

# Chapter 3: Speed Techniques Worth Knowing About

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## *In This Chapter*

- ✓ Undoing mistakes and repeating actions
- ✓ Zooming to get a better view of your work
- ✓ Working with two different files at the same time
- ✓ Instructing Office to correct typos automatically
- ✓ Entering hard-to-type text with the AutoCorrect command

**T**his brief chapter takes you on a whirlwind tour of shortcut commands that can save you time and effort no matter which Office program you're working in. This chapter is devoted to people who want to get it done quickly and get away from their computers. It explains the Undo and Repeat commands, zooming in and out, and opening more than one window on the same file. You also discover how to display windows in different ways, correct your typos automatically, and enter hard-to-type terminology with a simple flick of the wrist.

## *Undoing and Repeating Commands*

If I were to choose two commands for the Hall of Fame, they would be the Undo command and the Repeat command. One allows you to reverse actions you regret doing, and the other repeats a previous action without you having to choose the same commands all over again. Undo and Repeat are explained forthwith.

### *Undoing a mistake*

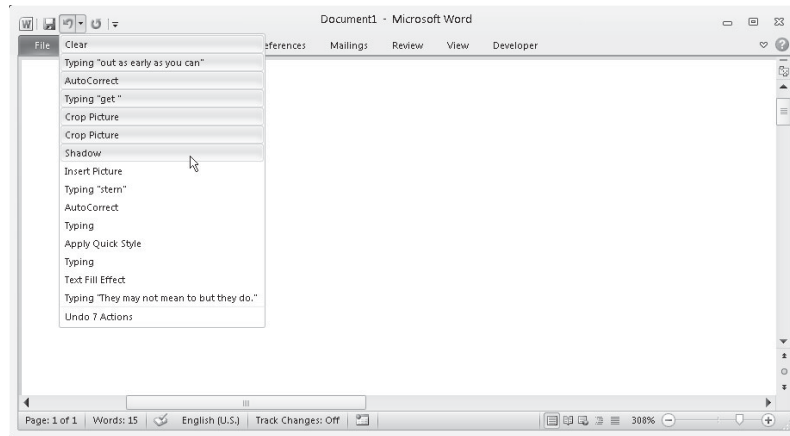
Fortunately for you, all is not lost if you make a big blunder because Office has a marvelous little tool called the Undo command. This command “remembers” your previous editorial and formatting changes. As long as you catch your error in time, you can undo your mistake.



Click the Undo button on the Quick Access toolbar (or press Ctrl+Z) to undo your most recent change. If you made your error and went on to do something else before you caught it, open the drop-down list on the Undo button.

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It lists your previous actions, as shown in Figure 3-1. Click the action you want to undo, or if it isn't on the list, scroll until you find the error and then click it.



**Figure 3-1:**  
Fixing a  
mistake with  
the Undo  
drop-down  
list.



Remember, however, that choosing an action far down the Undo list also reverses the actions before it on the list. For example, if you undo the 19th action on the list, you also undo the 18 more recent actions above it.

### *Repeating an action — and quicker this time*



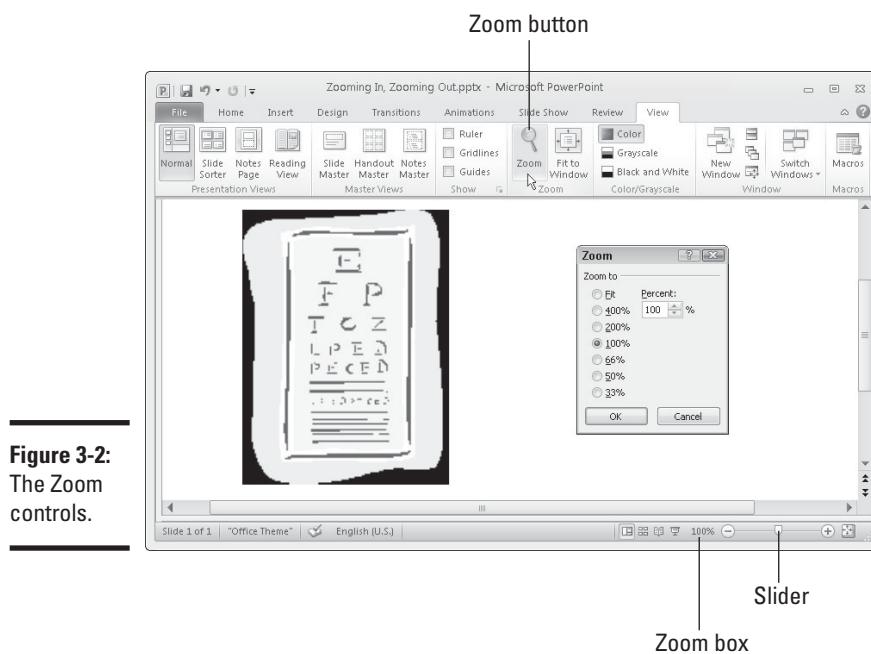
The Quick Access toolbar offers a button called Repeat that you can click to repeat your last action. This button can be a mighty, mighty timesaver. For example, if you just changed fonts in one heading and you want to change another heading in the same way, select the heading and click the Repeat button (or press F4 or Ctrl+Y). Move the pointer over the Repeat button to see what clicking it does.

You can find many creative uses for the Repeat command if you use your imagination. For example, if you had to type “I will not talk in class” a hundred times as a punishment for talking in class, you could make excellent use of the Repeat command to fulfill your punishment. All you would have to do is write the sentence once and then click the Repeat button 99 times.

After you click the Undo button, the Repeat button changes names and becomes the Redo button. Click the Redo button to “redo” the command you “undid.” In other words, if you regret clicking the Undo button, you can turn back the clock by clicking Redo.

## Zooming In, Zooming Out

Eyes weren't meant to stare at the computer screen all day, which makes the Zoom controls all the more valuable. You can find these controls in the lower-right corner of the window and on the View tab, as shown in Figure 3-2. Use them freely and often to enlarge or shrink what is on the screen and preserve your eyes for important things, such as gazing at the sunset.



**Figure 3-2:**  
The Zoom controls.

Meet the Zoom controls:



- ◆ **Zoom dialog box:** Click the Zoom button on the View tab or the Zoom box (the % listing) to display the Zoom dialog box, as shown in Figure 3-2. From there, you can select an option button or enter a Percent measurement.
- ◆ **Zoom button:** Click the Zoom In or Zoom Out button on the Zoom slider to zoom in or out in 10-percent increments.
- ◆ **Zoom slider:** Drag the *Zoom slider* left to shrink or right to enlarge what is on your screen.
- ◆ **Mouse wheel:** If your mouse has a wheel, you can hold down the Ctrl key and spin the wheel to quickly zoom in or out.



Each Office program offers its own special Zoom commands in the Zoom group on the View tab. In Word, for example, you can display one page or many pages; in Excel, you can click the Zoom to Selection button and enlarge a handful of cells. Make friends with the Zoom commands. They never let you down.

### *Viewing a File through More Than One Window*

By way of the commands in the Window group in the View tab, you can be two places simultaneously, at least where Office is concerned. You can work on two files at once. You can place files side by side on the screen and do a number of other things to make your work a little easier.

Word, Excel, and PowerPoint offer these buttons in the Window group:



◆ **New Window:** Opens another window on your file so you can be two places at once in the same file. To go back and forth between windows, click a taskbar button or click the Switch Windows button and choose a window name on the drop-down list. Click a window's Close button when you're finished looking at it.



◆ **Arrange All:** Arranges open windows side by side on-screen.



◆ **Switch Windows:** Opens a drop-down list with open windows so you can travel between windows.

You can also take advantage of these Window buttons in Word and Excel to compare files:



◆ **View Side by Side:** Displays files side by side so you can compare and contrast them.



◆ **Synchronous Scrolling:** Permits you to scroll two files at the same rate so you can proofread one against the other. To use this command, start by clicking the View Side by Side button. After you click the Synchronous Scrolling button, click the Reset Window Position button so both files are displayed at the same size on-screen.



◆ **Reset Window Position:** Makes files being shown side by side the same size on-screen to make them easier to compare.

### *Correcting Typos on the Fly*

The unseen hand of Office 2010 corrects some typos and misspellings automatically. For example, try typing **acomodate** with one *m* — Office corrects the misspelling and inserts the second *m* for you. Try typing

**perminent** with an *i* instead of an *a* — the invisible hand of Office corrects the misspelling, and you get *permanent*. While you’re at it, type a colon and a close parenthesis :) — you get a smiley face.

As good as the AutoCorrect feature is, you can make it even better. You can also add the typos and misspellings you often make to the list of words that are corrected automatically.

### Opening the AutoCorrect dialog box

Office corrects common spelling errors and turns punctuation mark combinations into symbols as part of its AutoCorrect feature. To see which typos are corrected and which punctuation marks are turned into symbols, open the AutoCorrect dialog box by following these steps:



1. On the File tab, choose Options.

You see the Options dialog box.

2. Go to the Proofing category.

3. Click the AutoCorrect Options button.

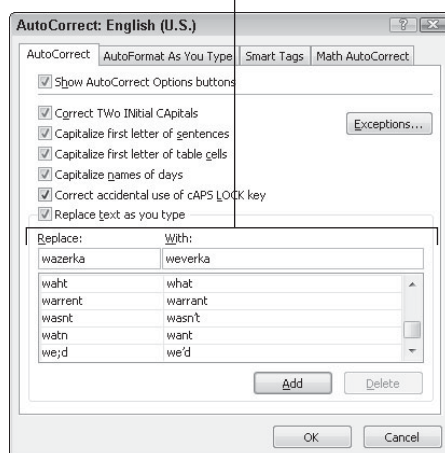
The AutoCorrect dialog box opens.

4. Click the AutoCorrect tab.

As shown in Figure 3-3, the AutoCorrect tab lists words that are corrected automatically. Scroll down the Replace list and have a look around. Go ahead. Make yourself at home.

Enter a typo and its replacement

**Figure 3-3:** As you type, words in the Replace column are replaced automatically with words in the With column.



### ***Telling Office which typos and misspellings to correct***

No doubt you make the same typing errors and spelling errors time and time again. To keep from making these errors, you can tell Office to correct them for you automatically. You do that by entering the misspelling and its corrected spelling in the AutoCorrect dialog box (see Figure 3-3):

- ◆ Enter the misspelling in the Replace text box and its correct spelling in the With text box.
- ◆ Click the AutoCorrect button in the Spelling dialog box when you spell-check a file. This action automatically places the misspelling and its correction in the AutoCorrect dialog box so that the correction is made in the future.



You can also remove misspellings and typos from the list of words that are corrected automatically. To remove a word from the list of corrected words, select it in the AutoCorrect dialog box and click the Delete button.

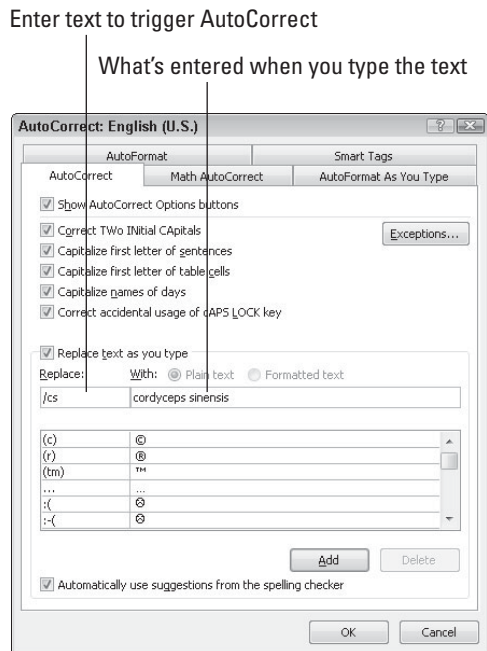
### ***Preventing capitalization errors with AutoCorrect***

Near the top of the AutoCorrect dialog box (refer to Figure 3-3) are five check boxes whose job is to prevent capitalization errors. These options do their jobs very well, sometimes to a fault:

- ◆ **Correct TWo INitial Capitals:** Prevents two capital letters from appearing in a row at the start of a word with more than two letters. Only the first letter is capitalized. This option is for people who can't lift their little fingers from the Shift key fast enough after typing the first capital letter at the start of a word.
- ◆ **Capitalize first letter of sentences:** Makes sure that the first letter in a sentence is capitalized.
- ◆ **Capitalize first letter of table cells:** Makes sure that the first letter you enter in a table cell is a capital letter. A table cell holds one data item; it's the place in a table where a column and row intersect.
- ◆ **Capitalize names of days:** Makes sure that the names of the days of the week are capitalized.
- ◆ **Correct accidental usage of cAPS LOCK key:** Changes capital letters to lowercase letters if you press the Shift key to start a sentence while Caps Lock is on. The idea here is that if you press down the Shift key while Caps Lock is on, you don't know that Caps Lock is on because you don't need to hold down the Shift key to enter capital letters. AutoCorrect turns the first letter into a capital letter and the following letters into lowercase letters and then turns Caps Lock off.

## Entering Text Quickly with the AutoCorrect Command

The preceding part of this chapter explains how you can use the AutoCorrect command to help correct typing errors, but with a little cunning you can also use it to quickly enter hard-to-type jargon, scientific names, and the like. To open the AutoCorrect dialog box, go to the File tab, choose Options, go to the Proofing category in the Options dialog box, and then click the AutoCorrect Options button. Select the AutoCorrect tab in the AutoCorrect dialog box, as shown in Figure 3-4.



**Figure 3-4:** With a little cunning, you can use AutoCorrect to enter hard-to-type text.

In the Replace column in the AutoCorrect tab are hundreds of common typing errors and codes that Office corrects automatically. The program corrects the errors by entering text in the With column whenever you mistakenly type the letters in the Replace column. However, you can also use this dialog box for a secondary purpose to quickly enter text.

To make AutoCorrect work as a means of entering text, you tell Office to enter the text whenever you type three or four specific characters. In Figure 3-4, for example, Office is instructed to insert the words *Cordyceps sinensis* (a mushroom genus) whenever I enter the characters /cs (and press the spacebar). Follow these steps to use AutoCorrect to enter text:



1. Open the AutoCorrect tab of the AutoCorrect dialog box (see Figure 3-4).
2. In the Replace text box, enter the three or four characters that will trigger the AutoCorrect mechanism and make it enter your text.

Don't enter a word, or characters that you might really type someday, in the Replace box. If you do, the AutoCorrect mechanism might kick in when you least expect it. Enter three or four characters that never appear together. And start all AutoCorrect entries with a slash (/). You might forget which characters trigger the AutoText entry or decide to delete your AutoCorrect entry someday. By starting it with a slash, you can find it easily in the AutoCorrect dialog box at the top of the Replace list.

3. In the With text box, enter the hard-to-type name or word(s) that will appear when you enter the Replace text.
4. Click the Add button.
5. Click OK.

Test your AutoCorrect entry by typing the Replace text you entered in Step 2 (which, of course, includes the slash I recommend) and pressing the spacebar. (AutoCorrect doesn't do its work until you press the spacebar.)

To delete an AutoCorrect entry, open the AutoCorrect dialog box, select the entry, and click the Delete button.