# Microsoft Office General Tips & Tricks

**Quick Access Tool Bar**

To access icons that YOU use frequently, use the Quick Access Tool Bar.  By right clicking on the bar, you can choose which icons you would like quick access to.  This bar is accessible in all Office products.  The bar can be moved above or below the ribbon, depending upon your preferences.

**Auto Correct**

Go to File > Options > Proofing > Auto Correct Options

In the "Replace" field, enter the text you want Word to automatically correct for you, then in the "With" field, enter the correct spelling.  Then click "ADD" and it will be added to the dictionary.

You can also choose to remove an item from this listing.  As an example, I needed to be able to type "HSA", but Word kept auto-correcting it to "HAS".  So, I just removed that item from the list.
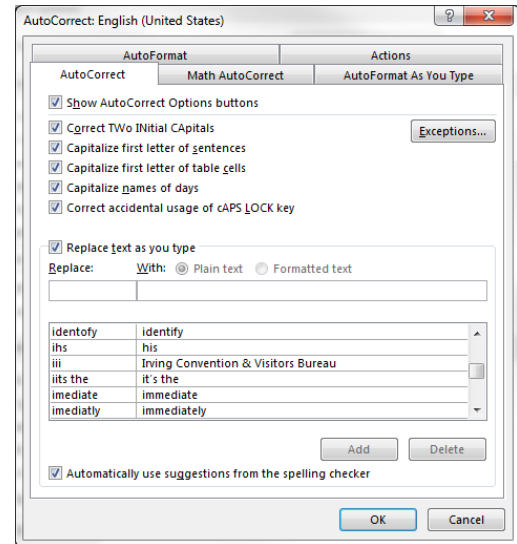
**Custom Dictionaries**

Another option on the PROOFING tab within options is a Custom Dictionary. Items can be added to this so they do not appear as red underlined words within your document, making you think you have an error when you really don't.  You can add the words here manually, or just right-click on the word within your document and choose "Add to Dictionary".
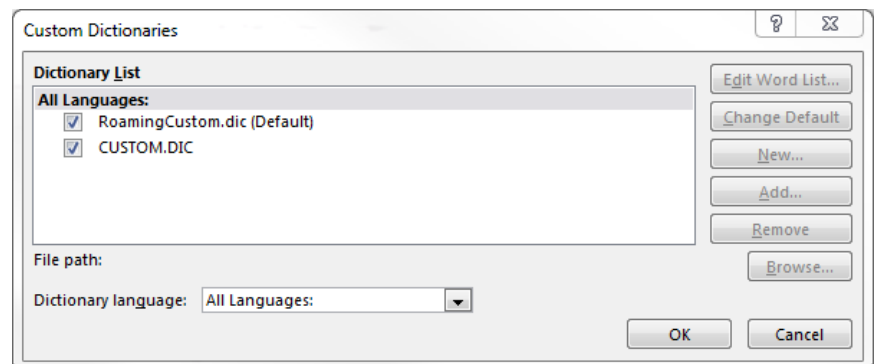
**Print to a PDF**

When in an Office application, you have the ability to Save As PDF.  You can also "print" to a PDF from other software applications by selecting the Adobe PDF printer as an option.  This way, you don't need to print a document, take it to the scanner, and have a PDF of it emailed to yourself.

## Format Painter

Use the Format Painter Paint Brush to copy formatting from one area of Word to another.  (This works in other Office programs too).  Place your cursor where you have the formatting you wish to copy, then click the Paint Brush icon.  Your cursor will change to show a small paint brush.  Then, use your mouse to highlight the text where you want this formatting applied.  The icon will then change back to normal and no other formatting will be affected.

If you double-click the Format Painter icon, this "locks" the formatting, so that everything, everywhere you highlight will have this format applied.  Click on the Format Painter icon, or press ESC to cancel the formatting lock.