**Quickly type with Auto Correct**

When you want to have a short abbreviation written out into the full expression, you can have auto correct make the job easy for you. Here are the steps to do this.

1. Click File
2. Click Options
3. Click Proofing
4. Click AutoCorrect Options
5. The following box will appear
6. In the Replace box type the abbreviation.
7. In the With box enter the complete text to have typed.
8. Click OK and OK again.

Now when you type the abriviation, the long form of the word will automatically be added to you writing.