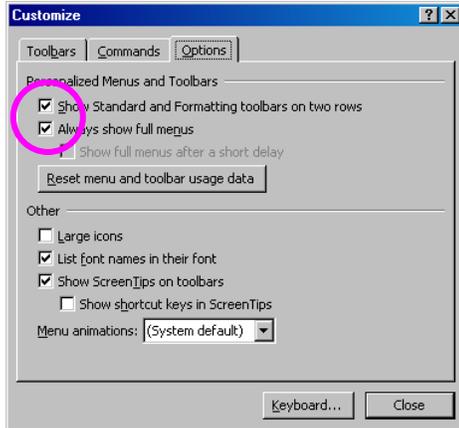
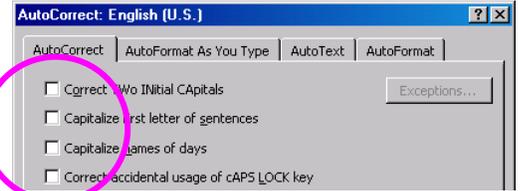


Turn-offs in Word

Microsoft Word, powerful as it is, saddles the user with some powerfully lame defaults. But you can make it better: here are some turn-offs you can accomplish under Tools:

Turn off automatic capitals:

Tools > AutoCorrect > uncheck these four boxes



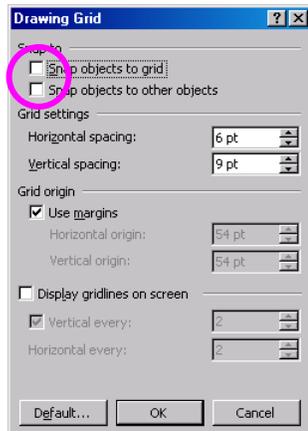
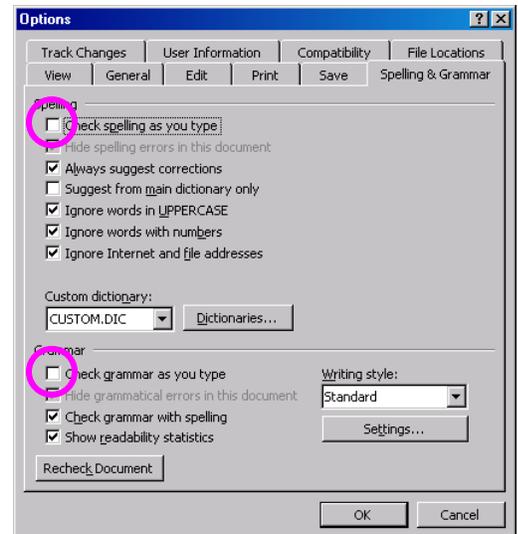
See all the menu commands

without having to endure a short delay or click on annoying chevrons
Tools > Customize > Options tab > check "Always show full menus"

Turn off automatic spell- and grammar-checking

Some people like this feature. Some people it drives crazy. If you're in the latter group, turn 'em off:

Tools > Options > Spelling and Grammar > uncheck as-you-type
(You can still check spelling and grammar when you're done.)



Turn off snap to grid in Drawing mode

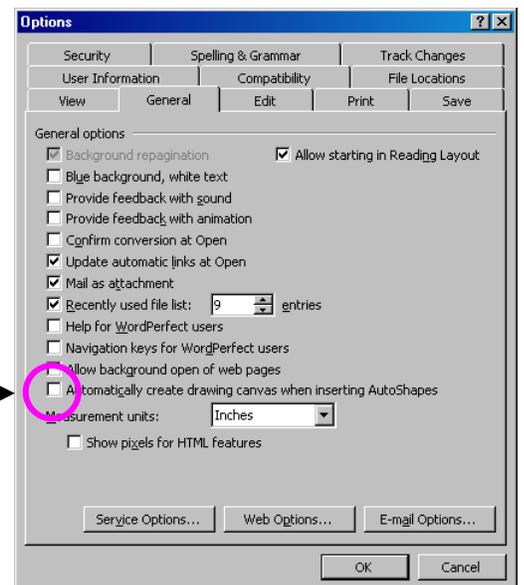
and move graphics a gnat's eyelash at a time with arrow keys or mouse

1st, you have to see your Drawing tools. If you don't already see them, turn them on: View > Toolbars > Drawing

2nd, in the Drawing toolbar, go to Draw > Snap to > uncheck "Snap objects to grid" and "Snap objects to other objects"

Turn off the "Create Drawing Here" canvas

Go to Tools > Options > General, then uncheck "Automatically create drawing canvas..."



For more MS Word "how-to" handouts, go to www.soesd.k12.or.us/support/training