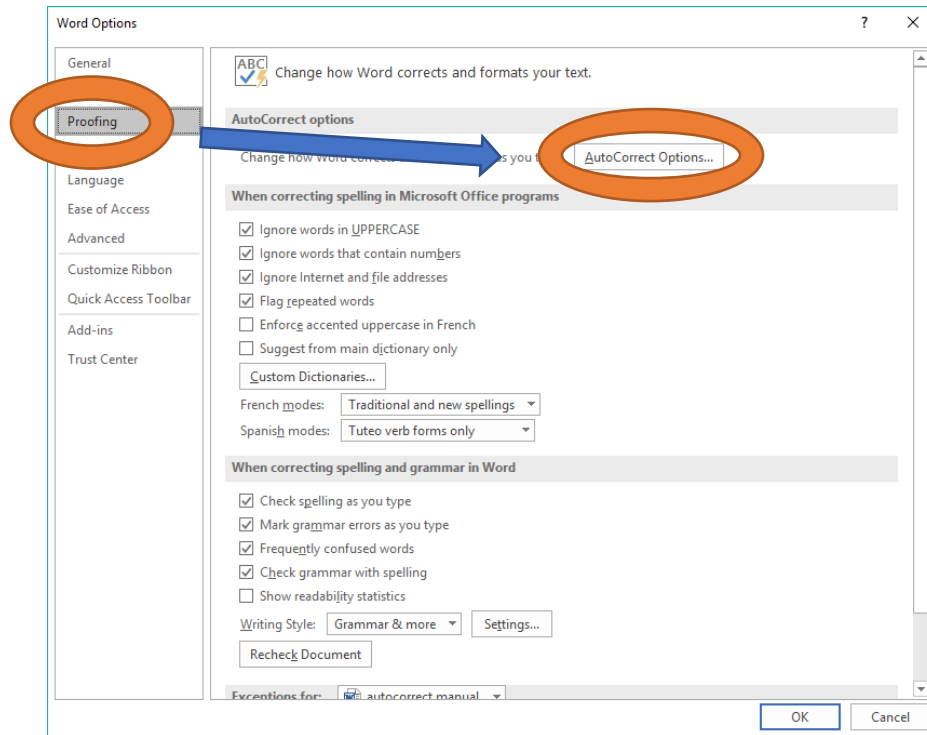


Figure 3. Word Options window

You should then see the following window (Figure 4):

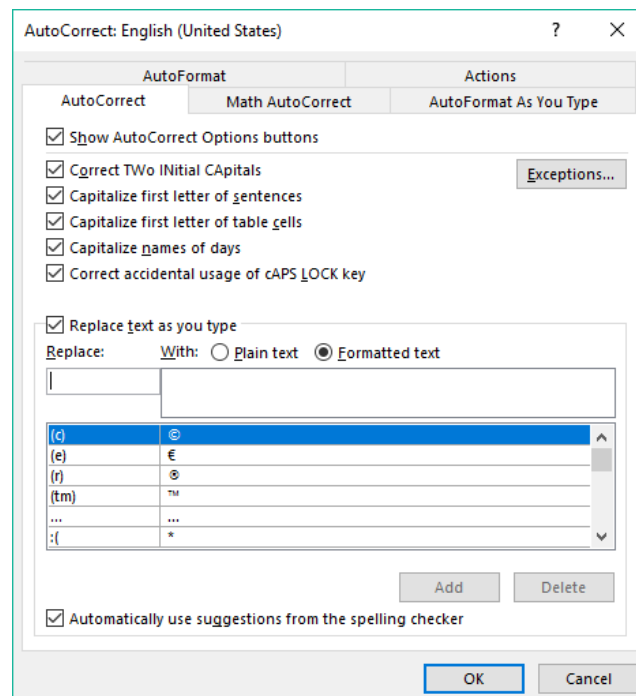


Figure 4. Autocorrect window

Under the section that reads “Replace text as you type”, there is an input box for putting in “misspelled” words and the words to replace them with.

Adding/Deleting Autocorrect Commands

To add in a new autocorrect command:

- 1) Type in any word under “Replace:”;
- 2) Type in the intended word under “With:”.
- 3) Press “Add”.
- 4) Click “OK” when done.

To delete an instance of an autocorrect command:

- 1) Click on the desired word
- 2) Click “Delete”.
- 3) Click “OK” when done.

NOTE: Do note that if you want to test autocorrect instances, you’ll have to go repeat all the steps above. The Autocorrect window cannot be tabbed out.

Exceptions

This function is to add in words (spelled in certain ways) in an “exception” filter so Word would NOT autocorrect them.

To access, click on “Exceptions” under “Autocorrect Options” (Figure 4). The following window will pop up (Figure 5):

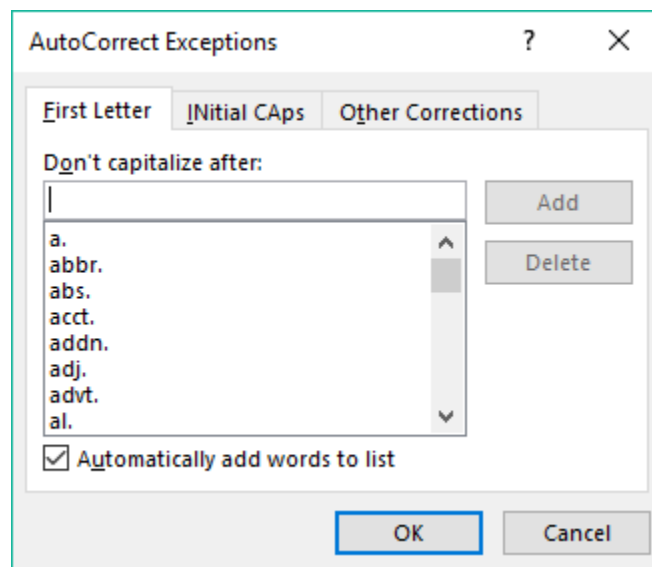


Figure 5. Autocorrect exceptions

From here, you can choose between the three exception types: **First Letter**, **Initial Caps**, and **Other Corrections**.

To add in a new autocorrect exception:

- 1) Type in any word under “Replace:”.
- 2) Type in the intended word under “With:”.

- 3) Press “Add”.
- 4) Click “OK” when done.

To delete an instance of an autocorrect exception:

- 1) Click on the desired word
- 2) Click “Delete”.
- 3) Click “OK” when done.

NOTE: The above process is the same for all three exception types.