## 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

Customize	? ×
Toolbars Commands Options	
Percepalized Menus and Toolbars	
Show Standard and Formatting toolbars on two rows	
Always show full menus	
Show full menus after a short delay	
Reset menu and toolbar usage data	
Other	
Large icons	
List font names in their font	
Show Screen <u>Tips</u> on toolbars	
Show shortcut keys in ScreenTips	
Menu animations: (System default) 💌	
J	
Keyboard	ise

AutoCorrect: English (U.S.)

AutoCorrect AutoFormat As You Type AutoText AutoFormat

Correct Wo INitial CApitals

Capitalize is the text of gentences

Capitalize is the text of gentences

Capitalize is an es of days
Correct accidental usage of cAPS LOCK key

#### 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.)

Drawing Grid		? ×
5		
Sn p objects to grid		
I Spup objects to other object	ts	
Grid settings		
Horizontal spacing:	6 pt	÷
Vertical spacing:	9 pt	<u>*</u>
Grid origin		
✓ Use margins		
Horizontal origin:	54 pt	*
Vertical origin:	54 pt	- A- 
Display gridlines on screen		
Vertical every:	2	- A-
Horizontal every:	2	* *
Default OK	Can	cel

# Turn off snap to grid in Drawing mode

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

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

2<sup>nd</sup>, 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 <u>www.soesd.k12.or.us/support/training</u>