

Changing the Interface of Microsoft Word:

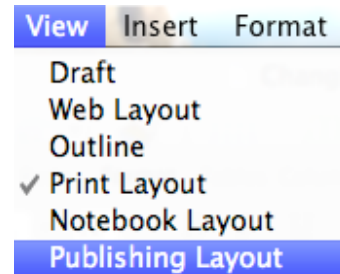
Change the View:

- Changing the view can decrease distraction or simply create a more usable interface for a student.



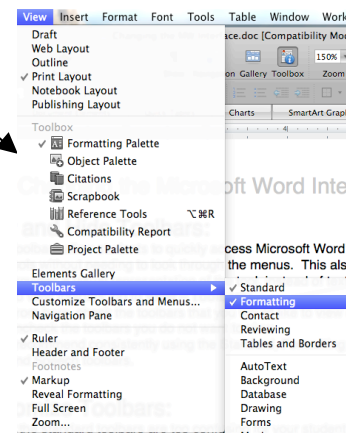
- These buttons: located in the bottom left corner of your document will quickly change the view.

- Additionally, you can change the view in the **View** menu:



View and Hide Toolbars:

- Toolbars allow students to quickly access Microsoft Word's tools without needing to look through the menus. This also provides a visual representation of the tool, instead of text.
- To view toolbars, go to **View – Toolbars:**



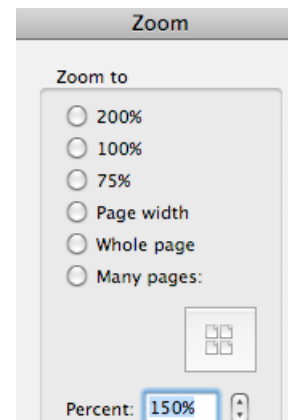
- From here, check the toolbars that you would like to view or uncheck the toolbars you do not want to view
- I recommend consistently using the Standard, Formatting, and Speech toolbars.

Accessibility, Assistive Technology, & Microsoft Word

Zoom:

- Changing the zoom on the document will make the document appear larger on the screen, but when you print, it will print at a normal size.
- To change the zoom, go to **View – Zoom**.

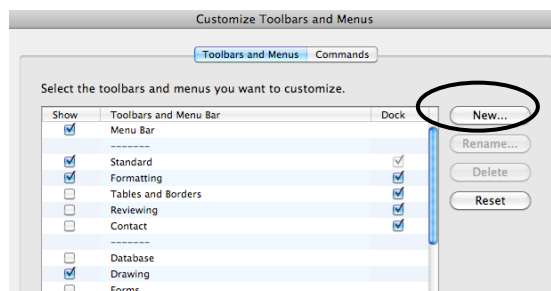
This window will open:



- I recommend increasing the zoom to 150%-200%

Customize Toolbars:

- If the standard toolbars are too confusing for your student, you can customize existing toolbars or create your own.
- To do this, go to **View – Customize Toolbars and Menus**
 - Customize existing toolbars:
 - Removing extraneous icons:
 - Click and drag icon off of the toolbar
 - Adding icons:
 - Be sure the toolbar that you want to modify is opened
 - Find the command that you would like to add to the toolbar within the **Commands** menu
 - Drag the command from the commands menu onto your toolbar
 - Creating a new toolbar:
 - Click **New**:



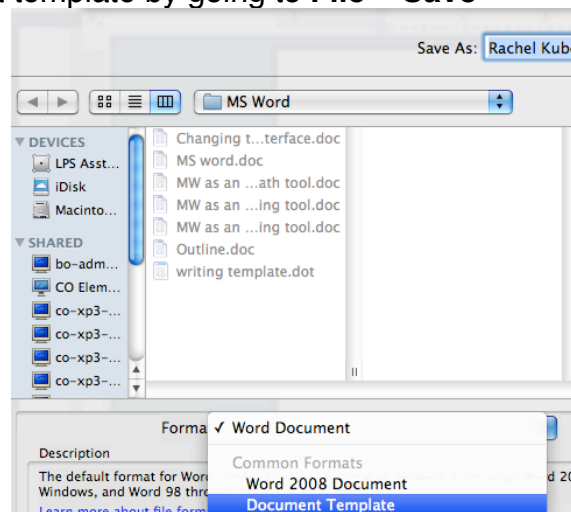
- Name your toolbar
- An empty toolbar will now appear on your screen:
- Drag and drop commands, found in the commands menu, to your new toolbar



Using Microsoft Word as a Writing Tool:

Create a student template:

- Creating a student template will allow you to set-up the document for a student. The template will save modifications to font, text size, spacing, and layout.
- To create a template:
 - Open a blank document
 - Modify the font, text size, line spacing, etc... to meet the needs of the specific student
 - You may choose to add a heading with their name and date
 - Save it as a template by going to **File – Save**



- Name the file
 - Change the format to **Document Template**
- Save the template in the student's server folder
- When the student uses the template, teach them to immediately complete a **"Save As"**

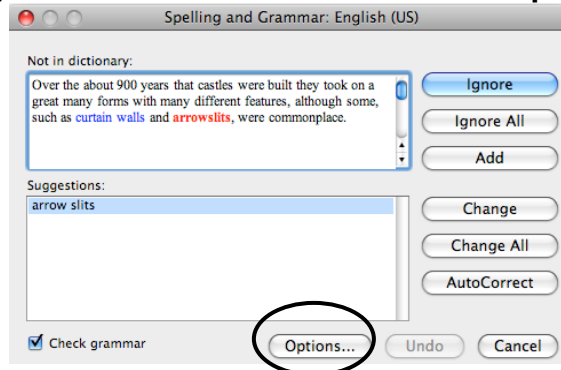
Explore the "right-click" menu:

- The right-click menu can quickly be accessed using control-click. This menu gives fast access to a variety of tools.
- Try right-clicking on the following types of words:
 - Misspelled word: The menu gives immediate access to correctly spelled words
 - Unfamiliar word: Choose **Look Up** then **Definition**
 - Overused common word: Choose **Synonyms**

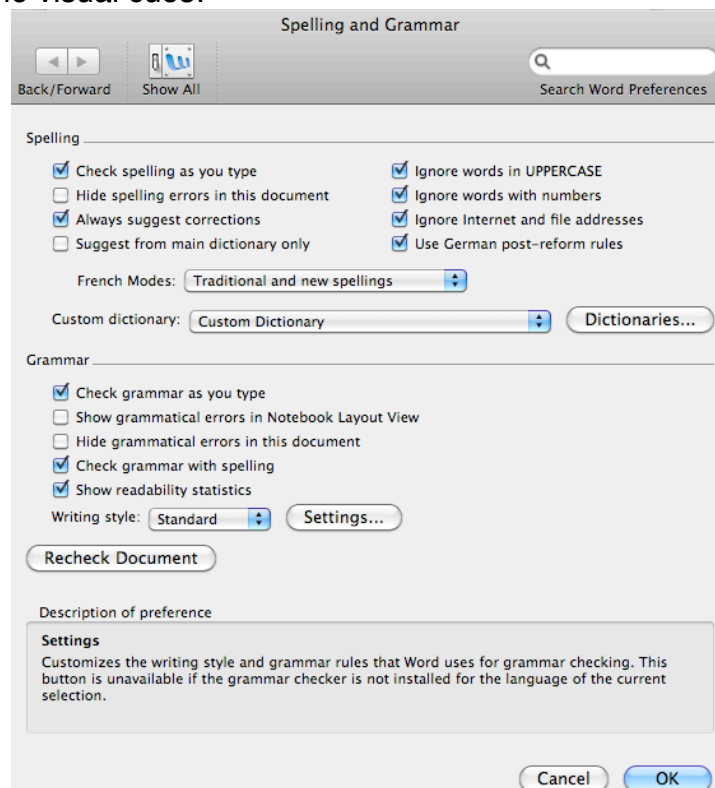
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Modify the Spelling and Grammar Check:

- Turning the Spelling and Grammar Check off may prevent reluctant writers from getting frustrated by the color cues of the checker. Additionally, the Spelling and Grammar Check can be set to check/not check capitalized words, words with numbers, etc...
- To modify the Spelling and Grammar Check, run a check
- On the Spelling and Grammar Check window click **Options:**



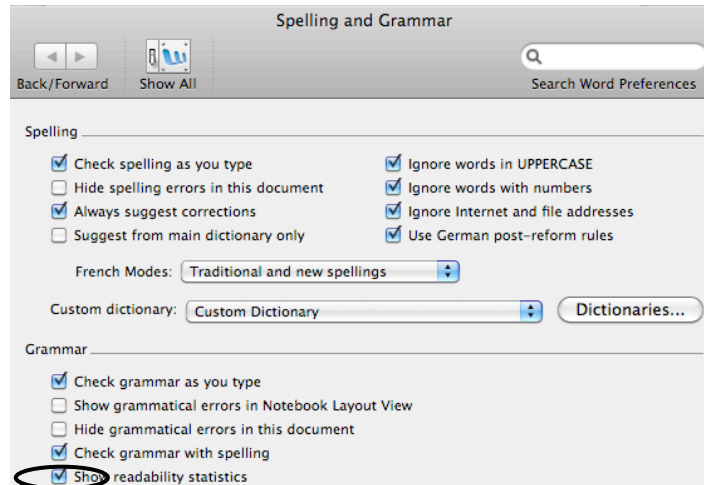
- In the Options menu, you can select what words to check and whether or not to show the visual cues:



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Show Readability Statistics:

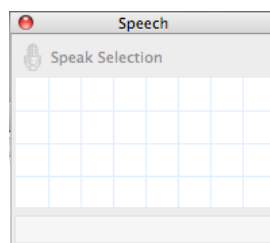
- Readability statistics allow the teacher and the student to view data relevant to the student's written work. This data includes grade level, number of words, average characters in each word, etc...
- To turn on readability statistics go to the previous **Spelling and Grammar Check Options** menu:



- Check the box for **Readability Statistics**
- Readability Statistics will now show up after the Spelling and Grammar Check is complete

Auditorily edit:

- Auditorily editing written work allows students to identify errors that otherwise might be overlooked. Additionally, students can listen to misspelled words to hear the incorrect/additional/missing sounds.
- To auditorily edit, use the Speech Toolbar. Open the toolbar at **View – Toolbars – Speech:**

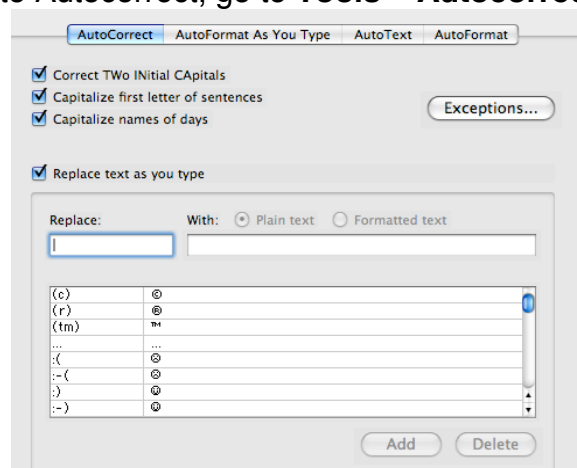


- Highlight text then press the **Speak Selection** button
- This tool is also useful when a student can't independently decode a word

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Add words to Autocorrect:

- The autocorrect feature within Microsoft Word allows you to program in commonly misspelled words to be automatically corrected by the software
- To add words to Autocorrect, go to **Tools – Autocorrect:**

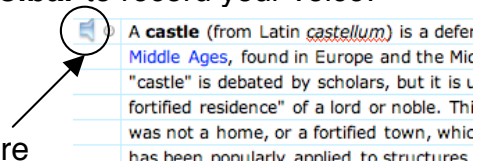


- Type the commonly misspelled word in to the **Replace** box
- Type the correct spelling in to the **With** box
- Click **Add**
- Continue adding words and then press **OK**
- You can also use Autocorrect to automatically expand abbreviations (such as “AT” to expand to “Assistive Technology”)

Record your voice into the document:

- Recording your voice can allow you to embed auditory directions directly into the document. Additionally, student can use this tool to “gather their thoughts” before typing.
- To record audio into a document:
 - Within the **View** menu, change the view to **Notebook Layout**
 - Go to **View – Toolbars** to be sure both toolbars are selected
 - Use the **Audio Notes Toolbar** to record your voice!

- Audio notes will be accessed here



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Annotate student's work:

- Annotating a student's work digitally allows the teacher to add comments, draw attention to areas that need more work, and provide suggestions without changing the actual document. Students can then use these annotations to correct their work. There are multiple ways to annotate including highlighting, striking out text, and adding comments.

- Highlighting text:

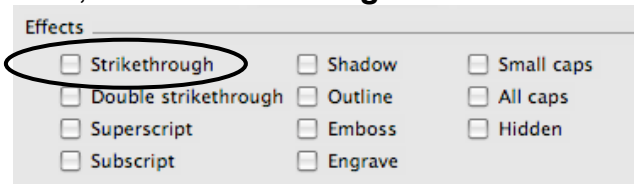
- Go to **View – Toolbars** – check **Formatting**:



- Select the highlighting tool
- Use this tool to highlight misspelled words, run on sentences, overused words, etc...

- Striking-out text:

- Highlight text that you want to strike out
- Go to **Format – Font**
- Under **Effects**, select **Strikethrough**



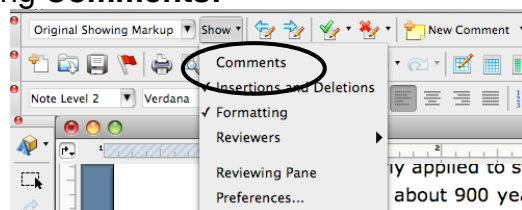
- Strike out text that students should remove

- Adding comments:

- Within the **View** menu, change the view to **Page Layout**
- Go to **View – Toolbars** – check **Reviewing**:



- Place your cursor at the location in the document that the comment should be placed
- Click **New Comment**
- Type your comment on to the bubble
- Comments can be hidden by clicking the **Show** button on the toolbar and unchecking **Comments**:

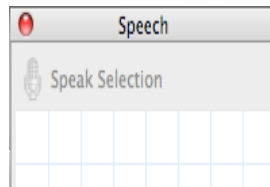


- When writing, comments can be used add teacher feedback or add teacher prompts (i.e. “remember what you read last night for homework”)

Using Microsoft Word as a Reading Tool:

Hearing the text read aloud:

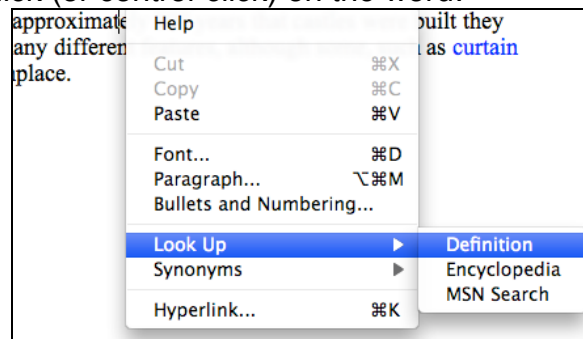
- The easiest way to use the built-in text to speech to hear text read aloud is by using the Speech Toolbar.
- Directions for use:
 - Open the toolbar at **View – Toolbars – Speech:**



- Highlight text then press the **Speak Selection** button
- Suggestions for use:
 - Students can highlight paragraph by paragraph to listen to text read aloud
 - Student could also read silently and use this tool only to listen to isolated words that they can not decode

Looking up words in the dictionary:

- Microsoft Word has a built-in dictionary that provides definitions, parts of speech, synonyms, and more
- To use the dictionary:
 - Place your cursor over the word to be looked up
 - Right-click (or control-click) on the word:



- Click on “look up” – “definition”
- Suggestions for use:
 - Look up unfamiliar words
 - Use in conjunction with the built-in text to speech to hear definitions read aloud
 - Copy/paste definition into a study guide or note embedded within the document

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Annotating text with study tools:

- Microsoft Word has a variety of built-in study tools. These tools can assist students in comprehending their reading

- **Highlighting tool:**

- Directions for use:

- The highlighting tool is found on the **Formatting Toolbar**
 - You can open the Formatting Toolbar by going to **View – Toolbars – Formatting:**



- To use this tool, click on **highlighting tool:**
- Next, use your cursor to highlight the text within the document
- Highlighter color can be changed with this arrow

- Suggestions for use:

- Before giving digital text to students, pre-highlight vocab words
- While reading, highlight the main idea in one color and supporting details in another color
- Use different colors to highlight information relative to comprehension questions

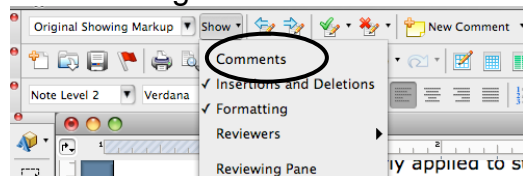
- **Adding Comments:**

- Directions for use:

- Within the **View** menu, change the view to **Page Layout**
- Open the **Reviewing toolbar** by going to **View – Toolbars – Reviewing:**



- Place your cursor at the location in the document that the comment should be placed
- Click **New Comment**
- Type your comment on to the bubble
- Comments can be hidden by clicking the **Show** button on the toolbar and unchecking **Comments:**



- Tip: Comments can be quickly added by going to **Insert – Comment**

- Suggestions for use:

- Teacher can insert comments with comprehension questions
- Students can use comments to make notes/questions in the text
- Use the comments to embed definitions of vocabulary words
- Teachers can insert comments to remind the students of reading strategies

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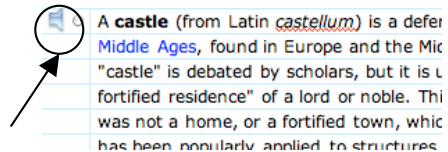
Create an audiobook by recording your voice:

- Microsoft Word allows you to easily record your own voice to create your own audiobook
- Directions for use:
 - Open a blank document
 - Change the view to **Notebook Layout** at **View – Notebook Layout**
 - Open the **Audio Notes Toolbar** at **View – Toolbars – Audio Notes**
 - Copy/paste or type the text into a document
 - Place your cursor at the position on the document where the audio recording should begin
 - Use the **Record** button to begin recording:



- Use the **Stop** button to stop the recording

- Audio notes will be accessed here:



- Suggestions for use:
 - Create “bookmarks” within longer audiobooks by stopping the recording at the end of a paragraph/page and starting again at the next paragraph/page rather than reading all the way through. The audiobook will run as one continuous clip, but you can start at any start/stop point throughout.
 - To save time, record a session with your class when you are normally reading the text aloud
 - Have students record the text themselves and then review their own fluency

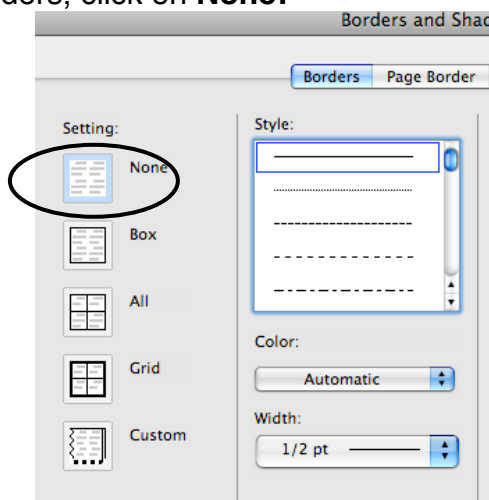
Summarize text:

- Microsoft Word has a built in summarizing tool that will create a separate document of the summarized text or highlight the key points within the document itself
- Directions for use:
 - Open the text file
 - Go to **Tools – Autosummarize**
 - Choose *Type of Summary* and *Length of Summary* desired
 - Click OK
- Suggestions for use:
 - Have students check their summary of text against the computer
 - Modify the length of an assignment without modifying the content

Using Microsoft Word as a Math Tool:

Creating Digital Graph Paper:

- Digital graph paper may allow students to create more clear and readable math work. Digital graph paper can be created in both Word and Excel, though may be easier to manipulate in Word.
- To make digital graph paper, do the following:
 - Go to **Table – Insert – Table**
 - Set the number of columns at **25**
 - Set the number of rows at **44**
 - Click **OK**
 - To hide the grid lines, right-click (control-click) on the table
 - Select **Borders and Shading**
 - Under Borders, click on **None**:

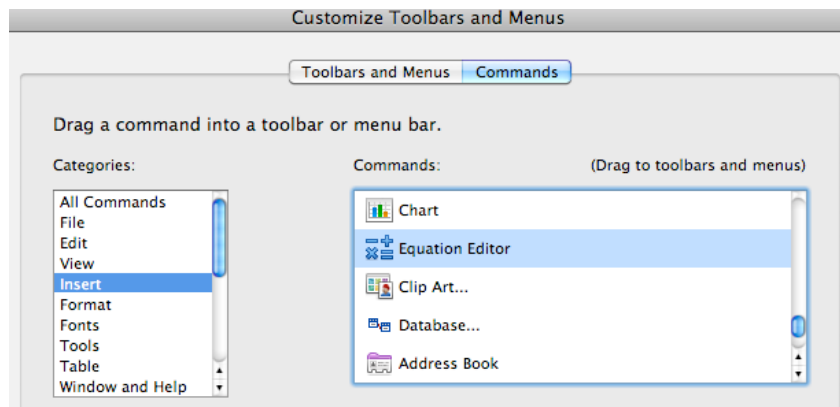


- Students can now use the digital graph paper to complete addition, subtraction, long division, multiplication, and more!

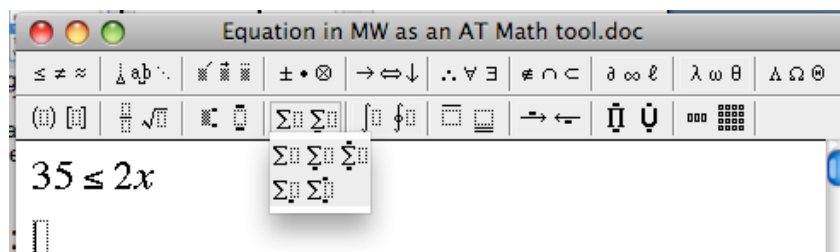
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Equation Editor:

- The Equation Editor allows you to input the mathematical symbols in order to complete more complex math problems using the word processor.
- To use this tool, you will need to customize a toolbar:
 - Follow the directions for customizing a toolbar located on the **Changing the Microsoft Word Interface** handout
 - Within the **Commands** menu, under the category of **Insert**, add the **Equation Editor** tool to any pre-existing toolbar:



- To use this tool, place your cursor at the position that you want to insert the equation
- Click on the **Equation Editor** button in your toolbar to open this window:



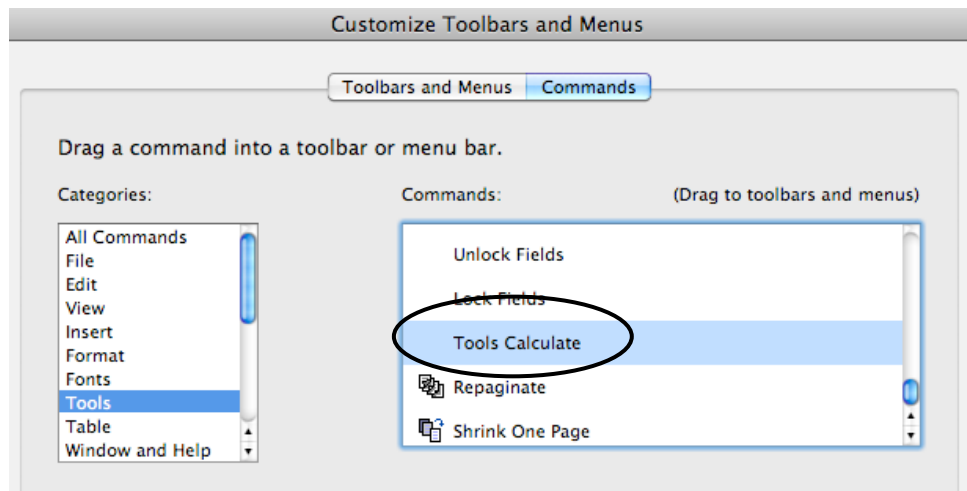
- Enter your equation in this window using number, letters, and symbols available from the drop down menus.
- When you are finished with the equation, close the window with the red X
- The equation will be added to your document as a picture:

$$\angle ABC \cong \angle DEF$$

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Calculation Tool:

- The Calculation Tool in Microsoft Word allows the user to quickly compute the answer to a simple equation.
- To use this tool, you will need to customize a toolbar:
 - Follow the directions for customizing a toolbar located on the **Changing the Microsoft Word Interface** handout
 - Within the **Commands** menu, under the category of **Tools**, add the **Tools Calculate** tool to any pre-existing toolbar:



- To use this tool, highlight any simple equation in the word document then simply click on the **Tools Calculate** button in your toolbar
- This can serve as a great basic built-in calculator for a student using the computer to complete math work.