

WONDERS OF WORD 2016

Making Accessible Educational Materials Using Microsoft Word

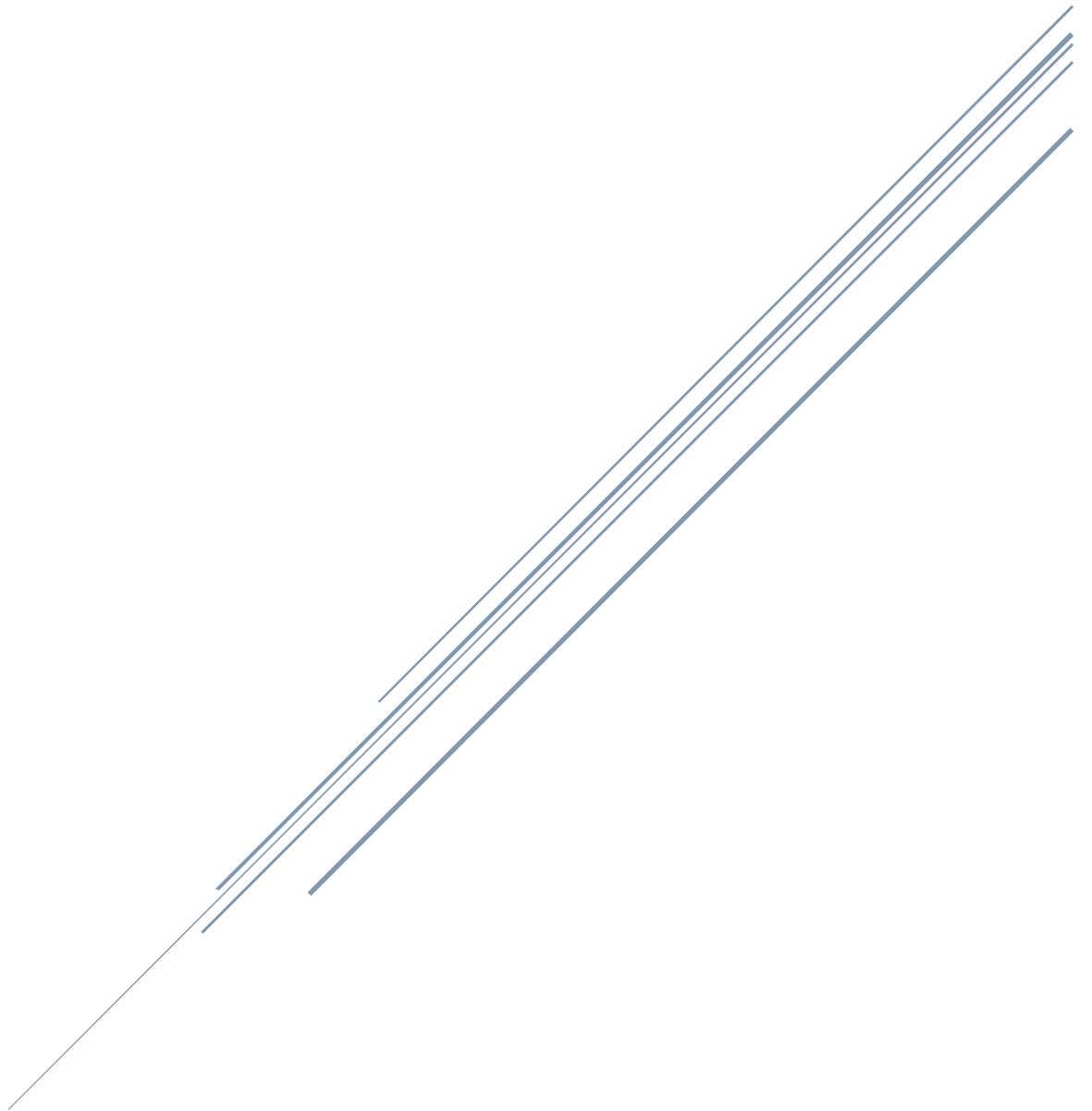


Table of Contents

Start Screen.....	1
File Tab (Back Stage)	1
Ribbon Tab	2
Home.....	2
Insert	2
Design.....	2
Layout.....	3
References	3
Mailings.....	3
Review.....	3
View	3
Developer.....	3
Dictation.....	4
Help	4
Ribbon Display Options.....	4
Keyboard Access for the Ribbon	4
Quick Access Toolbar	5
Customize the Quick Access Toolbar	5
Add Other Commands:	5
Mini Toolbar.....	5
Show/ Hide the Ruler.....	5
Visual Presentation	5
Status Bar	6
• Reading View.....	6
• Print Layout.....	6
• Web view	6
Zoom	7
Edit the Document.....	7
Selecting Text.....	7

Correcting Errors.....	8
Font	8
Font Choices.....	8
Font Size.....	9
Change the Font Default.....	9
Clear Formatting	9
Italics	10
Strikethrough	10
Subscript	10
Superscript	10
Format Painter	10
Text Color	11
Background Color.....	11
Visual Clutter.....	12
Learning Tools	12
Text Spacing	12
Column Width	12
Customize Spacing	12
Character Spacing	12
Word Spacing.....	12
Line Spacing.....	13
List Spacing Problems	13
Margin Increase	13
Gutter Option.....	14
Reading	14
Text to Speech.....	14
Learning Tools	14
Read Aloud	14
Add Speak	15
Listen to Text.....	15

Change Text Speed.....	15
Reading APP	15
Reading Guide or Text Mask.....	15
A-Z Syllables	16
Office 365 Online	16
Immersive Reader	16
Writing	17
Spelling and Grammar	17
Readability Statistics	18
Thesaurus.....	18
AutoCorrect.....	19
Add to AutoCorrect.....	19
Abbreviation Expansion	19
Auto Text.....	20
Add Command to Quick Access Toolbar	20
Save AutoText	20
Use the Saved Selection.....	20
Delete from AutoText	20
Word Prediction.....	21
Voice Recognition	21
Windows + H.....	21
Add Dictate MS	21
Windows 10	22
Translator.....	23
Edit Options.....	23
Show and Hide Format.....	23
Align Text	23
Change Case.....	23
Track Changes	24
Save.....	25

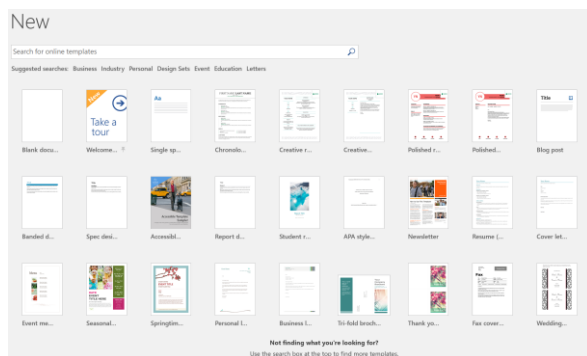
Auto Save	25
Save As PDF or XPS.....	25
Convert a PDF to a Word Document.....	26
Organizers & Reference Tools.....	26
Numbering and Bullets	26
Graphic Organizers / Smart Art.....	26
Hyperlinks	27
Smart Lookup	27
Researcher	28
Footnote and Endnote	28
Bibliography	28
Pictures Online.....	29
Pictures Tools/Format Tab.....	29
Move Pictures/ Alignment Guides	30
Resize Picture	30
Color	31
Washout.....	31
Crop.....	31
Picture Style	31
Remove the Background.....	31
Multiple Select/ Group.....	32
Flash Card.....	32
Study Skills	32
Navigation Pane (Styles)	33
Table of Contents.....	33
Highlighter.....	34
Add Texthelp study Tool	34
Show the TextHelp Study Skills	34
Use the Texthelp Study Skills	34
Home Tab -Highlighter Tool.....	35

Test Taking	35
Add Developer Tab	35
Legacy Tools	35
Text Form Field	36
Check Box.....	36
Drop- Down Form Field.....	36
Protect the Document	37
Unprotect the Document.....	37
Protect Section in a Form.....	37
Save as a Template	37
Working with a Template versus a Document.....	38
Making corrections on the original template:	38
Filling in Information:.....	38
Keyboard Shortcuts.....	39
Ideas for Designing Assignments and Assessments.....	40
Areas of Support	41

Wonders of Word 2016

Start Screen

When word first opens a new template, screen appears. You can select a template to begin your document or hold down the **Ctrl** Key and the letter **N** (new) to start with a blank document. Once you start with a blank document it will automatically add the blank document option to the start screen.

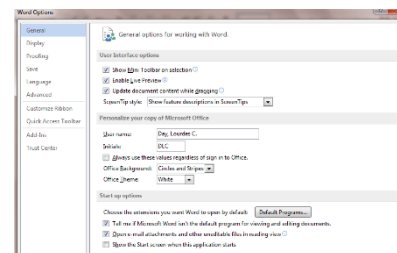


Disable the Start screen: If you prefer to start automatically with a blank document Click on the **File** Tab and choose **Options**.

Uncheck the last option “Show Start screen when the application opens.”

You can access the templates again at any time by clicking on the **File** Tab and choosing **New**.

Email attachments- Disable (uncheck) this option “Open email attachments and other uneditable files in reading view” in order to have attachments automatically open in the standard/edit view of Word.



File Tab (Back Stage)

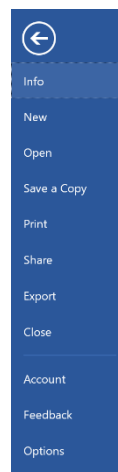
Info – This screen will allow you to set permission for the document, check any accessibility issues and manage the versions.

New- Starts a new document or template. Click on the blank document. The keyboard shortcut for a new document is **Ctrl key + N**

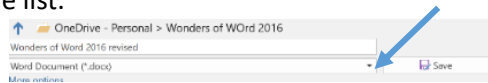
Open- Opens an already existing document.

Save A Copy

- Is used to save a document for the first time
- Allows you to Save the document in different formats such as; PDF, a template, early versions ...
- Save two documents with similar information where the original document remains unchanged.



- Change the format by clicking on the down arrow below the document name and choosing the desired format from the list.



Print- This option allows you to quickly select the printer, number of copies, orientation as well as other options. You may also print by adding the printer option to the quick access tool bar or using the keyboard shortcut of **Ctrl + P**.

Share- Allows you to invite others to collaborate on the document, send the document as an attachment in an email as a Word copy or PDF document or you a create a link to share with others.

Export – allows you to create a PDF/XPS or change the file type.

Close – closes the document but keeps the Word program opened.

Account- Create a Microsoft account and save your work to the One Drive. It also allows you to customize updates and provides information about your version.

Feedback- Provide information to the Microsoft developers about things you like, don't like, or offer suggestions.

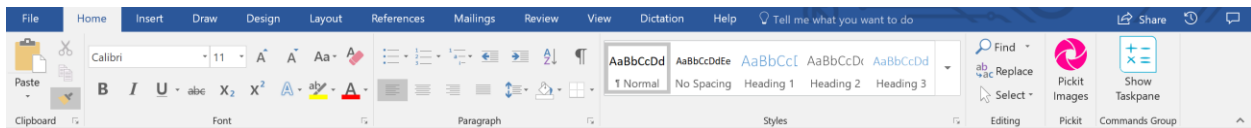
Options- This feature allows you to edit and customize the ribbon and document as well as many other settings such as proofing and autocorrect.



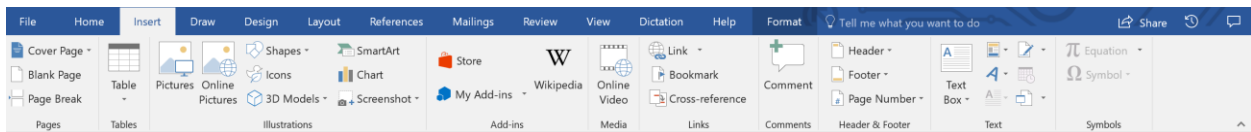
Return to the document by clicking on the **left arrow of the **File** tab or pressing the **Esc** Key.*

Ribbon Tab

Home- Contains the common format options such as font, font color, size selections, cut, copy, paste, format painter, styles and alignment.



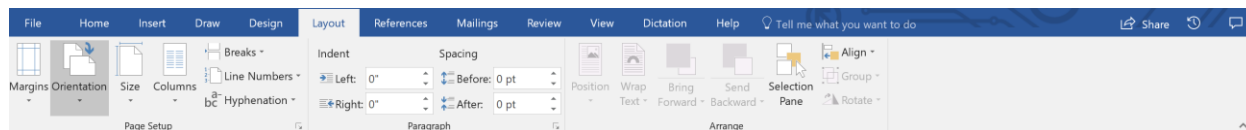
Insert- Contains the options for inserting a new page and page breaks, inserting clipart, picture, and charts, tools to create links, insert header and footer, option for text and the equation editor.



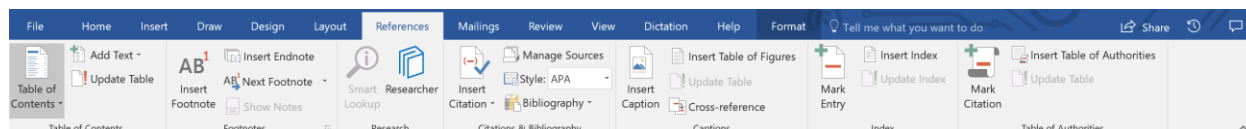
Design- allows you to further change the document formatting style, color and theme. You may also add a watermark; such as “Draft” or “Confidential”, change page color or add borders.



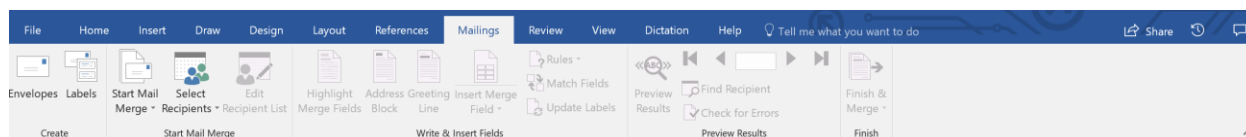
Layout-Contains the options to change orientation, margins, paragraph spacing and other edits to the page layouts.



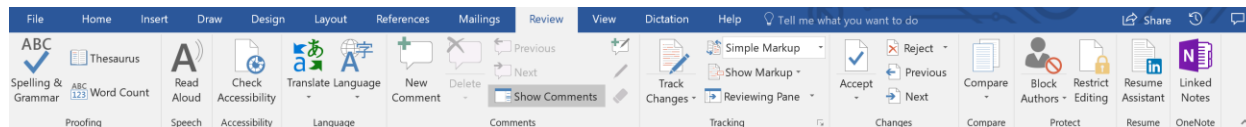
References-Contains the options to create a table of contents, bibliography, footnotes, citations, captions, indexes and table of authorities (Used in Legal Documents).



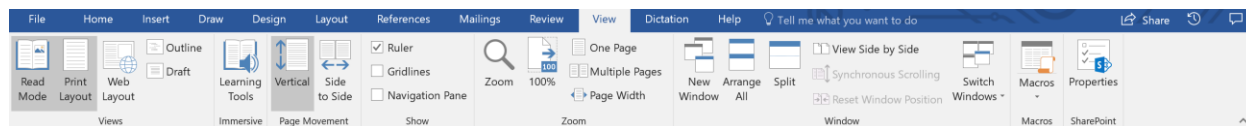
Mailings-allows you to create labels, and envelopes, and mail merges.



Review-Contains spelling and grammar checker, thesaurus, research, translator, comments, tracking and changes.

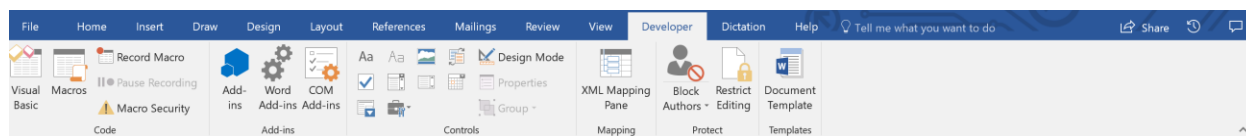


View-Contains various screen views, the show/hide (ruler, gridlines document map), Zoom, Learning Tools and switch windows.



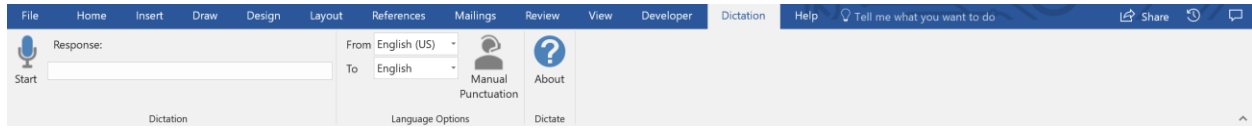
Developer -Create forms, drop down menu and restrict the document. Create forms, drop down menu and restrict the document.

- **Add** this tab to the Ribbon by clicking on the **File** tab and scrolling to **Options**. Click on **Customize Ribbon** and check the **Developer** option in the right column. Click **OK**.

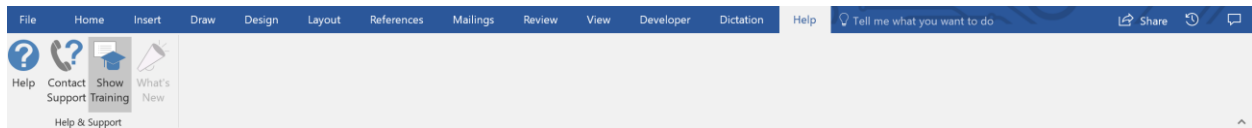


Dictation- this add-in tab allows you to type using your voice. Dictation uses web services, so no training is required unlike the built in Window's speech recognition option. It allows dictation in 20 languages and real time translation to 60 languages.

Download by going to <http://dictate.ms/> and follow the onscreen directions for installation.



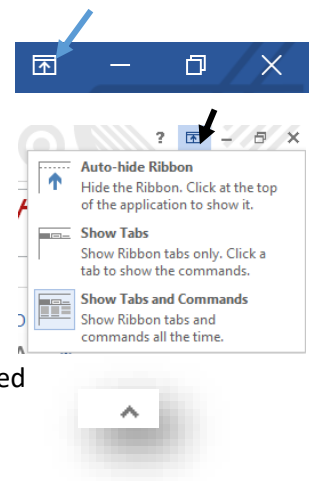
Help- this tab contains contact support information and free short training videos.



Ribbon Display Options

On the top right-hand side there is a feature which allows you to control how the ribbon is displayed. Some students can be distracted by all the options on the Ribbon. This feature will control how the students access the options.

- Click on the **Auto-hide Ribbon** option and the ribbon will hide/disappear until you move your mouse to the top of the screen.
- **Show Tabs**-shows only the tab. Click on a tab to show the commands
- **Show Tabs and Commands** is the default which shows all the tabs and commands.
- You can also use the collapse and expand the ribbon by clicking on the option located on the far right of the screen, above the scrollbar. To display the full ribbon again press the Ctrl and the F1 key or use the Ribbon Display option.



Keyboard Access for the Ribbon

Students who are low vision or blind may rely on a screen reader such as JAWS which provides text to speech output.

1. Press the **ALT** Key, a set of letters will appear by the Ribbon tabs.
2. Press the **letter** on the keyboard that corresponds to the desired tab, and a set of letters will appear by the commands.
3. Press the **letter** on the keyboard that corresponds to the desired command.

Some menus require that you press the down arrow until you reach the desired option and then you press the **Enter** key.

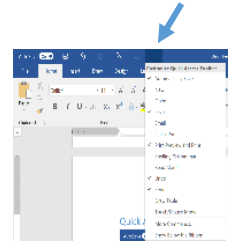
Quick Access Toolbar



This bar contains the three most commonly used icons **Save**, **Undo** and **Redo** and may be customized to add your own commands.

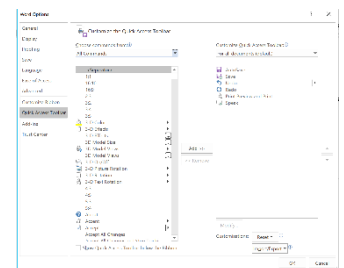
Customize the Quick Access Toolbar

1. Click on the **down** triangle by the **Quick Access toolbar**.
2. Click on an unchecked option such as Quick Print which allows you to print to the default printer without going to the **File** tab.



Add Other Commands:

- Click on the **down** triangle by the **Quick Access toolbar** and choose **More Commands**.
- Click on the **down** arrow by **Popular Commands** and choose the **All** Command.
- At the next window click on the desired option in the right column and select **Add**.
- Click **OK**.

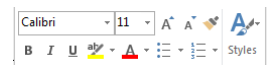


*Remove any command from the Quick Access toolbar by **right** clicking on the icon and choosing **“Remove from Quick Access Toolbar”**.

* **Change** the location if the Quick Access Toolbar by clicking on the down triangle of the toolbar and choose **“Show Below the Ribbon”**. To change it back to the original location repeat the process but choose **“Show Above the Ribbon”**.

Mini Toolbar

When you select text a faded menu with several options appear. Click on the desired option. This is a time saver feature, so you don't have to click back on the home ribbon.



Show/ Hide the Ruler

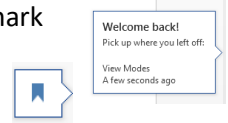
Click on the **View** tab and check the **Ruler** option to **Show / Hide Ruler**.



Visual Presentation

There is no formula for the perfect visual presentation. It is based on each student's individual needs. The best way to evaluate what works best is to sit with the student and have them tell you when the document becomes easier to read. You may notice that fluency, comprehension and copying improve.

A feature in 2016 is **Resume Reading**. When you open a previously saved document a bookmark with a “Welcome Back” message appears. Click on the message and it will take you directly to the section where you left off. This helps student remember where they left off.

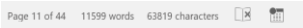


Status Bar

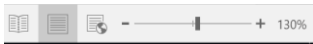


Students sometime may be assigned a 500-word essay as an example. They can waste a lot of time counting the words the status bar gives them real time data of their document. The status bar is located at the **bottom** of the screen and contains the following;

Left side -number of pages, Word count, proofing error (spell check), recording macros. You may customize the Status bar by right clicking in the area and selecting a desired option such as character count.



Right side-



- **Reading View** automatically resizes the document to full screen to make it easier to read. Use the arrows to toggle to other pages.
 - **Right** click on any unfamiliar words and use the smart look up to have a definition displayed.
 - **Right** click on an image or chart and choose the **Zoom In** option, click on the **+** in the magnifier to enlarge the image.
 - Under the **View** tab in the **Reading View**
 - **A-Z Syllables** - separates the word into syllables to make it simpler for some students to decode.
 - **Text Spacing** - provides more space between letters, words and lines to help students who need assistance with visual clutter.
 - **Read Aloud** - will read the document to the student.



* press the ESC key to leave the Reading View and return to the Print layout/normal edit view.

- **Print Layout**- this is the standard editing view
- **Web view** – Removes page breaks so you get an idea of how the document will look as a web page.

Toggle back from any view by clicking the icon on bottom right.

Zoom

Magnify the text on the monitor for those who have vision difficulties, visual perception problems or specific learning disabilities. This option does not affect the printed document. This is an on- screen tool only. The zoom option allows you to magnify or zoom in on the text without changing the document font size.

Click on the zoom option slider located on the lower **right** side of the status bar. Drag towards the + to increase the magnification and towards the – to decrease the magnification.

(**Ctrl + the roller ball on the mouse**)



Edit the Document

Before any changes can take place in a document the text that will be changed must be selected/highlighted. The techniques below are alternatives to dragging through the text.

Selecting Text

Select the entire document

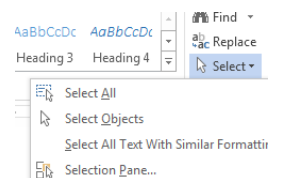
Press the **Control** key + **A**.

OR

Triple click in the **left** margin when the cursor is pointing to the **right**.

OR

On the **Home** ribbon click on the **down** arrow to the right of **Select** in the **Editing** group and choose **Select All**.



Select a word

Double click in the word.

Select a sentence

Hold the **control** key and **click** in the sentence.

Select a paragraph

Triple click in the paragraph.

Select a specific section

Click in **front** of the first word to be highlighted.

Hold down the **Shift** key and click at the end of the desired section.

Alternatives

Place your cursor at the beginning of the area to be selected and hold down the **Shift + Right** arrow to highlight characters

Shift + down arrow to highlight lines.

Select a line

Click once in the margin to the left of the line.

Remove the highlight

Click anywhere in the white area of the document.

Helpful hints:

- Remember when something is selected the next key you press will replace what is selected.

Correcting Errors

- Press the **Backspace** key to delete the characters to the left of the cursor.
- Press the **Delete** key to erase characters to the right of the cursor.

Undo- allows you to correct errors by erasing the last change done in the document. If you repeat this command, you can undo several previous consecutive actions.



On the **Quick Access tool bar**, click on the **downward** curving arrow to correct an error you just made.



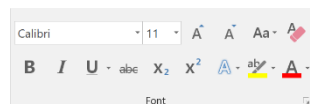
Keyboard shortcut - **Control Z**

Redo-The Redo command replaces the previous undo command. Click on the upward facing curved arrow to redo the last undo.



Keyboard shortcut - **Control Y**

Font



Click on the **Home** tab.

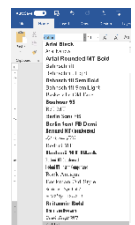
The **Font** group contains the font type, style, size, and color and more.

You may also find some of these features in the mini toolbar.

Font Choices

Use clear, easy to read fonts. Nothing that is too fancy or curly. The **Verdana** font is reported as the font that is most easily read. Elementary teachers may prefer **Century Gothic** because it has the primary **a** versus the typewriter **a**

1. **Select** the text.
2. From the **Home Tab**, click on the **down** triangle to the right of the font box and choose the desired font. (Or use the Mini Toolbar)



Font Size

Increase the font size for students with low vision. Some students with learning disabilities may benefit with fonts that are raised to a size 14 or 16.

11 ▾

1. **Select** the text.
2. From the **Home Tab**, click on the **down** triangle to the right of the **Font size** box and select desired size. (Or use the Mini Toolbar)

You may also use the grow and shrink font options

A **Grow Font**- Select the text, click on the grow font icon until you achieve the desired size. (**Ctrl + (shift) +>**)

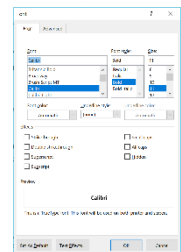
A **Shrink Font**- Select the text, click on the shrink font icon until you achieve the desired size. (**Ctrl + (shift) + <**)

Change the Font Default

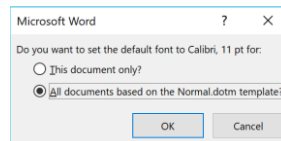
Word comes with a default font of Calibri font, size 11.

To change the default of your font, size, and style.

1. **Display** the Font menu by clicking on the **diagonal** arrow to the right of the Font group.
2. Choose the desired options in the window and then click the **Default** button.
3. A window will appear informing you of the change for all new documents.
4. Click on desired radio button and then choose **OK**.



Choose **“All documents based on the Normal.dotm template?”**, if you want all future documents to open with the previously selected options.



A Clear Formatting

If you have made several accommodations to a document that doesn't seem to be working reset the document back to the default text

1. **Select** the text.
2. From the **Home Tab**, click the **Clear formatting** feature to remove all formatting.

B Bold

Draw attention to items such as vocabulary words, directions, due dates and main ideas by bolding the text.

1. **Select** the text.
2. From the **Home Tab**, click on **B**, (**Ctrl + B**) or use **Mini Tool Bar**.

Underline

Underline text to emphasize items of importance. Use this option sparingly so that it doesn't clutter the page.

1. **Select** the text.
2. From the **Home Tab**, click on **U. (Ctrl key + U)**.
3. Click on the down arrow next to the U icon to select from various underline options. Or use the **Mini Tool Bar**.

Italics

Italicized text can be difficult for some to read. So, avoid this feature if possible.

1. **Select** the text.
2. From the **Home Tab**, click on **I (Ctrl key + I)**, or use **Mini Tool Bar**.

Strikethrough

Strikethrough

This is used mostly in legal documents to denote a change has taken place without deleting the original text. In school this tool can be used during the editing process.

1. **Select** the text.
2. From the **Home Tab**, click on the strikethrough icon

Subscript

Subscript

Subscript refers to numbers that are positioned slightly lower than the text on the line and may be used to write chemical elements such as H₂O

1. **Select** the text.
2. From the **Home Tab**, click on the **subscript** icon

Superscript

Superscript

Superscript refers to numbers that are positioned slightly higher than the text on the line and may be used to write exponents 5² or denote degree 98°

1. **Select** the text.
2. From the **Home Tab**, click on the **superscript** icon

For **more font features** click on the diagonal button located to the right of the word Font. A Font menu will appear.

Font



Format Painter



The Format Painter- copies the applied format to other parts of the document.

1. **Select** the text with the desired format.
2. On the **Home** tab double click the **Format Painter** option.
3. The cursor now looks like a paint brush; **drag** over the text whose format you want to change.

*Stop the format painter option, press the **Esc. Key**

* Trick if you copy text from the Internet and when you paste it into your document the font is different than the rest of the document; **Select/Highlight** the text and hold down the **CTRL** key and press the **spacebar**.



Text Color

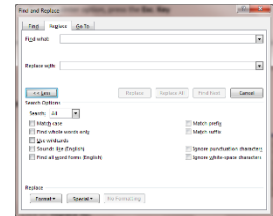
Add visual interest, draw attention to text and for some students it makes the document easier to read.

1. **Select** the text.
2. From the **Home Tab**, click on the down arrow next to the **Font Color** and **choose** the desired color or use **Mini Tool Bar**.

Change all the same words to a specific format

This trick allows you to automatically format a vocabulary word that appears repeatedly throughout the document.

1. From the **Home** tab choose **Replace**.
2. Type the word you want to format in the **“Find what”** Box.
3. Type the same word in the **“Replace with”** box.
4. **Highlight/Select** the word in the **“Replace with”** box.
5. Click on the **“More”** button and the window will open.
6. Click on the **Format** button located in the lower part of the window and choose **Font**.
7. In the Font window choose your color and click **OK**.
8. Click on **Replace All**.
9. A message will appear informing you of the total number of words which will be changed. Click **OK**.



Background Color

Some students with Scotopic Sensitivity Syndrome as well as some students with low vision difficulties may benefit from changing the background color and adding a contrasting font color.

Learning Tools

Option 1

1. Click on the **View** tab and select the **Learning Tools** option
2. Select **Text Color**, to choose between Sepia; pale yellow page and inverted; black background white text.
3. Click **“Close Learning Tools”** to return to the normal view.



Option 2

Customize Page Color

1. Click on the **Design** tab.
2. Click on the down arrow by **Page Color**.
3. Choose the preferred page color.

*A black background with yellow or white font gives the greatest contrast and works well with student with low vision.

*Blue background is reported as the preferred color for students with learning disabilities

*Yellow and red (intense colors) is the filter of choice for many students with attention disorders.



Visual Clutter

Visual clutter refers to those students who have difficulty distinguishing where one letter or one word ends and the other begins. Others may benefit from more space between the lines. Students with visual tracking difficulties may be helped by increasing the width of the left and right margins thereby reducing the text field.

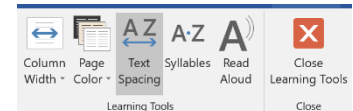
Learning Tools

Option 1

Text Spacing



4. Click on the **View** tab and select the **Learning Tools** option
5. Select **Text Spacing**, this increases space between characters, words, and lines.
6. Click **“Close Learning Tools”** to return to the normal view.

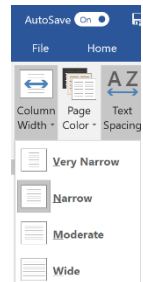


Column Width

Adjust the margin



1. Click on the View tab and select the **Learning Tools** option
2. Click on the down arrow on the **Column Width** icon to select the desired margin width.
3. Click **“Close Learning Tools”** to return to the normal view.



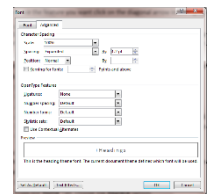
Option 2

Customize Spacing

Character Spacing

Increase the character spacing to assist students who have difficulty distinguishing where one letter ends and the other begins.

1. **Select** the text.
2. From the **Home** tab, click the diagonal arrow by the word **Font**.
3. At the Font window click the **“Advanced tab”**.
4. At the **Spacing** box, use the dropdown arrow and choose **Expanded**.
5. In the **“By”** box use the up/down arrow to find the preferred amount of spacing. (1.2-1.4)
6. Click **OK**.



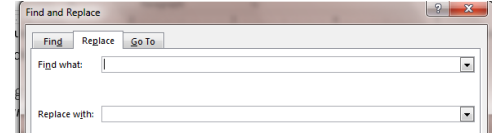
Word Spacing

Increase the amount of space between each word to help students distinguish where one word ends and another begins.

1. **Select** the text.
2. From the **Home** Tab, choose the **Replace** option.
3. In the Replace box press the **space bar ONCE**.



4. In the **Replace With** box press the **space bar 2 or 3** times depending on the need.
 5. Click **Replace All**.
 6. You will see a window that informs you of all the instances that are affected by the change.
 7. Click **OK**.
- Keyboard Shortcut **Ctrl Key +H**.



Line Spacing

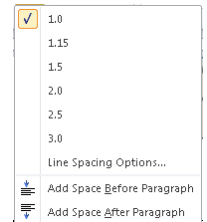
Increase the white space between the lines to make the document easier to read.

1. **Select** the text.
2. Click the down arrow to the right of the **“Line and Paragraph Spacing”** option and choose the desired option.
 - Press the **Ctrl + 2** for double spacing.
 - Press the **Ctrl + 5** for 1.5 spacing.
 - Press the **Ctrl + 1** to return to single spacing.



If you do not see the feature you want, choose the line spacing option from the dropdown list of **“Line and Paragraph Spacing”**.

- Click on the **line spacing down arrow** and choose **“Exactly”**. In the **“At”** box type the amount of space desired between the lines or use the up/down arrows.



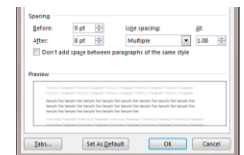
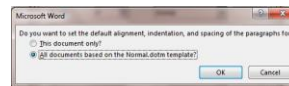
List Spacing Problems

When you make a list, you will find that Word will add what appears as extra line space between the items. Correct this by:

1. Clicking on the **MORE** option in the paragraph group.
2. Change the Spacing **“After”** feature from 8 to **0 pt**

Alternative: Click on the **Page Layout tab and change **“After”** from **8 pt to 0 pt**.*

To make this a **permanent change click on the **Default** button and select the radio button before the message **“All document based on the Normal.dotm template?”** Click **OK**.*



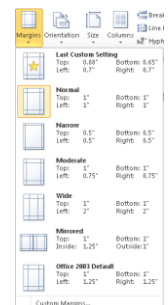
Margin Increase

Increase the amount of white space in the left and right margin to decrease the amount of visual tracking a student will have to do.

Standard margin is 1 inch on all four sides.

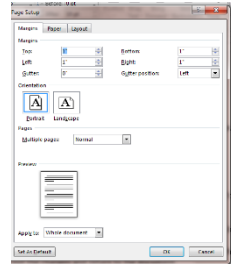
To change margins:

1. Click on the **Page Layout** tab.
2. Click on the down arrow below the **Margins** command and choose one of the options.



OR pick **Custom Margins**.

1. Type in the desired margin number and press the **tab** key to highlight the bottom margin width.
2. Continue pressing **tab** and typing the **number** until you have changed all the margins.
3. Click **OK** to accept the changes and return to the document.



If you want to apply different margin widths to different pages;

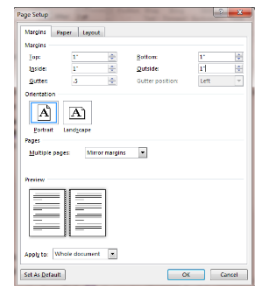
Click on the triangle to the right of the Apply to box and make a selection.

*Page Orientation (Portrait or Landscape) is located on this tab.

Gutter Option

This option is used to allow space for binding or hole punches. The mirror margins option insures that the gutter is in the right place if the printing will be front to back.

1. Click in the **Gutter box** and type the desired size.
2. Click on the **Multiple Pages** option and choose “**Mirror Margins**”.
3. Click **OK** to accept the changes.

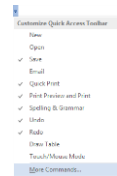


Reading

Text to Speech

If students have good auditory comprehension Word 2016 has a speak feature which allows them to select text and have it read to them.

- This option will allow you to copy and paste text from other sources.
- It will also allow students to independently read questions and directions on a test and then type their response into the document.



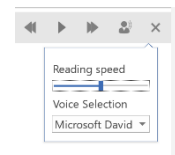
Option 1

Learning Tools

Read Aloud



1. Click on the **View** tab and select the **Learning Tools** option
2. Select **Read Aloud**, to listen to the text.
 - a. Adjust the reading speed by: moving the slider to the right for faster reading and moving the slider to the left to slow down the reading.
 - b. Choose a different voice by clicking on the down arrow and selecting the desired *installed* voice option
3. Click “**Close Learning Tools**” to return to the normal view.

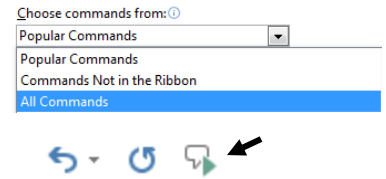


*** The **Read Aloud** option is also available in the **Review** Tab, so you can use this tool in any view of Word.

Option 2

Add Speak

1. Click on the down arrow by the **Quick Access** toolbar and scroll to **More Commands**.
2. From the Choose commands from: drop down menu choose **All Commands**.
3. Scroll and select the **Speak** command and choose **Add** and then **OK**.
4. The Speak command has now been added to the Quick Access Toolbar.



Listen to Text

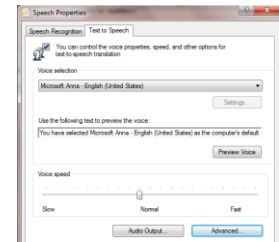
1. **Highlight/Select** text.
2. Click on the **Speak** option to listen to the selected text being read.

Change Text Speed

Click on the **Start** button and in the **Search box** type **Text to Speech**.

Alternative

1. Click on **Start** and choose **Control Panel**.
2. Click on the **Speech Recognition** option.
3. From the new window click on the **Text to Speech** option (left side)


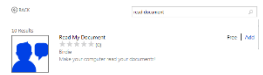
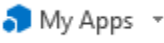


There will be a voice speed slider that can be adjusted to slow down or read faster. Click Apply and Ok when the student has is comfortable with the reading speed. This program will maintain this speed until you change it back.

Option 3

Reading APP

A new feature since Office 2013 is the ability to add Apps which add additional functionality to Word.

1. Click on the **Insert** tab and choose **Store**. 
2. In the search box type "**Read My Document**" and then press the **Add** button when the option appears. 
3. Once it has been installed you will find it in the dropdown menu in the **My Apps** option 
4. Click on the **Read My Document App** and a pane will open on the **right**.
5. Select the text you want to listen to and click on the "**Read selected text**" option. (The speed is controlled following the directions above.)

Reading Guide or Text Mask

Reading guides can help students focus their attention by helping them to keep their place and/or mask some of the text.

1. Click on the **Insert** Tab.

2. Click on the down triangle below the **Shapes** icon.
3. Select the **rectangle** option. Your cursor will appear as a crosshair.
4. Drag out a rectangle shape the desired size.
5. When the rectangle tool is click on the **Drawing Tools Format** tab appears at the end of the ribbon.
6. Click on the down triangle by the **Shape Fill** option and click on the desired color.
7. The student can use the mouse or the arrow keys to move the guide up and down the page.



A-Z Syllables

The A-Z syllable tools helps student to improve word recognition and pronunciation by dividing each word into syllables



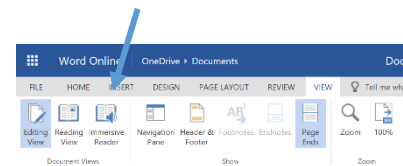
1. Click on the **View** tab and select the **Learning Tools** option
2. Select **A-Z Syllables**, this increases space between words, lines and margin.
3. Click **“Close Learning Tools”** to return to the normal view.

The A-Z syl-la-ble tools helps stu-dent to im-prove word recog-ni-tion and pro-nun-ci-a-tion by di-vid-ing each word in-to syl-la-bles

Office 365 Online

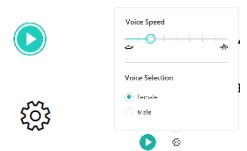
Immersive Reader

Immersive Reader available in the online version of Word contains several tools to help make documents more accessible.



Select the **View** Tab and choose the **Immersive Reader** option

When the page opens it is in the **Read Mode** and at the bottom of the screen you will see an **arrow** tool that will read the document to the student while highlighting one word at a time. Choose the Settings tool to change the reading speed and select from male and female voices.



1. Click on AA Text Preference ^{AA}

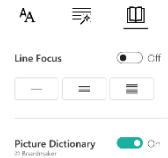
In this option you may select the **text size**, **increase the spacing**, choose from the **font** option of Calibri or Sitka, and change background and text color.



- Choose the “Magic Wand” Grammar Options
Separate the word into **syllable** to help students with decoding and fluency.
Identify the **parts of speech** nouns, verbs and adjectives.



- Click on the “Book” icon
 - Line focus allows you the **mask text** and visually focus on a sentence, a few lines or a paragraph.
 - Microsoft is in partnership with Tobii Dynovox and Boardmaker symbols are now available on Word, One Note (**online**, Windows 10 and IPAD). Turn on the Picture dictionary option and click on a word.



Writing

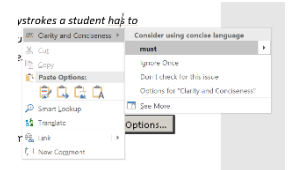
Spelling and Grammar

Students who are poor spellers are reluctant writers. Spell check and Format checkers can increase confidence.

Red underlines – Misspelled word

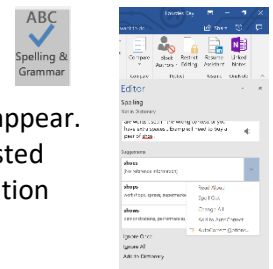
Wavy Blue line- Format consistencies checker. These are words that are flagged because they are words used in the wrong context or you have extra spaces... Example: “I need to buy a pear of shos . “

Underline Dots a word or phrase- This is a feature in Grammar editor to assist with “Clarity and conciseness”. “Example: *Improves keystrokes student has to press in order to make correction.*” (right click on the words to see correction options).



- Click on the **Review** Tab.
- Click on the **Spelling and Grammar** option
- A Spelling or Grammar pane will open on the right side. A list of suggestions will appear.
- On the **Navigation** pane on the **right**, click on the down arrow by the list of suggested words and choose **Read Aloud** hear the word pronounced, and listen to the definition when available.
- Double click on the correct to insert it or choose Change all from the list.

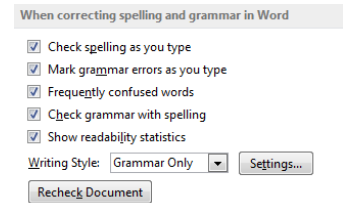
*You may also click on **Ignore**, **Ignore Once** or **Add to dictionary** (*use the last option if it is a real word or a student with an unusual name*).



The Grammar checker will tell you what kind of grammatical error was made such as an extra space. It will also pick up on some commonly confused words such as there and their. **However not all errors are recognized so they can proof read the work by using the Read Aloud Tool.** You may choose to ignore or change the errors.

If you have students that get frustrated by seeing all the red, blue and green lines that identify their errors as they type you may turn the feature off by:

1. Click the **File tab** and **Option**.
 2. Choose **Proofing**.
 3. At the menu uncheck from the “**Check spelling as you type**” and “**Mark grammar errors as you type**”.
- ****All of the features must be unchecked during statewide assessments**



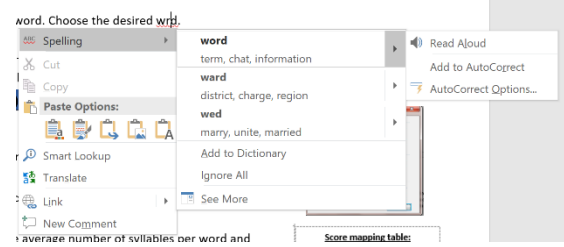
Alternatives for Spell check:

Right click on the **red** underlined word. Choose the desired word. *Students can also have the word list Read Aloud.*

OR

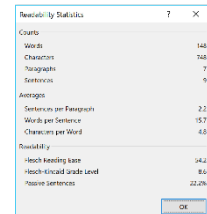
Keyboard Shortcut for **spell check**-Press the **F7** key

Click on the **Proofing Errors icon** the **Status bar** in the lower left corner.



Readability Statistics

Readability statistics will give information about the reading level of the document, including approximate readability scores and grade level. It will only appear after all the corrections are made on a document. Does NOT work if you use the right click option to correct spelling as you type.



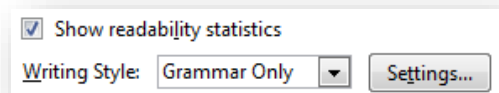
- a. Readability is rated on the average number of syllables per word and words per sentences.
- b. Grade level
Microsoft’s help guide explains grade level as; “Rating text on US grade-school level. For example: a score of 8.0 means that an eighth grader can understand the document. For most standard documents, aim for a score of approximately 7.0 to 8.0.”

c. Reading Ease
Microsoft’s help guide explains reading ease as; “Rating text on a 100-point scale; the higher the score, the easier it is to understand the document. For most standard documents, aim for a score between 60 and 70.

Score mapping table:	
Flesch Reading Ease Score	Readability Level
0 - 29	Very difficult
30 - 49	Difficult
50 - 59	Fairly difficult
60 - 69	Standard
70 - 79	Fairly easy
80 - 89	Easy
90 - 100	Very easy

To display the readability statistics

1. Click the **File Tab** and select **Option**.
2. Choose **Proofing**.
3. Check **Show Readability Statistics**.



Thesaurus

Students may know a variety of adjectives such as wonderful and fantastic but will often use the same descriptive words such as good/great because they know how to spell the easier words. The Thesaurus

provides a list of synonyms for the word that is selected and introduces or reminds students of other adjectives.

1. **Highlight/select** a word.
2. Click on the **Review** tab.
3. Click on the **Thesaurus** option.



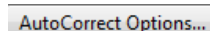
*New feature- From the **navigation pane** on the **right**, click on a word in the list and click on the speaker to hear it read.

*Keyboard Shortcut **Shift + F7**

*Or **Right** Click on a word, choose **Synonym** and **click** on the desired word.

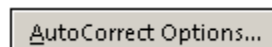
AutoCorrect

The AutoCorrect option may be used in two ways. The first is to assist students that consistently misspell the same word. Example they spell wuz for was. This feature avoids having the student constantly deal with the red underline of a misspelled word.



The second is for abbreviation expansion. This feature lessens the amount of keystrokes a student must press in order to type out a word or phrase. Example XLD may expand to type out Lourdes Day. The idea of placing an X in front of an abbreviation came from Scott Marfililus who suggested this, so you can distinguish the abbreviation expansion from other AutoCorrect text.

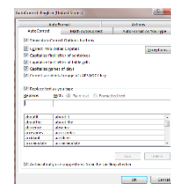
1. Click on the **File Tab** to **Options**.
2. Click on **Proofing**, then the “**AutoCorrect Options...**” Button.
3. A menu will appear that contains the most common typos and used symbols.



Add to AutoCorrect

To add words that you often mistype and have automatically corrected.

1. In the **Replace** Box type the word incorrectly as the student typically would type it (wuz).
2. In the **With** Box type the word spelled correctly (was).
3. Click **OK**.



Abbreviation Expansion

1. Open the **AutoCorrect** menu as above.
2. In the “**Replace**” box type, X and the initials. Example XLD or XFDLRS.
3. In the “**With**” box type the whole word or phrase. Example Lourdes Day, or Florida Diagnostic and Learning Resources System.
4. Click **OK**.
5. When you return to the document **type** the abbreviation **exactly** as you typed in the “replace” box (it is case sensitive) and press the **space bar** to get the expansion.

Just for fun try these; they are part of the auto correct menu.

☺ = SHIFT+ colon SHIFT + zero

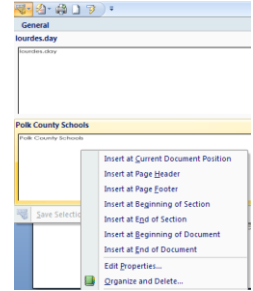
☹ = SHIFT+ colon SHIFT + nine

☺ = SHIFT+ colon SHIFT + Backwards slash

Auto Text

Auto Text is an option that can be used to store complete paragraphs or information that is typed often. This will reduce the number of keystrokes a student who is physically challenged will have to type.

Lourdes Day	May 24, 2018
Period 3	Math



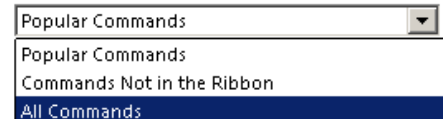
Quick Access Toolbar

First you must add the **Auto Text** feature to the **Quick Access toolbar**.

1. Click on the **down** triangle by the **Quick Access toolbar** and choose **More Commands**.
2. At the next window click on the down arrow by Popular Commands and **choose All Commands**.
3. Scroll to find **AutoText** in the **left** column, click to **select** it and click **Add**.
4. Click **OK**.
5. You will now see the AutoText icon on the **Quick Access Toolbar** located in the top left corner of your screen.

Add Command to

Choose commands from: (i)



Save AutoText

Next

1. **Type** the heading or paragraph you want to be able to quickly access.
2. **Select/highlight** the selection.
3. Click the down arrow by the **“AutoText icon”**.
4. Choose **“Save Selection to AutoText Gallery”**

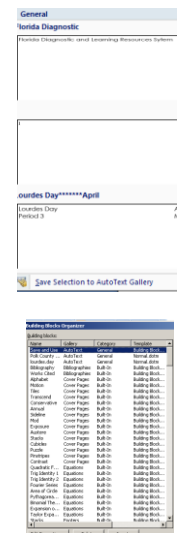


Use the Saved Selection

Click the **AutoText** icon from the **Quick Access toolbar** and **click** the desired selection.

Delete from AutoText

1. Click on the down arrow by the **AutoText** icon on the **Quick Access Toolbar** and **scroll** to the entry to be deleted.
2. **Right** click on the entry and choose **Organize and Delete**.
3. A window will open, scroll to find the entry and click on it to **select**.
4. Click on the **Delete** button. A message will appear confirming the deletion, click **OK**.
5. Click **Close**.



Word Prediction

Lightkey is a free text prediction add-on software for Windows that can save up to 40% of your typing time in 85 languages. Lightkey gradually adapts itself to your typing style and offers tailored predictions. Lightkey supports MS Office (Word, Outlook and PPT) and Google Chrome (Gmail, WhatsApp Web, Yahoo! Mail and Outlook Mail). <https://www.lightkey.io/>

As you begin to type the predicted word appears in light grey. Press the tab key to accept the suggested word.

This is Lightkey word predict

Voice Recognition

Starting with Window 7 and later voice recognition is built in. This option can be helpful for students who have difficulty with handwriting legibility, keyboarding and spelling. Although voice recognition is beneficial some pre-requisite skills need to be considered. Students should be able to identify and correct the document when their words are not correctly recognized. Dictation requires students to plan and organize their thoughts prior to dictation so that the computer does not pick up extraneous sounds such as “hmm” as the student is thinking about what to say. During dictation the student must learn to speak the commands for punctuation marks, new paragraphs and tabs. In school this strategy also poses some challenges. Voice Recognition works best in a quiet environment with minimal background noise. The student may be required to go to a separate area, so the dictation does not disturb others.

Option 1

Windows + H

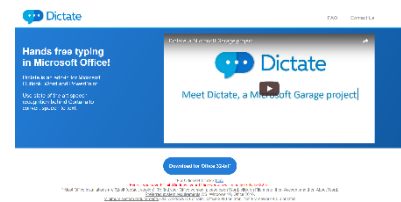


If you have downloaded the newest update, both on the Desktop and online version press the **Windows** key and the **H** key and the voice recognition option will appear. Once you see the listening command begin to speak. If the listening option is not on simply click on the microphone on the left side of the window.

Option 2

Add Dictate MS

This is a new add -in to Word 2016 which allows you to dictate into a document in 20 languages and has real time translation in 60 languages. The dictation option is a web service, so no training is required. However, this may not be allowed during standardized testing as an accommodation since the internet is required. Click on the link <http://dictate.ms/> and download the Dictate.



Follow the onscreen directions. Next,

1. Click on the **File** menu and then click **Options**. Select the **Add-ins** option on the bottom/left hand side of the window.
2. Select **Dictate** inside Inactive/Disabled Application Add-ins section.
3. Click on **Go** and check **Dictate** in the checklist.
4. Click **OK**.

When you return to Word you will notice a new tab at the top of the Ribbon



Dictate

Place your **cursor** on the page, click on the **Start** button and begin **speaking**.



By default, the automatic punctuation is turned on. When you stop speaking it is likely that a period will be typed. If you begin the sentence with a “wh” word a question mark will be typed. Click on the **Manual Punctuation** option to stop the automatic punctuation.

You can dictate in English and have it translate to Spanish by using the down arrow and selecting the desired language. “Puede dictar en inglés y que se traducen en español utilizando la fleche hacia abajo y seleccionando el idioma deseado.”

It may not be perfect but certainly works in a pinch. Great idea is to have this available in the office or nurses station if you have ESOL students in your school.

Option 3

Windows 10

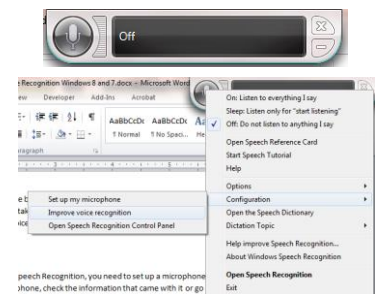
Using this method voice recognition training is suggested since this method does not use web services. (internet) This is an important step during set up to increase recognition. The initial training takes about 10 minutes of reading the prompts on the screen. This may be an issue for some of our beginning readers.

1. In the Windows search box type “Set up the Microphone” and follow the onscreen directions.
2. In the Windows search box type set up “speech recognition” and then select “Windows Speech Recognition”.

Use this link to for a better explanation on improving voice recognition.

<http://www.thewindowsclub.com/windows-speech-recognition-voice-training>

*If you have Windows 7 or 8 search the web for set up instructions.

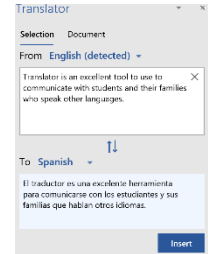


Translator

Translator is an excellent tool to use to communicate with students and their families who speak other languages. Translator contains 60 different languages and is available in app form for IOS and Android phones. Although it isn't perfect it is a great way to open the lines of communication.

*New feature in the app is "Conversations" which allows translated conversations amongst a group.

1. Click on the **Review** tab. A navigation pane will open on the right.
2. Click on the down arrow by the "To" box and choose your language.
3. Highlight the text to be translated and it will automatically appear in the box.
4. Click the **Insert** option to place the translation in the document.



Edit Options

Show and Hide Format

Turn on the Show/Hide feature so that a student can self check the format of their work. A dot will appear between each word to represent when the space bar was used. An arrow pointing to the right will represent the tab key. A backwards P represents the Enter Key being used.

1. Click on the **Home** Tab.
2. Click on the **Show / Hide**.
3. You will see the formatting marks that symbolize your actions.

You can add or delete the formats as necessary.

Shortcut- Ctrl+ Shift + *

Align Text

Use this feature to center titles, type formal letters with justified margins or right align dates.

1. Highlight the text.
2. Click on the **Home** tab.
3. Choose from any of the **alignments** in the **Paragraph** group.



Alternative

Left Align = Ctrl key + L

Center Align= Ctrl Key + E

Right Align= Ctrl Key + R

Justified = Ctrl Key + J

Change Case

If a student accidentally types with their "Caps Lock" key on, you can easily correct the error using the following methods

1. **Select** the text.
2. From the **Home** tab click the down arrow to the right of the **Change Case** icon.
3. Choose an option. (Sentence case, lowercase, UPPERCASE, Capitalize Each Word, tOGGLE cASE) (Keyboard shortcut - **Shift + F3**).

Aa ▾

Note the computer is set to default all first letters to capitalization including words you type in a list.

To remove this option:

1. Click on the **File** tab and scroll to **Options**.
2. Click on **Proofing** (Left side menu).
3. Click on the **Auto Correct Options**.
4. Uncheck the box to the left of **Capitalize first letter of sentence**.

Track Changes

The "Track Changes" feature allows students and teachers to edit a document on the computer. The teacher or even another student may suggest changes and then the author of the text may choose to accept or reject the changes. The teacher can monitor the comments and changes as the editing progresses.

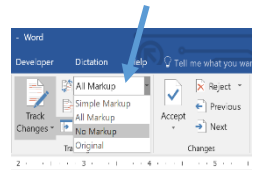
1. The **author** types the document.
2. The **editor** then clicks on the **Review** tab and clicks on the **Track Changes** icon (**Ctrl + Shift + E**). The button will highlight to indicate that the option is turned on.
3. The **editor** types suggestions which will appear in red (if All Markup has been selected). As the editor makes suggestions a change bar will appear in the left margin.



If the text suggested changes do not appear in red:

*Click on the down arrow in the Display for Review option and change from **Simple Markup** and to **All Markup** (since 2013)

Or click on the change bar in the left margin.




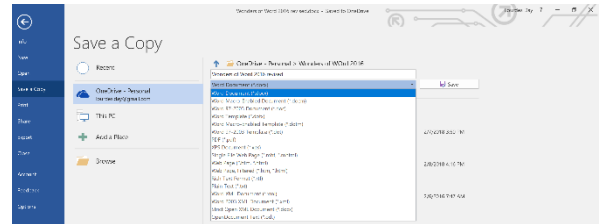
4. The **comments** button may be used to add a statement explaining the changes.
5. When the **author** receives the edited document, they will then click on the **Track Changes** icon to turn **off** the option.
6. The author may accept or reject the changes, by either:
 - a. **Right** clicking on a suggestion and choosing to **Accept** or **Reject** the changes.
 - b. Or use **Accept** or **Reject** button on the **Review** ribbon.
7. As the author accepts and rejects the changes in the document the change bar in the left margin will disappear.
8. In the Display for Review there are four options:
 - a. **Simple Markup**: shows the final document without the red inline markups.
 - b. **All Markup**: shows the final version with the red markups.
 - c. **No Markup**: shows the final version and hides all the markups.
 - d. **Original**: shows the original version and hides all the markups.



Save


To save a document for the first time:

1. Choose one of the three options below:
 - a. Click on the **Save Disk**  (located in the top left of the screen, Quick Access Bar) OR
 - b. Press **Ctrl + the S** Key, Or
 - c. Click the **File tab** and choose **Save**
2. On the left side of the window, choose the save location for the document; This PC , One Drive and browse for the desired folder.
3. Title your document something you will easily remember.
4. Press the **Save** button.
 - To save an edited document-Click the Save icon or press the Ctrl + S.



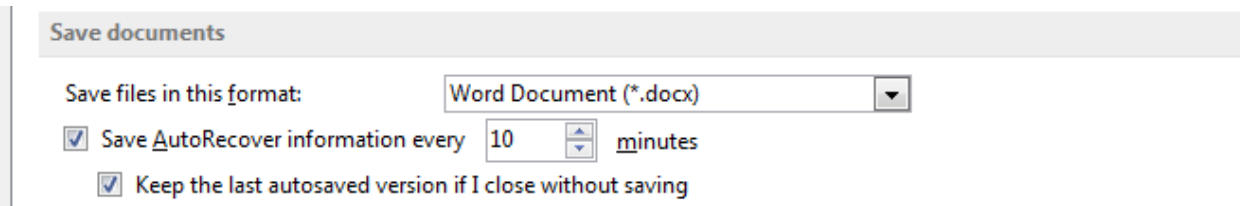
*To Save the same document but with a new name or different location use the **Save A Copy** option in the File tab.

Helpful Hints;

- By default, most Microsoft documents will save into the “**My Documents**” folder.
 - If the machine is going to be used by several students and/or teachers, it may be a good idea for each person to have their own flash drive to save their work. This will prevent your hard drive from getting cluttered.
-  **Do Not use “ , : , / , | * , ? , < , > in the title. Word will not accept these symbols as the file name.**

You may specify how often Word will automatically save a document.

1. Click the **File tab** and drag down to the **Options** feature located at the bottom of the menu.
2. Choose the **Save** option in the left task pane and then type how often you want Word to Save. By default, it is set to save every 10 minutes.



Auto Save

AutoSave saves every few seconds **ONLY** when a file is **stored on OneDrive, OneDrive for Business, or SharePoint Online**. It automatically saves your changes to the cloud as you are working. This is helpful if you are working on the same file with others, you will see your changes in a matter of seconds.

Save As PDF or XPS

1. Click on the **File Tab** and choose **Export or Share** (if you will be emailing).
2. Choose **Create PDF/XPS Document**.

***Note:** It is always a good idea to save the document first as a regular Word document and then do a Save AS and convert to PDF. Once a file is PDF it is very difficult to un-pdf and keep the correct formatting.

Convert a PDF to a Word Document

You can open a PDF and converted to a Word document.

1. Click on the **File** Tab.
2. Choose **Open** and locate the **PDF file**.
3. You will receive a message that “Word will not convert the PDF into and editable document...”
4. Click **OK**.

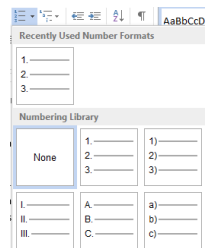
This feature will allow you to type without a third-party software. You may have some layout or formatting issues if the document contains many tables or graphs.

Organizers & Reference Tools

Numbering and Bullets

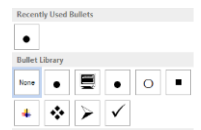
Numbering items in a list can identify the order of importance, step by step directions or to-do lists.

1. From the **Home** tab click on the down arrow by the numbering feature and choose the desired style.
2. Begin typing your list. Every time you press the **Enter** key the next number will automatically appear.



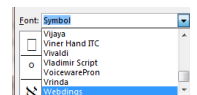
Bullets are great way to identify important points in a document.

1. From the **Home** tab click on the down arrow by the **Bullet** feature and **choose** the desired style.
2. Begin typing your list. Every time you press the **Enter** key the next number will automatically appear.



For more bullets

1. From the **Bullet** dropdown menu choose **Define New Bullet**.
2. On the next window choose **Symbol**.
3. Under the font menu there are several good font menus for bullet options. (Wingding and Webding).
4. **Click** on the desired bullet and then click **OK twice**.



Graphic Organizers / Smart Art

Visual organizers help students to study and organize information for writing. Word contains basic organizers for creating list through more complex Venn Diagrams.

1. Select the **Insert** tab.
2. Click on the **SmartArt** icon.



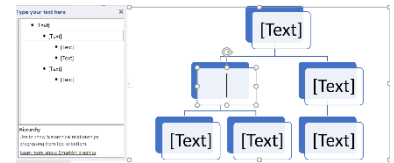
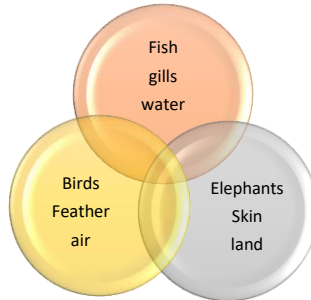
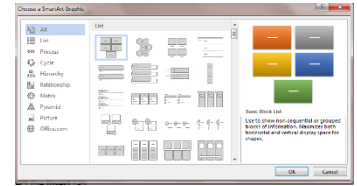
- Click on the desired graphics and click OK.

Move the Smart Art by:

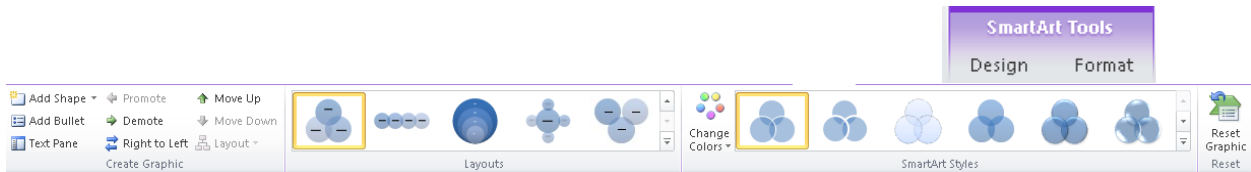
Right clicking on the item

Choose Text wrapping – Either Tight or Square

- Type the desired text in the graphics **or** the text panel on the left.



When you select the SmartArt item, a **SmartArt Tools: Design** and **Format** tab will appear that allows you to further customize the SmartArt design.



Hyperlinks

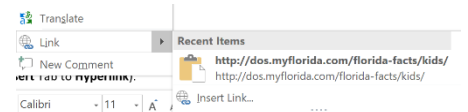
Hyperlinks are a great way to help students navigate to a specific website and avoid the distraction of surfing the web.

Ways to attach a live web link.

- Type an active web address for example: <http://dos.myflorida.com/florida-facts/kids/> Once you press the space bar or the enter key the address will turn blue to indicate a live link.

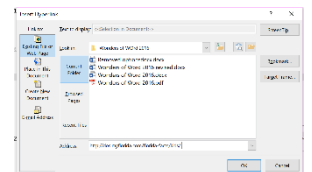
OR

- Select/highlight** text, insert a **picture** or **shape** and then **right click**, and choose **Link** and then **Insert Link**.
 - At the window be sure that the option “Existing File or Web Page” is selected. Type the web address on the address box.



*To get to the website, hold down the **CTRL** key while **clicking** on the hyperlink.

***Remove** a hyperlink; **Right click** on the hyperlink and choose **Remove Hyperlink**.



Smart Lookup

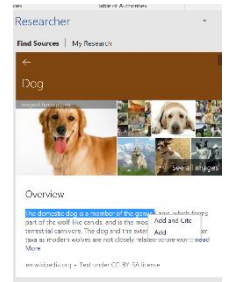
This feature assists students to look up definitions, images and other results without having to leave the document to search the web.

1. **Right** click on a word in the document and choose **Smart Lookup**. A navigation screen will open to the right.
 ***Alternative-** click on the **References** tab and choose **Smart Look up**
2. A variety of websites pertaining to the word will appear. These are live links that will take you to the full website for more information.

Researcher

This feature assists students to search for topic and find information without having to leave the document to search the web.

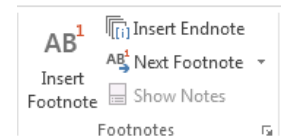
1. Click on the **References** tab and choose **Researcher**
2. A navigation pane will open on the right side, type the information to be researched and press the **Enter** Key.
3. Highlight/select the information you wish to add to your document and you will get the option to “Add and cite” or simply “add” the information.
4. You will then be asked if you want to create a Bibliography. If you click the “Create” option a Bibliography will be added to the end of the document.



Footnote and Endnote

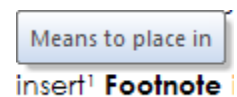
Use footnotes and endnotes to clarify instructions, give definitions, helpful hints, check comprehension or give instruction on what to do next. Footnotes appear at the bottom of the page, Endnotes appear at the end of the document.

1. Choose the **Reference** Tab.
2. Place your **cursor** to the left of the word where the reference number will appear.
3. Click on the **Insert Footnote** icon (**Alt+ Ctrl +F**) or **Endnote (Alt + Ctrl + D)**.
4. Type the definition, directions or note.



¹ Means to place in

*The student can lay their cursor on the footnote or endnote **number** by the word and see the typed note as a screen tip or scroll to the footnote on the bottom of the page.

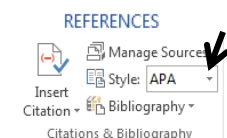


Bibliography

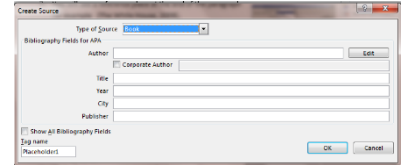
*The **Insert Citation** feature assists the student to collect the necessary type of information required to correctly cite sources which Word will later use to automatically create a Bibliography.*

Create Citations

1. Place the insertion point at the end of the cited paragraph.
2. Click on the **References** tab.
3. Click on the **Style** option and choose the style for the citation (APA, MLA, Chicago...)
4. Click the down arrow by **Insert Citation** and choose **Add New Source**.
5. Click the down arrow by the **Type of Source** and choose the type of item to be cataloged.



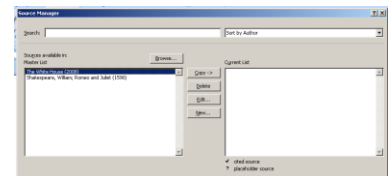
- Complete all the fields on the window and click **OK** when done.
- You will see a reference place at the end of the paragraph for example; (The White House, 2008).



Edit Manage Sources

When you create a new document, you may wish to use some previously created sources in the Bibliography.

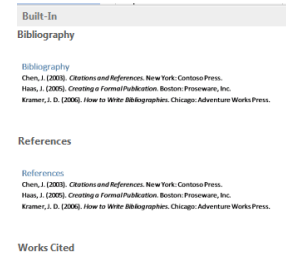
- From the **References** tab choose **Manage Sources**.
- Click on the desired source on the **Master list** and click **Copy**. You will see the source now on the current list pane.
- When all the sources are on the current list pane follow the directions for inserting a bibliography.



Insert a Bibliography

- Place your cursor where you want to insert the bibliography.
- On the **Reference** tab click **Bibliography**.

From the drop down choose either **Bibliography**, **References** or **Work cited**.



Pictures Online

Images are an excellent way to explain concepts or add interest to your document.

- Click on the **Insert** tab and choose **Online Pictures**.
- At the next window in the search box, **type** the name of the pictures you are seeking and press the **Enter** key.
 - If you are looking for a specific type of picture such as clipart, photo, animated GIF (animation only happens in PowerPoint) line drawing or transparent, click on the down arrow by "Type" and select the desired option.

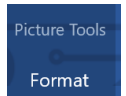


- Click the **Insert** option. It will place the image where ever your cursor is located.
*Select multiple images by clicking on the upper left corner check box on each desired picture.

*Bing Images will search the entire web. Only those filtered with **Creative Commons** are free to use. Creative Commons is a set of licenses which automatically give you permission to do various things, such as reuse and distribute the content.

Pictures Tools/Format Tab

To show the Picture Tools/Format tab you must click on a picture. The tab will appear after the Add-Ins tab.





Move Pictures/ Alignment Guides

A picture may be moved by clicking in the center, holding the mouse button down and dragging the picture to a new location. When you move an object such as an Image, Chart, or SmartArt illustration around in a document, green alignment guides automatically appear to show you when the object is lined up with other elements on the page.

Position

There are several options standard positions that can easily be selected by using the **Position** option.

1. **Select** the picture.
2. From the **Picture Tool Format tab** choose the **Position** option.
3. Click on the desired position from the submenu.

Text Wrap

However, there are times the picture will not move to the exact desired location. In this case you may want to use the text wrap directions below.

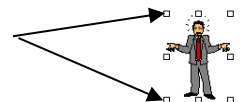
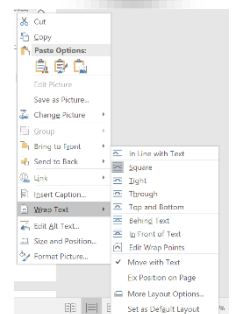
1. Click on the picture to select it. (Notice that when the picture is **selected** the **Picture Tools Format tab** will appear at the end of the Ribbon).
2. With the picture selected a **Layout** icon appears which allows for several ways for the picture to interact with the document. Click on the icon and a drop down of options becomes visible.
3. At the submenu choose, **Square** to have the text wrap around the picture in box shape or use **Tight** if you want the text to wrap using the image shape.
4. Click in the center of the image and drag the picture to the exact location.
5. **Move with text** -allows the image to move as text is added.
6. **Fix position on page**-keeps the object in the same location as text is added.

Alternative

1. **Right** click on the image.
2. Choose **Wrap Text**
3. Make your selection.
4. Click **OK**.

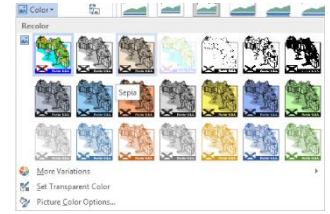
Resize Picture

1. **Click** on the picture to select it. Resizing handles will appear.
2. Click on one of the corner handles and drag diagonally towards the center to decrease the size of the picture.
3. Click on one of the corner handles and drag diagonally away from the center to increase the size of the picture.



Color

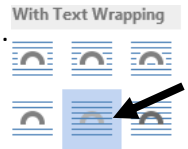
1. **Insert** the picture and **text wrap** it square.
2. From the **Picture Tools Format** tab click on the down arrow by the **Color** option.
3. Hover your mouse over the different color options and see how the picture is being affected. (Not all pictures will allow you to change colors.)



Washout

In the **Recolor Section** notice that the fourth option is called **Washout** which makes the picture fade. This works well if you want to add text on top of a picture.

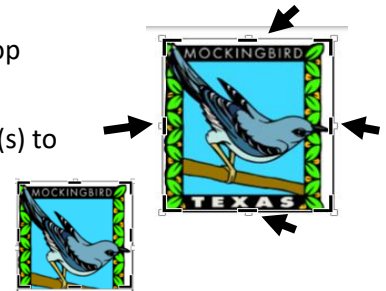
1. **Select** the picture choose the **Washout** feature from the **ReColor** area.
2. **Drag** the picture on **top** of desired text and from the Text wrap option choose **Behind the Text**.



Crop

There are times when you prefer to show only parts of the picture in the document in this case you may use the **Crop** tool to remove the unwanted areas.

1. Select the picture and the on the **Picture Tool Format** tab and choose the Crop tool.
2. Black handles will appear around the picture. Click, hold and drag the handle(s) to remove the unwanted area(s).
3. When you are finished you can click away to see the new picture.



Picture Style

1. Select the picture and the on the **Picture Tool Format** tab click on the down triangle by Styles to reveal all the picture styles available.
2. **Hover** over each style to preview and then **click** on the desired option.



Remove the Background

This feature allows you insert a clipart or photo and then removes the background for a less cluttered representation. It works on some pictures better than others



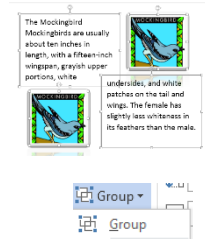
1. Insert the picture and be sure it is selected
2. From the **Picture Tool Format Tab** choose **Remove Background**.
3. Move the resizing handles to be sure the entire picture is included and then click on **Keep Changes**.



Multiple Select/ Group

There may be times when you add/create several pictures, clipart, shapes, and/or textboxes that you would like to be able to move or edit simultaneously. In this case you would use the **Group** option.

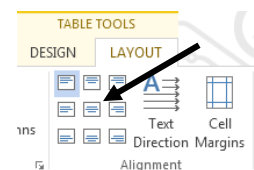
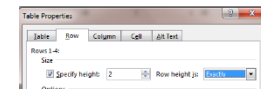
1. **Click** on the **first** item to select it.
2. Hold the **Shift** key and **click** on the second item. **Continue** to hold the **Shift** key until **all** the items are selected. You will see many resizing handles (around each item).
3. **Release** the shift and from the **Drawing Tools or Picture Tools Format** tab choose the **Group** options. You will now see only resizing handles around all the selected pictures as one group.



Flash Card

This is a great idea from Judy Sweeny for using the table feature to create flash cards. This strategy can be used for reinforcing vocabulary, math skills and other concepts, use these card to play memory games or match pictures.

1. From the **Insert** tab click on the down arrow by **Table**.
2. Select the number of rows and columns, for example six cards require 3 columns and 4 rows.
3. **Highlight** the entire table by clicking on the **+** on the top left corner or by dragging through all the cells.
4. **Right** click in the highlighted table and choose **Table Properties**.
5. Click on the **Row** tab and type the desired height in the **"Specify height"** box. (for our example 2) In the **"Row Height is"** box choose **"Exactly"** from the drop-down menu.
6. Click on the **Column** tab and type 2 in the **"Preferred width"** box. This will create 2" * 2" cells. Click **OK**.
7. Insert the **pictures** in row 1 and 3. (Place your cursor in the desired cell, click on the **Insert** tab and choose **Online Pictures**.) Repeat in all the cells in rows 1 and 3.
 - a. Resize the picture as needed by holding and dragging on one of the resizing handle corners of the picture.
8. Type the **name** of picture in rows 2 and 4.
9. Center the words and pictures by:
 - a. **Highlighting** the row with the words and on the **Table Tools Layout** tab choose the **Align Center** Option
 - b. Change to the preferred font size as needed.

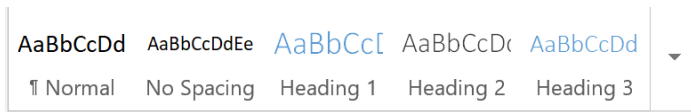


Study Skills

Use the **Navigation Pane** to help students locate information in long documents quickly. The text must be formatted using the **styles** feature to make it easier for student to navigate a long document.

Navigation Pane (Styles)

A feature since 2013 allows you to **collapse and expand** sections in your document which is helpful when working with a very long document.



Format each section of the document using one of the built-in styles;

1. **Title** a section in the document with a name that makes sense in a Table of Content (For example in this document *Study Skills* is a Heading 1 and the title *Navigation Pane (Styles)* is a Heading 2.
2. Place your cursor on the line and from the **Home** Tab in the **Styles** group choose Heading 1, Heading 2, and Heading 3.

Show the Navigation Pane on the left side

1. Click on the **View** tab.
2. Click on the **Navigation** Pane option and a pane will open on the left side.
 - a. Click on the desired topic in the pane and you will be immediately taken to that portion of the document.
 - b. Type a word in the **Navigation** search box
 - o **Headings**- the heading where the search word appears will be highlighted in the pane.
 - o **Pages** - a thumbnail of the pages where the word appears will be displayed.
 - o **Result** - a list of the word occurrences appears in the pane.

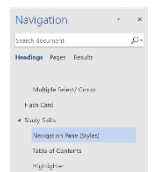
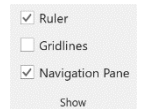
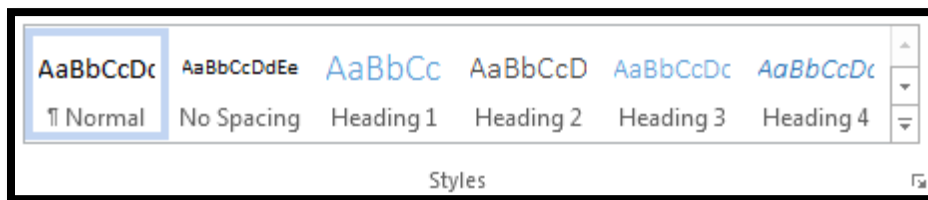


Table of Contents

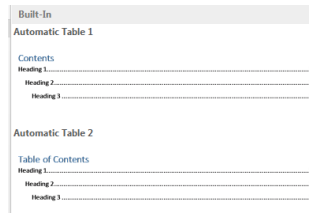
In order to automatically create a "Table of Contents" you must format each section heading of the document by using one of the built-in styles, **Heading 1**, **Heading 2**, and **Heading 3** from the **Home** tab. Although you may continue to designate more headings **ONLY** Headings 1,2, and 3 will appear in the tab.



1. Type a section title into your document and from the **Home** tab choose Heading 1 from the **Styles** group. Heading 2 is used if you have a subheading of Heading 1 and Heading 3 is used if you have a sub heading of Heading 2.
 - *After you choose a heading and press the **Enter** Key the next line will automatically return to the **Normal** setting.

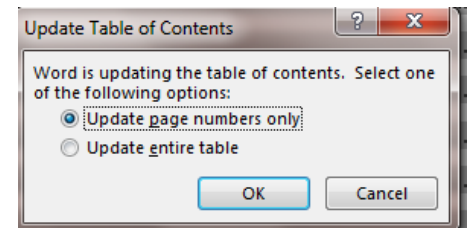
*Continue to type and marking your section and subsection titles with the appropriate Heading.

2. To create the table of content
 - a. Place your cursor on the page where you want to create the Table of Content
 - b. Click on the **References** tab and click on the down arrow by the **Table of Contents** options.
3. Choose either the **Contents** or **Table of Contents** style and the table of contents will be automatically generated.



*If you continue to add to your document and you will need to update your table of content, simply;

1. **Right** click on the **Table of Content** and choose **Update Field**.
2. At the next window choose either "Update page number only" or "Update entire table"



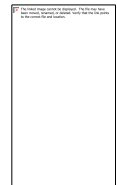
Highlighter

Use the *highlighter* option to teach strategies to identify important concepts, find new vocabulary words, distinguish main ideas from detail sentences, and distinguish math symbols.

The Texthelp Add-in not only allows the student to highlight important information, but it also collects the highlights to create study guides or other document.

Add Texthelp study Tool

1. Choose the **Insert** tab and click on the **Store** Icon
2. In the search box type "**Texthelp**" and press **Enter**.
3. Click on the **Add** button, it will now be added to the Add-in option



Show the TextHelp Study Skills

1. Select the **Insert** tab, choose the **My Add -in** icon.
2. You may need click on the **Select all** option on the drop down to **See All** of the installed Add-in.
3. Select "**Texthelp Study Skills**". A navigation pane will open on the right.

Use the Texthelp Study Skills

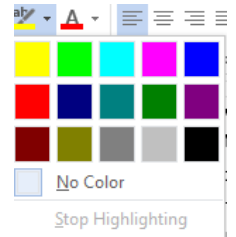
1. Click on in the **check** box in the **Options** area, "**Add highlights to document**"
2. **Select/highlight** the text, and then click on the desired **highlighter color**.

- When the highlighting is complete, **select/highlight** the entire document and click on the **Collect Highlights** option.
- The highlighted text will be placed where the cursor is flashing.

Or

Home Tab -Highlighter Tool

- On the **Home** tab click on the down arrow by the **Highlighter** tool and select a color.
- Drag through** the desired text to highlight. (This option is also available on the mini tool bar). Your cursor will turn into a marker. (Or select the text first and then click on the desired highlighter color.
- Turn off** the Highlighter tool by clicking on the highlighter tool again.



Remove a highlight

- Drag** over the highlight you want to remove.
- Click on the down arrow by the highlighter tool and choose **No Color**.

Test Taking

When writing is illegible, or students have visual perception problems or students simply do better when taking a test or completing a form on the computer add the Developer tab to create the form.

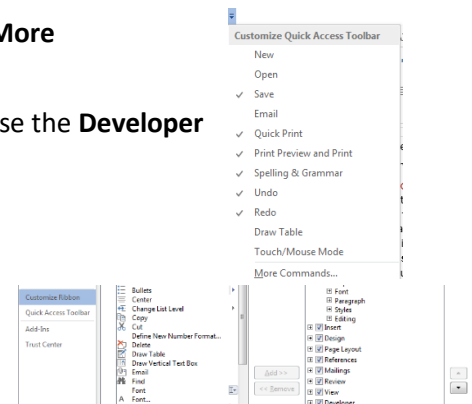
Add Developer Tab

Two Ways

- Click on the down triangle on the **Quick Access toolbar** and choose **More Commands**.
- Click on the **Customize Ribbon** option on the left side and then choose the **Developer** option which appears in the right column.
- Click **OK**.

OR

- Click on the **File Tab** and choose **Options**.
- Next choose **Customize the Ribbon** and then the **Developer** option from the right column and click **OK**.



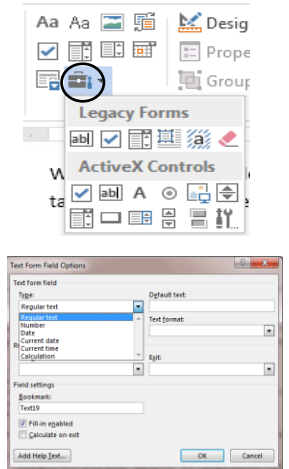
Legacy Tools

Once the Developer tab becomes available you will be able to specify and control the data that goes into the selected fields.


*Any field that requires a response must be marked with a text, check box, OR Dropdown field. Once the document is protected only those fields that have been specified will be able to be completed.

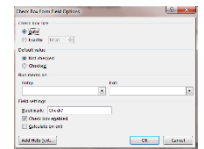
Text Form Field

1. Place the cursor where the text will be inserted.
2. From the **Developer** tab click on the down arrow by the Legacy Tools folder (Looks like a tool box) and choose **“Text Form Field”** (ab|) option. A gray box will appear.
 - a. Double click on the inserted **“ab|”** (gray box) to bring up the **“Text Form Field Option”** Window. This allows you to further manage the field.
 - b. Click the down arrow below the **“Type”** option to specify what type of data may be entered into the field. (Text, Number, Date...).
 - c. Once you have made the selection you can further specify formatting by clicking the down arrow below **“Text Format”** and making a selection. Click **OK** when the formatting is complete.



Check Box

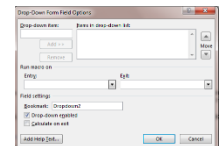
1. Place the cursor where the check box will be inserted.
2. From the Developer tab click on the down arrow by the Legacy Tools folder and choose the **“Check Box Form Field”** option 
 - a. Double click on the inserted **“Check Box Form Field”** to bring up the **“Check Box Form Field” Fields Options”** window to make further specification to the check box.
 - b. By default the check will NOT be checked. Make your selection and click **OK**.



Drop- Down Form Field

Place the cursor where the drop down menu will be inserted.

1. From the **Developer** tab click on the down arrow by the **Legacy Control** and choose the **“Drop Down Form Field”** option
 - a. **Double** click on the inserted **Drop Down Field** to bring up the **“Drop –Down Form Fields Options”** window.
 - b. Type the text in the **“Drop-Down Item”** box and click on **Add** or press the **Enter** key.
 - c. Click **OK** when the list is complete.



*Helpful Hints

- Never start the list with a possible choice, instead start with something such as: Click here, Choose...
- If you make a mistake simply double click on the inserted field and the options window will reopen.
- If the drop down list will be used in multiple fields copy and paste the drop down list in the other areas.

Copy and Paste

Right click on the field to be copied and choose **Copy**.

Right click in the new field to insert and choose **Paste**.

Continue to **right** click and **paste** until all the desired fields have been filled.

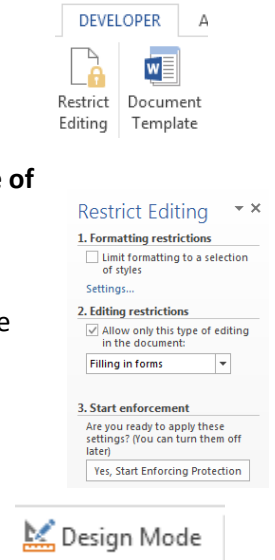
Protect the Document

Before saving the form as a template it is a good idea to test to be sure all the fields work.

***Be sure you are NOT in the Design Mode on the Developer Tab.**

1. From the **Developer** tab click on **Restrict Editing**.
2. A **task pane** will open on the right side of the screen.
3. By the number **2 Editing Restrictions** option, place a check by **“Allow only this type of editing in the document:”**
4. Click on the drop down menu and Choose **“Filling in forms”**.
5. Click on **“Yes Start Enforcing Protection”**
6. A password window will open. You will be asked to type a password twice. Once the document is protected it can NO longer be edited unless you unprotect the form.
7. Click **OK**.
8. Test the form by pressing the tab key to be certain the cursor only goes where you want text entry.

*If the Yes Start Enforcing Protection is grayed out check to be sure that the Design Mode option is **turned off**.



Unprotect the Document

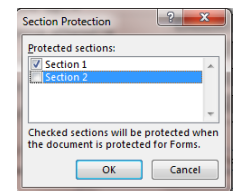
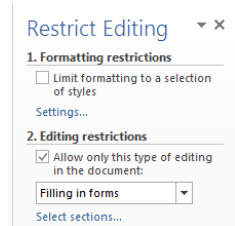
1. From the **Developer Tab** click the **Protect Document** icon and then click **Restrict Editing**.
2. In the Restrict Formatting and Editing Task pane, click the **Stop Protection** button.
3. You will be asked to enter your password. The document may now be edited.

Stop Protection

Protect Section in a Form

When the form is protected many features such as Spell Check and Speak will be unavailable (grayed out). If you have a section where the student will be writing an essay or reading a passage and Spell Check and Speak are allowable accommodations than follow the directions below to restrict only specified areas.

1. Create section breaks before and after the area you want to restrict.
 - a. Place your cursor in an empty line where you want the Section Break to occur.
 - b. Click on the **Page Layout** tab.
 - c. Click on **Breaks** and choose **“Section Breaks, then Continuous”**.
2. On the **Developer** tab click on the **Restrict Editing**.
3. Click on the check box by **Editing Restriction #2** and choose **Filling in Forms** in the drop down.
4. Below the Editing Restrictions click on the **Select Section** Options.
5. Check the sections which you want protected.



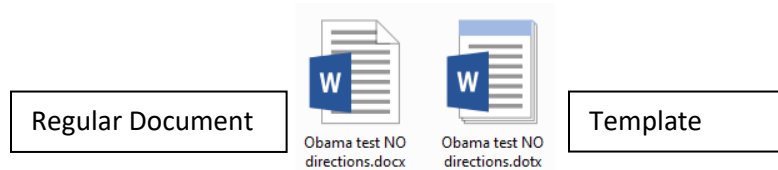
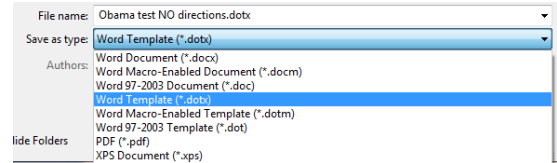
*This is useful because documents that are protected disable the spell check option and Speak.

Save as a Template

It is a good idea to protect and save the newly created form as a template.

1. Be sure the form is protected before proceeding.

2. Click on the **File Tab** and choose **Save As**.
3. At the **Save As** window, Click on the down triangle by the **Save as type**; and choose **Word Template**.
4. Notice that Template documents have a yellow band at the top, where as a regular document has the top right corner “dog eared”.



Working with a Template versus a Document

[Making corrections on the original template:](#)

To **edit** the template, **right** click on the template and choose **Open**.

You should see the **name** of the template on the title bar.

[Filling in Information:](#)

To **use** the template, **double** click to open it.

You should see the word “**Document**” with number beside it on the title bar.

Keyboard Shortcuts

<p>Ctrl + A = Highlights the entire document</p> <p>Ctrl + B = Bold</p> <p>Ctrl + C = Copy</p> <p>Ctrl + D=Duplicates clip art</p> <p>Ctrl + E = Align Center</p> <p>Ctrl + F = Find</p> <p>Ctrl + G = Go to</p> <p>Ctrl + H = Replace</p> <p>Ctrl + I = Italics</p> <p>Ctrl +J + Justify</p> <p>Ctrl + L = Align Left</p> <p>Ctrl + K =Hyperlink</p> <p>Ctrl + N = New document</p> <p>Ctrl + O = Open document</p> <p>Ctrl + P = Print document</p> <p>Ctrl + R = Right Align</p> <p>Ctrl + S = Save document</p> <p>Ctrl + U = Underline</p> <p>Ctrl + V = Paste</p> <p>Ctrl + X = Cut</p> <p>Ctrl + Y = Repeats typing</p> <p>Ctrl + Z = Undo</p> <p>Ctrl + F1=Minimize/Restore Ribbon</p> <p>Ctrl + > = Grow Font</p> <p>Ctrl + < + Shrink Font</p> <p>Ctrl + = =Subscript</p> <p>Ctrl + + =Superscript</p> <p>Ctrl +1 = Single Space</p> <p>Ctrl + 2 = Double space</p> <p>Ctrl + 5 = 1 ½ lines of space</p>	<p>Ctrl + Turn the mouse wheel = magnifies text on screen</p> <p>Ctrl + * = Show/ Hide</p> <p>Control + F6 = switches between Documents</p> <p>Tab=Increase Indent</p> <p>Shift +Tab = Decrease the indent</p> <p>Shift + F3= Change Case</p> <p>Double Click = highlights a word</p> <p>Ctrl + click in the sentence = highlights the sentence</p> <p>Highlight a section by click in front of the section, hold the shift key and click after the desired section</p> <p>F1 = Help</p> <p>F7 key = Spell check</p> <p>Right click on a misspelled word =drop down menu</p> <p>Macintosh Command +click the mouse on misspelled word</p> <p>F7 + Shift key = Thesaurus</p> <p>Right click on a word and choose synonym</p> <p>Control +ALT + Delete = Restarts a frozen computer</p> <p>Restart a frozen windows machine Control + Alt = Delete key.</p> <p>ALT + F4 = close a document</p> <p>Alt Key (letters appear), press the corresponding letter to the desired ribbon, press the letter corresponding to the desired command</p> <p>Ctrl +' = Accent Mark José</p> <p>Ctrl + Shift + ~ = Tilde niña</p> <p>Ctrl + Shift + : = Umlaut ö</p> <p>Shift + Colon , Shift + Zero =☺</p> <p>Shift + Colon , Shift + Nine=☹</p> <p>Shift + Colon + \ = ☺</p> <p>Ctrl + Shift + = = Superscript 5²</p> <p>Ctrl + = = Subscript H₂O</p>
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Ideas for Designing Assignments and Assessments



- 👉 Clear uncluttered format – more white space between lines, characters, words and margins
- 👉 Fewer items on a page
- 👉 Leave enough room for students to write answers
- 👉 Enlarge margins to shorten tracking field
- 👉 Larger and clearer fonts
- 👉 Never type in all caps or italics
- 👉 Clear simple directions- Bold directions
- 👉 Underline, bold or use different colors to highlight key words in directions and passages
- 👉 Use symbols such as arrows and stop signs to clarify directions
- 👉 Give examples and non-examples-set apart in a box
- 👉 Use fill in the blanks question with Word Banks
- 👉 Multiple choice questions with 3 to 4 choices. Avoid “not” questions
- 👉 Change font or background colors to enhance visual perception
- 👉 Use borders around word banks and between sections
- 👉 Use color coding to identify tasks, definitions, or directions
- 👉 Allow the use of spell check and a thesaurus when appropriate

Areas of Support

Feature	Organization	Visual Presentation	Cognitive Supports	Physical Access
Ribbons & Quick Access	X	X	X	
Magnifying text		X		
Increase font size & font choices		X		
Bold, underline & Text Color		x		
Increasing line, word, or character spacing		X		
Adjusting margins		X		
Changing font/background color		X		
AutoCorrect (Misspelled Words & Vocabulary Expansion)			X	X
AutoText (Headings & Reduce Keystrokes)			X	X
Spell check/Readability Statistics			X	
Thesaurus			X	
Footnotes/Endnotes			X	
SmartArt Graphics (Visual Organizers)	X	X	X	
Track Changes	X		X	
Inserting Sound Recordings (Voice Notes)	X		X	
Proofing (definition)			X	
Picture Support		X	X	
Using Drawing functions (stop signs, call outs, etc)	X		X	
AutoSummarize			X	
Highlighting	X	X	X	
Document Map			X	
Full Read Reading View			X	
Hyperlinks	X		X	
Using the Forms functions (check box, answer field, drop down list)			X	X
Reducing Mouse Movements				X

This rubric was created by Matthew Press, Arizona Dept. of Education ♦ 1535 W Jefferson Phoenix AZ 85007 ♦ 602-364-3243 ♦ atinfo@azed.gov ♦ Permission to duplicate if credit retained.

