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**Excel - Auto Correct Options**

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## Excel - Auto Correct Options

Much like Word and PowerPoint, Excel has options to correct your typing errors as you type. This is very helpful for those of us whose fingers slip on the keyboard or are lousy spellers. But can create errors when doing data entry. To avoid this, you have the option to turn on and off certain features and customize what gets corrected.

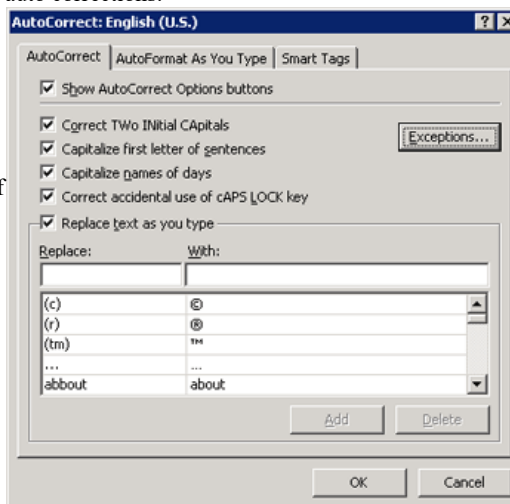
To reach these options:

- 2003 – Tools, Auto Correct
- 2007 – MS button in the upper left, then Excel Options in the lower left and Proofing from the menu bar and then AutoCorrect Options

There you will see three tabs to adjust your auto corrections:

**Auto Correct** – This one contains the bulk of the options to turn on and off. There are two parts on this tab that are customizable:

- Replace text as you type – there are defaults set up already, for instance if you type (c) it will replace it with ©. You create your own to make a “shortcut” for quicker data entry.
- Exceptions: you can choose not to automatically capitalize after a certain letter or string of letters such as etc. or lbs.
- Initial Caps – Set these so that Excel will not correct capitalization of certain letter sets like IDs.



**Auto Format as you Type** – you can turn on and off the automatic creation of hyperlinks when you enter an email or web address or include new rows and columns as you work in a table.

**Smart Tags** - Data that you set to be recognized as a particular type, for example, a person's name or the name of a recent e-mail message recipient that can then be labeled with an action tag. This is a feature for advanced Excel programming.

So, next time Excel auto corrects your typing remember you can tell it to stop or customize the options so your data entry will be easier and error free. If you need help contact me at [info@aapk.com](mailto:info@aapk.com) I have a lot of experience with PowerPoint, Word, Excel and other MS Office products.

## Top Digital Marketing Newsletters

In this day and age of information overload it's easy to get lost in your email box trying to disseminate what is good information and what is bad. I suffer the same challenge, but I have 10 top email newsletters that I scan or read religiously when received.

Amy's Biz Tips are brought to you by AAPK who can help you with:

- [Excel, Word and PowerPoint](#)
- Web Design
- Content Management Web Sites
- Graphic Design
- Print Design
- Social Media Marketing
- Creative Marketing Ideas

Amy's Biz Tips are brought

The majority of my list of newsletters are related to marketing, social marketing and the web. These are always rich with insightful ideas and articles for my business and my clients'. Then there are a couple of ones that are just for entertainment.

**Social Media Examiner** - <http://www.socialmediaexaminer.com/> "your guide to the social media jungle". This is my favorite newsletter – every day there are great articles about using social media and the look of the site just makes it fun to read.

**Web Marketing Today** - <http://webmarketingtoday.com> – they cover topics such as search engines, social media marketing, conversions (from site visitor to customers) and web structure and platforms.

**Search Engine Watch** – [www.searchenginewatch.com](http://www.searchenginewatch.com) – this group has been providing search engine information to the industry for as long as I've been in the industry (over 16 years). They provide insight into how the search engines work and ways to increase your SEO.

**Target Marketing** – [www.targetmarketingmag.com](http://www.targetmarketingmag.com) – this enewsletter is a supplement to Target Marketing's printed magazine. They offer tips, trends, news and insights about marketing, publishing and SEO.

**Click Z** – [www.clickz.com](http://www.clickz.com) – marketing news and expert advice that covers email, business marketing, analytics, media, search and a variety of other digital topics.

**Web Buyers Guide** - <http://webbuyerguide.org/web-product-guide> - discussions on mobile, apps and the web.

**Hub Spot** - <http://www.hubspot.com> – marketing resources for web marketing – social media, white papers, SEO, marketing automation, analytics and more.

**Fold Factory** - <http://www.foldfactory.com/> - meet Trish who produces a weekly video of a unique way other companies are use print and fold to create dynamic, eye catching marketing pieces.

**Lost at E-minor** – [www.lostateminor.com](http://www.lostateminor.com) – daily enjoy interesting displays of art and fun things. You'll find yourself adding many of their features to your board on Pinterest.

**Patch** – [www.patch.com](http://www.patch.com) - my daily news source for my local community. If you haven't explored your area, do it now. And to learn more about it see my [article about Patch](#).

If you are interested in ideas to expand your social and marketing presence the first 8 newsletters might be of interest to you. If you don't have time to read and want a professional to help you then contact me at [info@aapk.com](mailto:info@aapk.com).

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## You Have To Laugh

Funny Video: Bears Pole Dancing - <http://www.nbcnews.com/video/nbc-news/52715573/#52715573>

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