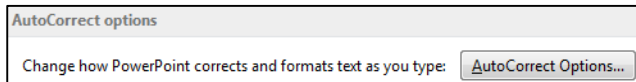


FILE – Options – Proofing SKRÁ – Valkostir – Leiðréttingar

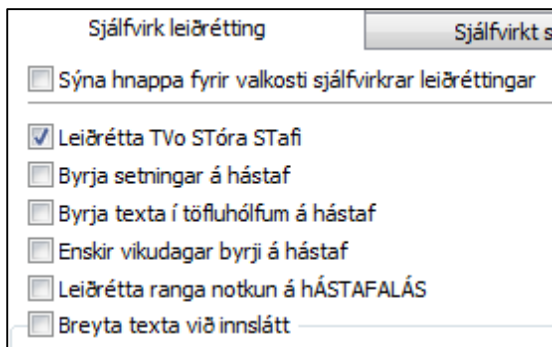
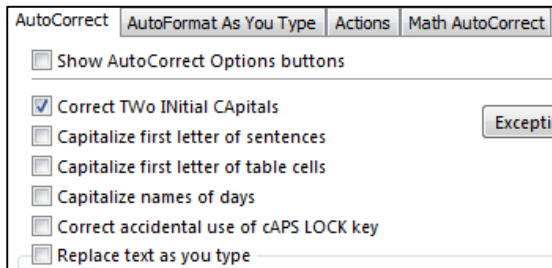
AutoCorrect Options – Valkostir sjálfvirkar leiðréttingar

Smellið í **AutoCorrect Options...**
(Valkostir sjálfvirkar leiðréttingar).

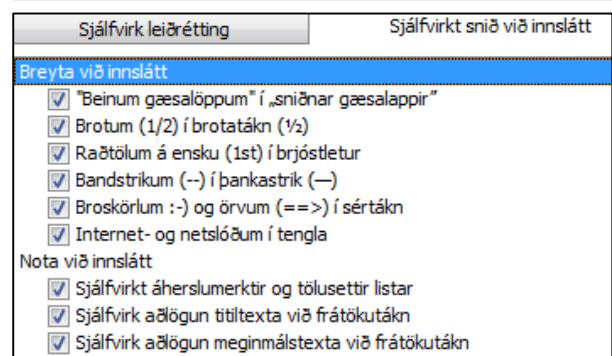
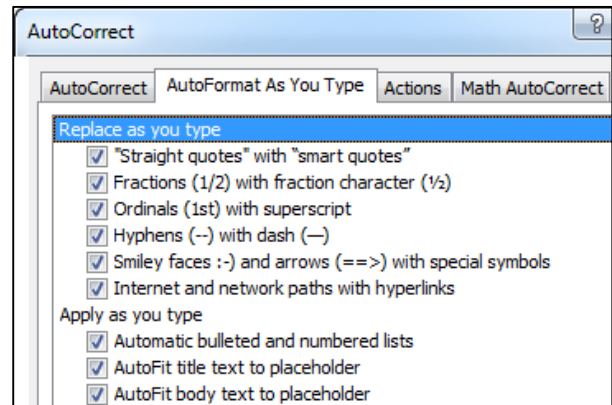


AutoCorrect Sjálfvirk leiðrétting

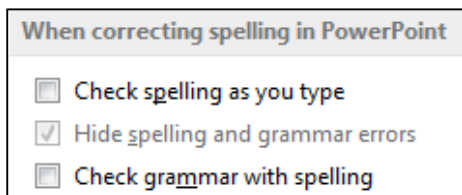
Hafið hakað við eins og sýnt er hér.



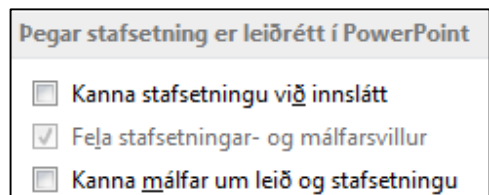
AutoFormat As You Type – Sjálfvirkt snið við innslátt



Proofing – Leiðréttingar

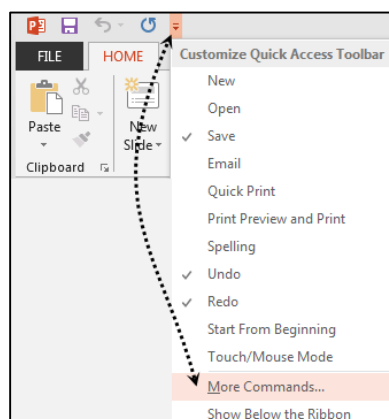


Takið hakið af
**Check spelling
as you type**
og **Check grammar
with spelling**

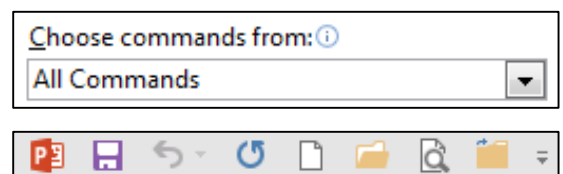


Commands – Skipanir

Bætið fleiri hnöppum á **flýttistikuna**
(**Quick Access Toolbar**)
með því að smella
á örina niður
hægra megin við
hana og velja
More Commands...
(Fleiri skipanir).



Veljið **All Commands** (Allar skipanir) úr
Choose commands from (Velja skipanir frá)
og bætið fleiri hnöppum á flýttistikuna.



New	Nýtt skjal
Open	Opna
Print Preview	Forskoða prentun og prenta
Close	Loka