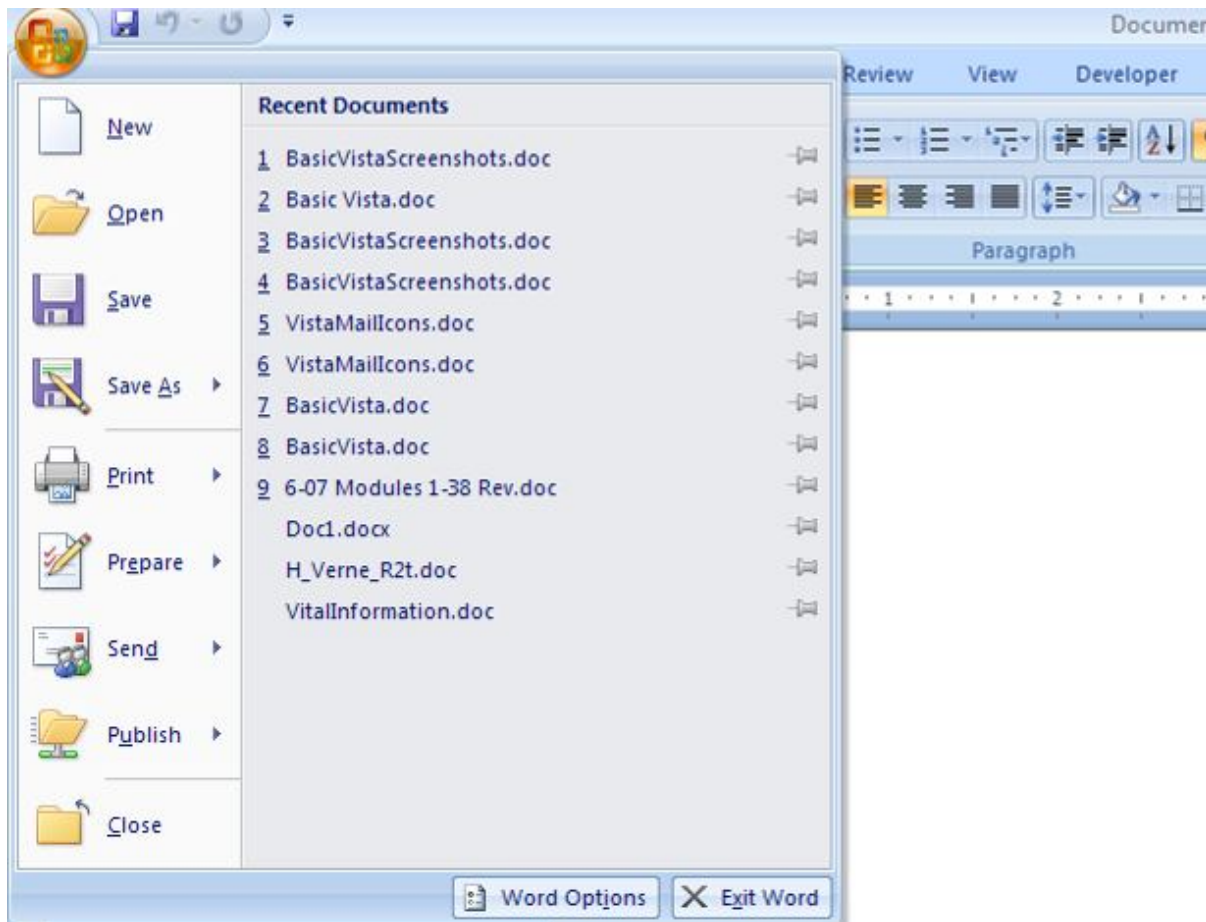


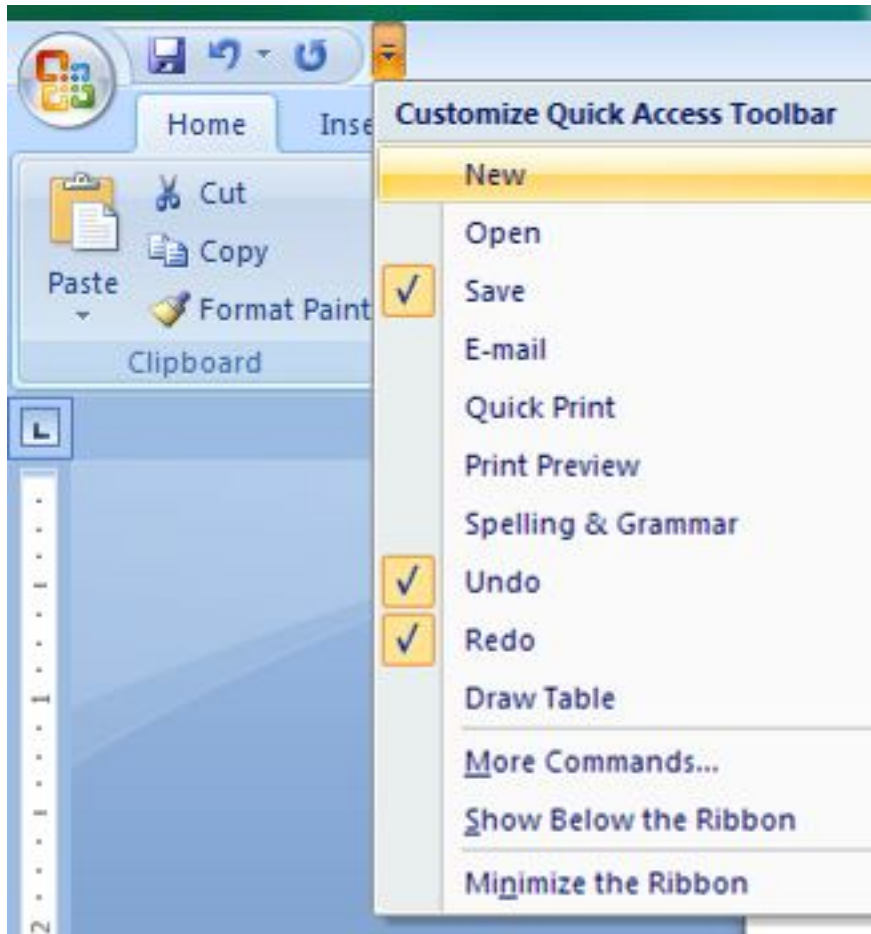
Microsoft Word

Howard Verne

Office Button



Quick Setting Bar



Word Options

Popular



Proofing

AutoCorrect options

Change how Word corrects and formats text as you type:

When correcting spelling in Microsoft Office programs


- Ignore words in UPPERCASE
- Ignore words that contain numbers
- Ignore Internet and file addresses
- Flag repeated words
- Enforce accented uppercase in French
- Suggest from main dictionary only

French modes: ▾

When correcting spelling and grammar in Word

- Check spelling as you type
- Use contextual spelling
- Mark grammar errors as you type
- Check grammar with spelling
- Show readability statistics

Writing Style: ▾

Exceptions for:  2007ScreenShots.doc ▾

- Hide spelling errors in this document only
- Hide grammar errors in this document only

Save

Customize how documents are saved.

Save documents

Save files in this format: Word 97-2003 Document (*.doc)

Save AutoRecover information every 10 minutes

AutoRecover file location: C:\Users\hverne\AppData\Roaming\Microsoft\Word\ [Browse...](#)

Default file location: C:\Users\hverne\Documents\ [Browse...](#)

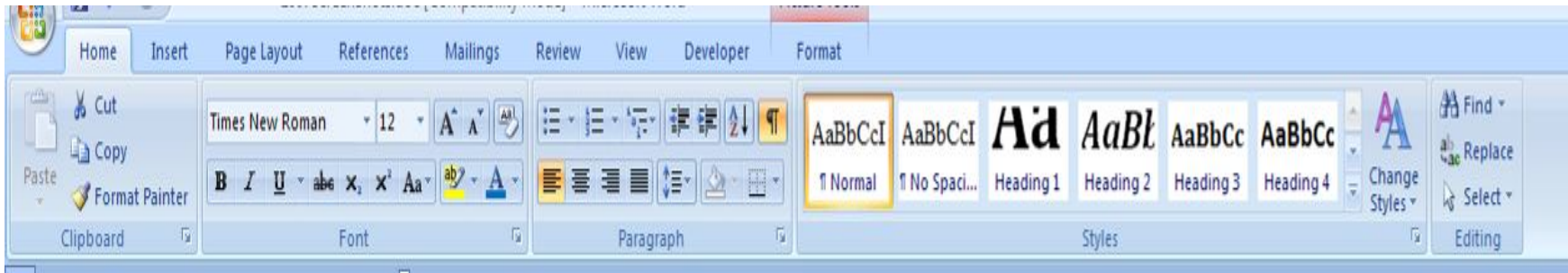
Offline editing options for document management server files

Save checked-out files to:

- The server drafts location on this computer
- The web server

Ribbon Tabs

Home



Insert



Right Click Menu

