



Comparing Microsoft® Word and WordPerfect® Features

- WordPerfect Office Suite

The following table lists Microsoft® Word features and their equivalent WordPerfect® features.

Microsoft Word feature	WordPerfect feature	To access the feature in WordPerfect
Alignment (see Paragraph alignment)		
Annotation	Comment	Click Insert Comment Create.
AutoCorrect	QuickCorrect	Click Tools QuickCorrect.
AutoShapes	Shapes	Click Insert Shapes.
AutoText	QuickWords	Click Tools QuickWords.
Automatic save	Backup	Click Tools Settings Files, and click the Document tab.
Break	New page	Click Insert New page.
Bullets and numbers	Bulleted, numbered, and alphabetical lists	Click Insert Outline/bullets & numbering.
Change case	Convert case	Click Edit Convert case.
Character	Font appearance	Click Format Font.
Character spacing	Word a	