

Shortcut guide, abbreviated in Excel

The AutoCorrect feature in Excel is a shorthand feature, which shuts down frequently written words that appear in content, without rewriting many times.

To make it easier for users to edit content, on Word, Excel or other text editing tools, it is possible to type quickly and quickly. In Excel and Word, the shortcut feature is called AutoCorrect.

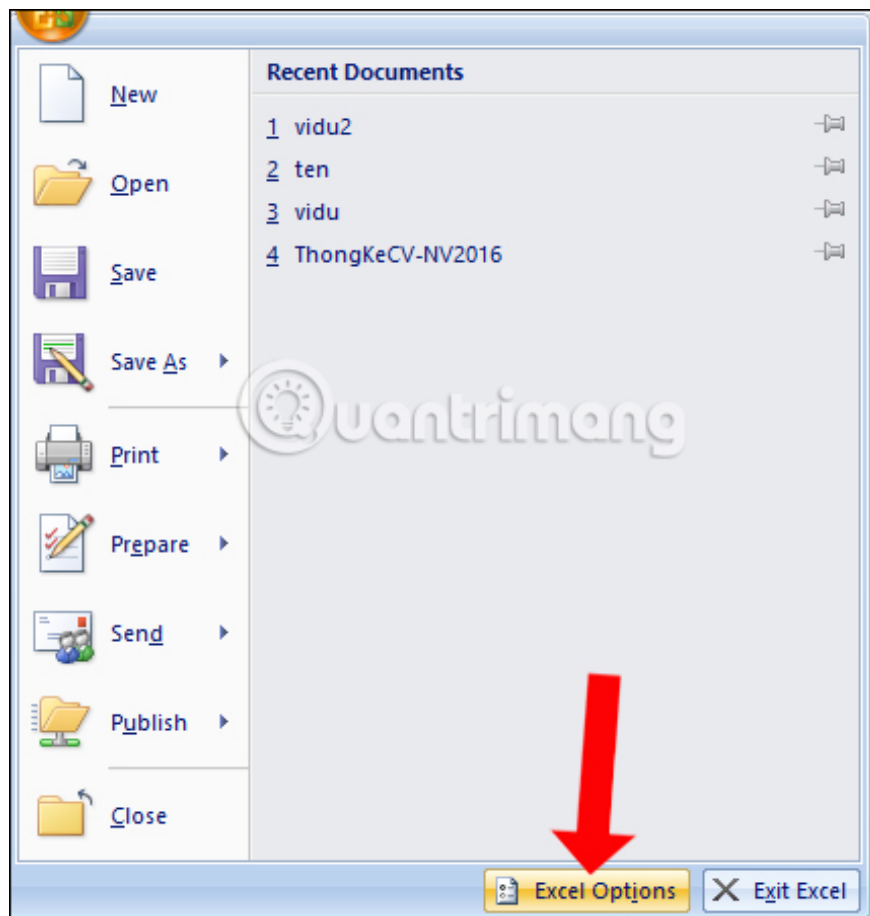
When the user sets the acronym with the full content, Excel automatically recognizes the word and when you enter the acronym, the complete content is displayed. Thus, with the content of documents appearing many words, we will not need to type many times but just type the acronym for it. The following article will guide you how to type shortcut on Excel.

1. How to create an alternative phrase in Google Docs
2. How to use the shortcut function in Unikey?
3. Complete guide to Excel 2016 (Part 11): Check spelling in the worksheet

Instructions for setting up AutoCorrect Excel

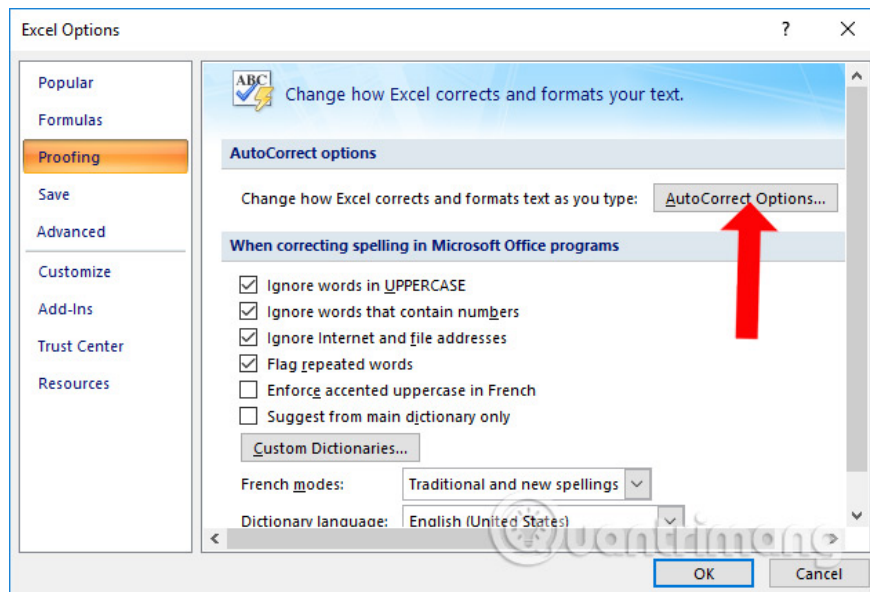
Step 1:

In Excel interface, click on **the Office icon** above and then click on **Excel Options** .



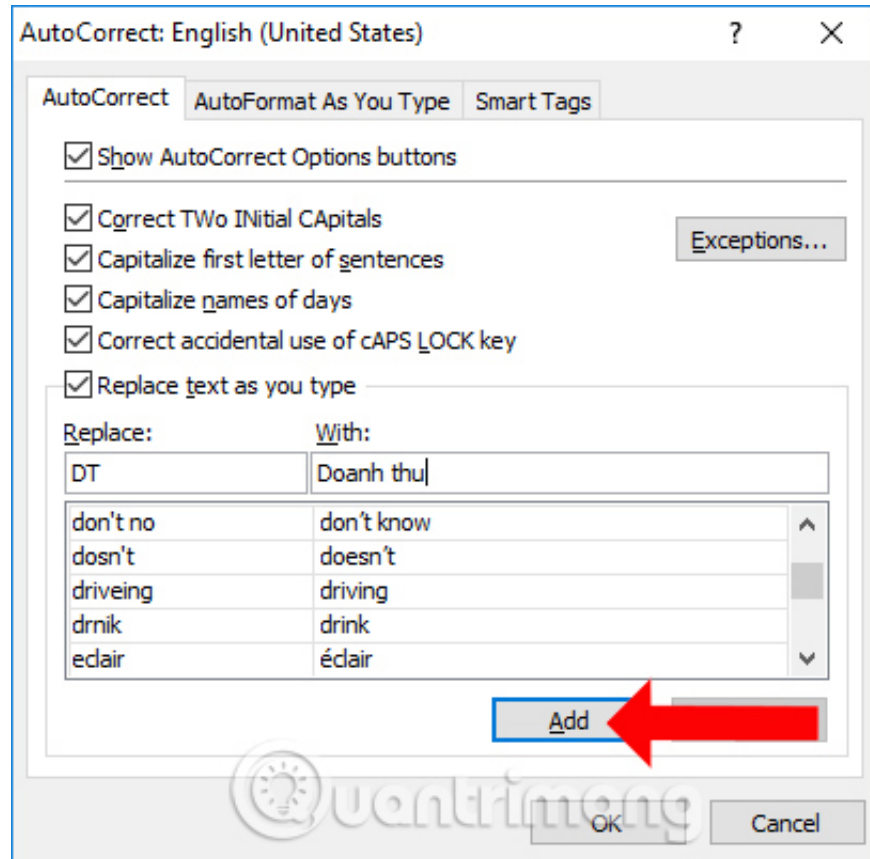
Step 2:

In the new dialog box interface click on **Proofing** in the list on the left of the interface and look to the right, click on the **AutoCorrect Options** item .

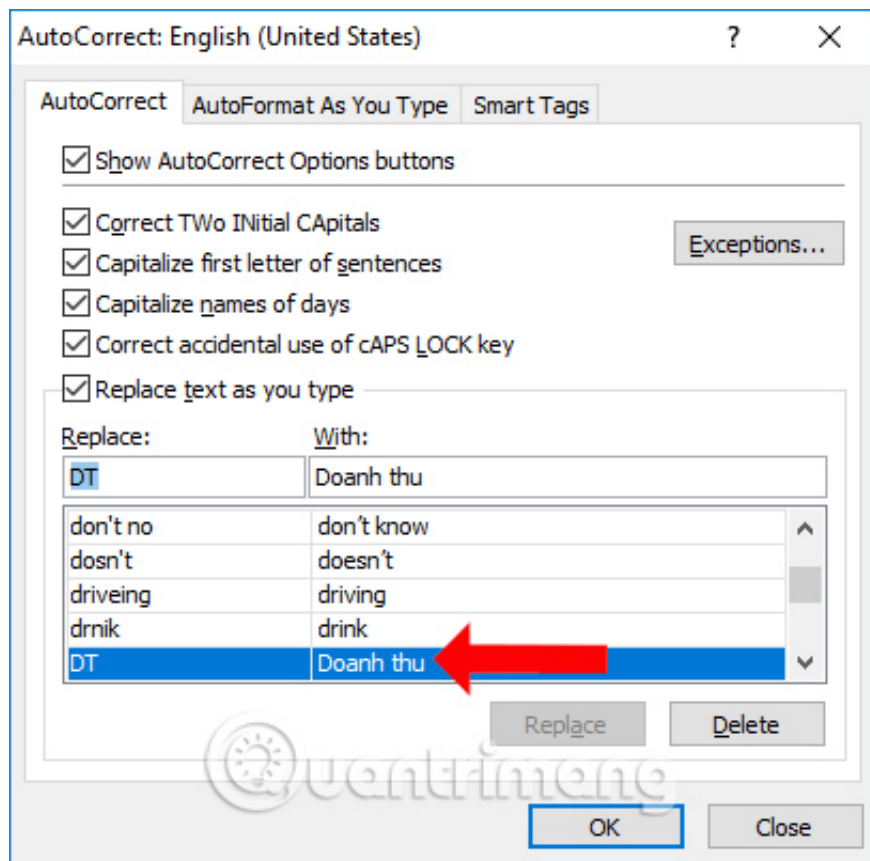


Step 3:

The AutoCorrect English dialog box appears. Here, the user proceeds to enter the content you want to turn off. The acronym will enter in the **Replace** box. The content of the acronym will be written in **With** . Then click the **Add button** to save this abbreviation in Excel.



You will immediately see the acronym that appears in the table below.

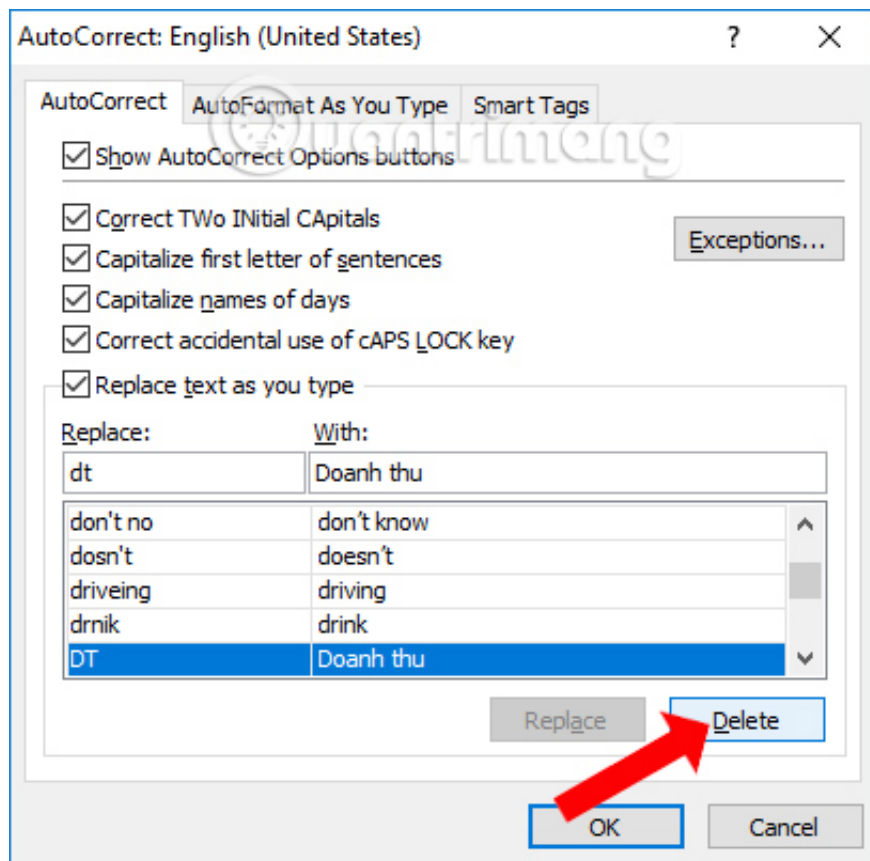


Step 4:

Go back to the contents of the Excel table and type the abbreviated abbreviation and press Enter. The full content of the word shortcut will appear.

	B	C	D	E	F
	Mã NV		Mã NV	DT	
	MS01		MS05	2,000,000	
ng	MS02		MS02	500,000	
y	MS03		MS01	1,500,000	
	MS04		MS04	500,000	
n	MS05		MS05	4,500,000	
Bảng 3					
	Họ tên	Doanh thu			
	Trần Thu Hà	1.500.000			

To delete the shortcut that was added to Excel, you also access the AutoCorrect entry in Excel and then click on the abbreviated abbreviation, press Delete.



With AutoCorrect feature in Excel, you can shorten the time to enter long words, or appear multiple times in the content. Also, working on Word can use AutoText, also for quick writing or short typing in content.

See more:

1. How to keep Excel and Excel columns fixed?
2. How to temporarily hide rows and columns in Excel 2013
3. Change color between different lines in Microsoft Excel

I wish you all success!

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