

WONDERS OF WORD 2016

Making Accessible Educational Materials Using Microsoft Word

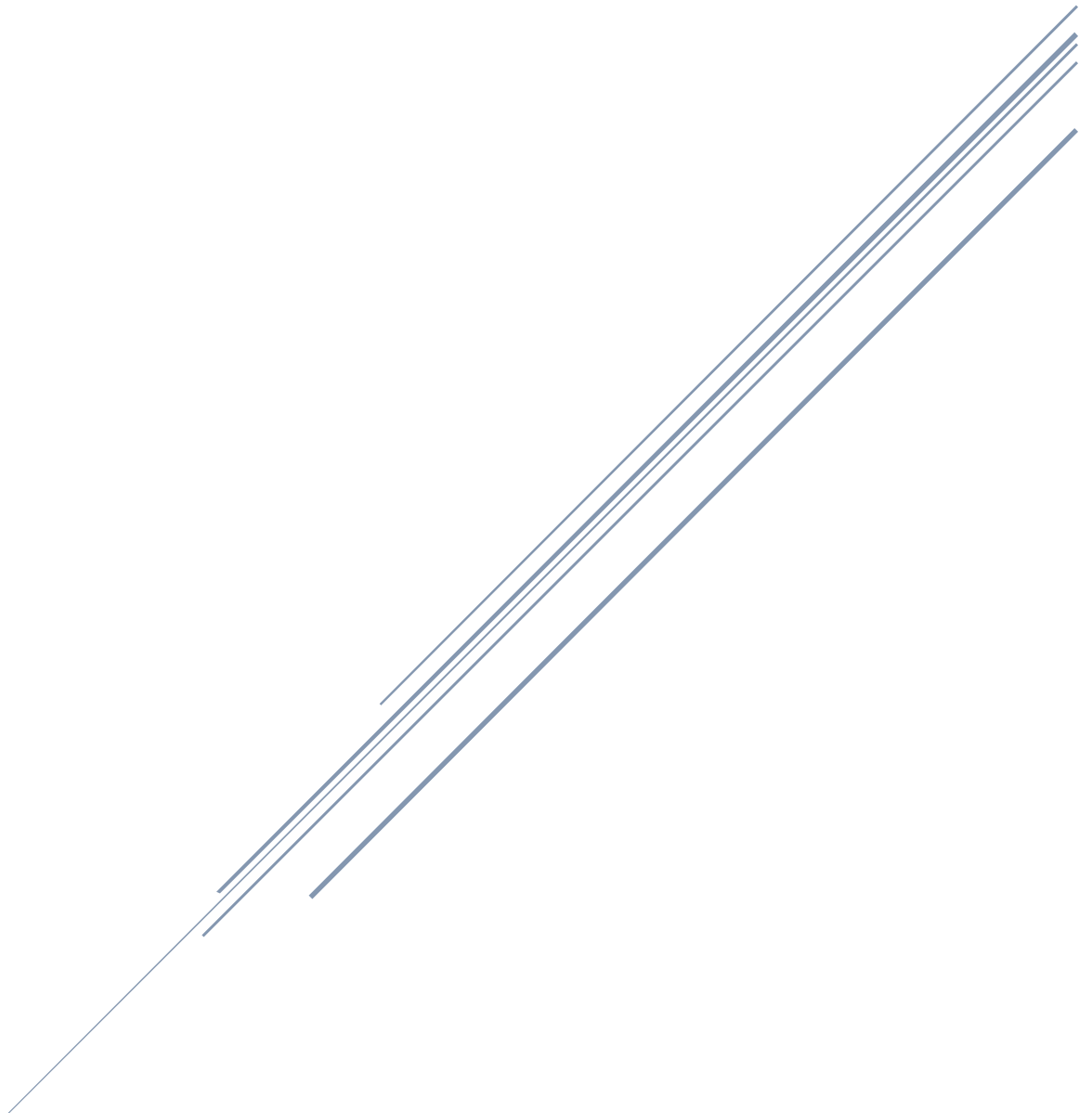


Table of Contents

Start Screen.....	1
File Tab (Back Stage)	1
Ribbon Tab	2
Home.....	2
Insert	2
Design.....	2
Page Layout.....	2
References	3
Mailings.....	3
Review.....	3
View	3
Developer-.....	3
Add-Ins	3
Ribbon Display Options.....	4
Keyboard Access for the Ribbon	4
Quick Access Toolbar	4
Mini Toolbar.....	5
Show/ Hide the Ruler.....	5
Visual Presentation	5
Status Bar	5
Zoom	5
Edit the Document	6
Selecting Text.....	6
Correcting Errors.....	7
Font	7
Font Choices.....	7
Font Size.....	7
Change the Font Default	8
Clear Formatting	8

Format Painter	9
Text Color	9
Background Color.....	10
Line Spacing	10
List Spacing Problems	11
Character Spacing	11
Word Spacing	11
Margin Increase	12
Gutter Option.....	12
Reading	12
Text to Speech.....	12
Add Speak	12
Listen to Text.....	13
Change Text Speed.....	13
Reading APP	13
Reading Guide or Text Mask	13
Writing	14
Spelling and Grammar	14
Thesaurus.....	15
AutoCorrect.....	15
Add to AutoCorrect	16
Abbreviation Expansion	16
Auto Text.....	16
Add Command to Quick Access Toolbar	16
Save AutoText	17
Use the Saved Selection.....	17
Delete from AutoText	17
Show and Hide Format.....	17
Align Text	17
Change Case.....	18

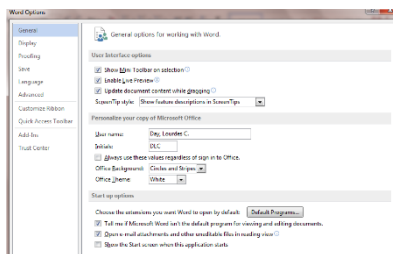
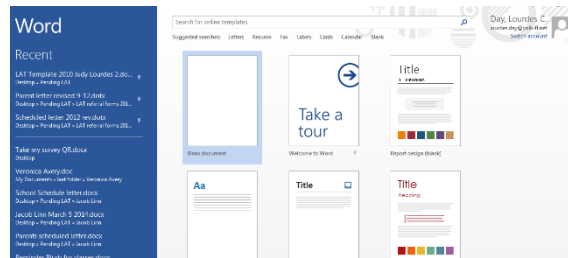
Track Changes	18
Voice Recognition	19
Set up Windows 7	19
Improve Recognition.....	19
Set up Speech Recognition Windows 8	19
Save	20
Save As PDF or XPS.....	21
New feature- PDF convert to Word Document.	21
Organizers	21
Footnote and Endnote	21
Numbering and Bullets	22
Hyperlinks	22
Visual Organizers.....	23
Smart Lookup	23
Bibliography	24
Pictures Online	24
Pictures Tools/Format Tab.....	25
Move Pictures/ Alignment Guides	25
Resize Picture	26
Color.....	26
Crop.....	27
Picture Style	27
Remove the Background.....	27
Multiple Select/ Group.....	27
Flash Card.....	28
Study Skills	28
Navigation Pane (Styles)	28
Table of Contents.....	29
Highlighter.....	31
Test Taking	31

Add Developer Tab	31
Legacy Tools	31
Text Form Field	32
Check Box.....	32
Drop- Down Form Field.....	32
Protect the Document	33
Unprotect the Document.....	33
Protect Section in a Form.....	33
Save as a Template	33
Working with a Template versus a Document.....	34
Making corrections on the original template:	34
Filling in Information:.....	34
Keyboard Shortcuts.....	35
Ideas for Designing Assignments and Assessments.....	36
Areas of Support	37

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 a blank document to the start screen.



Disable the Start screen: If you prefer to start 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 template 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 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.

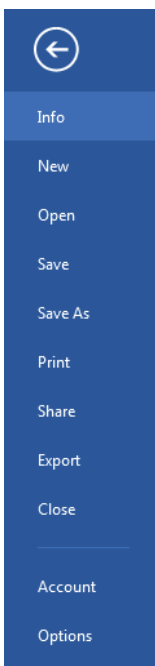
New- Starts a new document or template. Click on the blank document. The keyboard shortcut for a new document is **Ctrl key + N**

Open- Opens an already existing document.

Save-Is used to save a document for the first time or replaces an existing document with the latest changes. You can also click the icon from the **Quick Access toolbar** or **Ctrl +S**.

Save As

- Is used to save a document for the first time,
- Save as a template
- Save two documents with similar information where the original document remains unchanged.



Print- This window 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 send the document as an attachment or PDF File, save to a cloud, Present online or post to a blog.

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

Close – close the document.

Account- Create a Microsoft account and save your work to the Sky Drive.

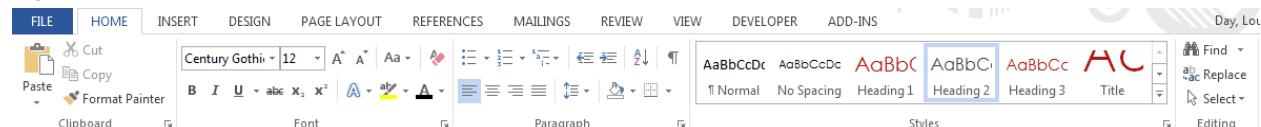
Options- This feature allows you to edit and customize the ribbon and document as well as many other settings such as proofing and autocorrect.

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

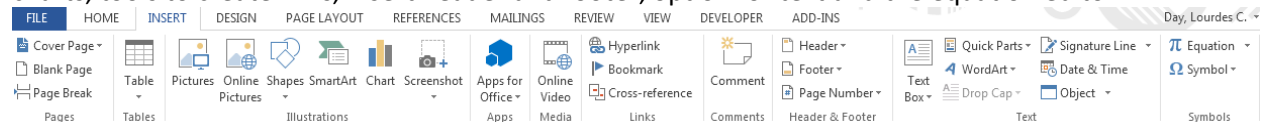


Ribbon Tab

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.

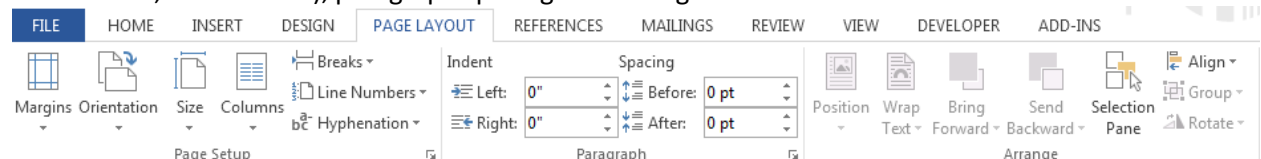


Design

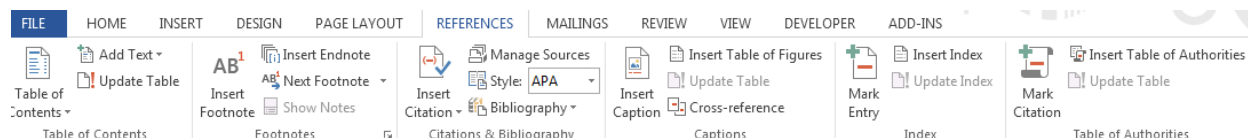
New Feature in 2016 which allows you to further change the document formatting style, color and theme.



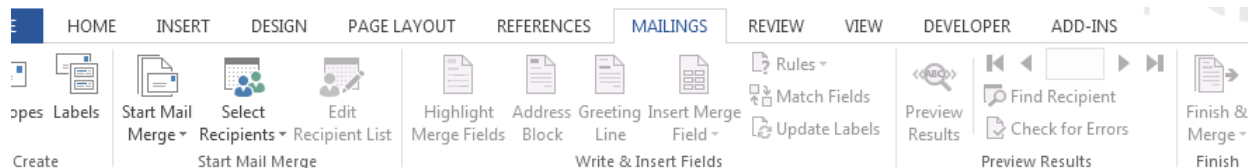
Page Layout-Contains the options to create themes, Page setup, page backgrounds (colors, watermarks, and borders), paragraph spacing and arrangements.



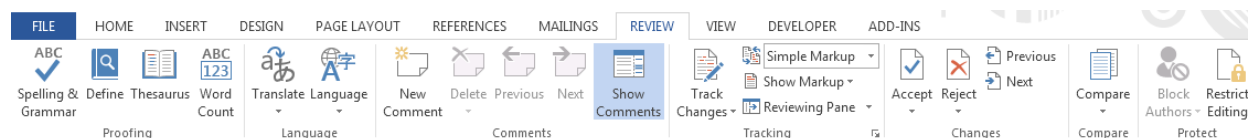
References-Contains the options to create a table of contents, footnotes, citations, captions, indexes and table of authorities.



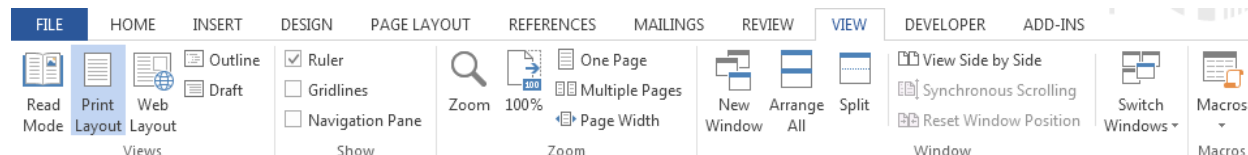
Mailings-allows you to create labels, and envelopes, and mail merges.



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

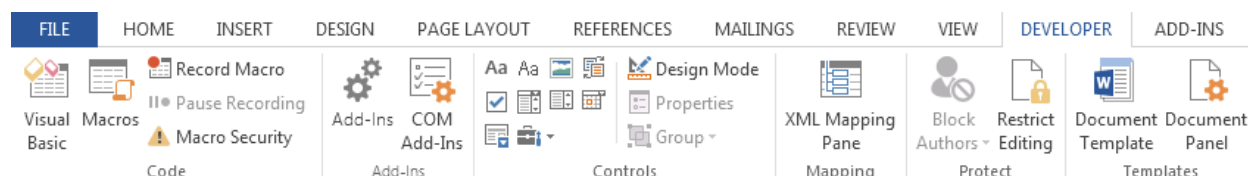


View-Contains various screen views, the show/hide (ruler, gridlines document map), Zoom and switch windows.



Developer-

Create forms, drop down menu and restrict the document. Create forms, drop down menu and restrict the document. You 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**.



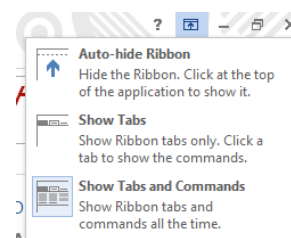
Add-Ins- This is the ribbon where supplemental programs that you install to extend the capabilities of Microsoft Word by adding custom commands and specialized features are placed.

Ribbon Display Options

On the top right hand side there is a new 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 accesses 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 (Ctrl and the F1 key)



Keyboard Access for the Ribbon

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 so that you can print to the default printer without going to the **File** tab.



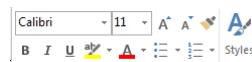
Other Commands:

- 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"**.

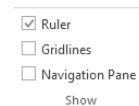
Mini Toolbar

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

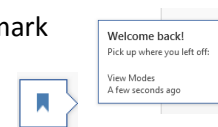
Click on the **View** tab and check the **Ruler** option to **Show / Hide Ruler**.



Visual Presentation

There is no formula for the perfect visual presentation. It 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 begin to notice that fluency, comprehension and copying improves.

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.



Status Bar

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.



Right side-



- **Reading View** automatically resizes the document to full screen. Use the arrows to toggle to other pages. If you have a Microsoft account you can also right click on any unfamiliar words and have a definition displayed. Click on an image or chart and use the magnifying glass to enlarge the image.
- **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.

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

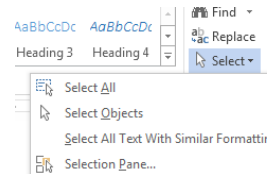
Press the **Control** key + **A**.

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.

Highlight 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.

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.

*Click on the **down** arrow to the **right** of the **undo** symbol to see a list of recent actions. Click on any items in the list and it will simultaneously undo all the options above it in the list.



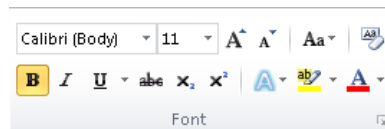
Keyboard shortcut - **Control Z**

Redo-The Redo command replaces the previous undo command. Click on the upward facing curved arrow to redo the last undo. The arrow to the right of redo contains a list of items that were undone. Click on an item you wish to have reappeared.



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.



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 desire size. (**Ctrl + (shift) +>**)

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

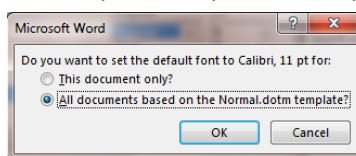
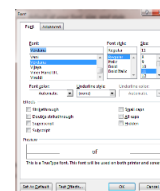
Change the Font Default

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.



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**.

U Underline

Underline text to emphasize items of importance. Use this option sparsely 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**.

I 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~~

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 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 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 the hold down the **CTRL** key and press the **spacebar**.

Text Color

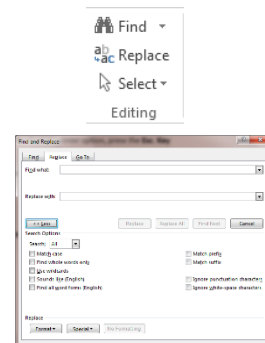
Add visual interest, draw attention to text and for some students makes the document easier to read.

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 of the same words to a specific format

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



Line Spacing

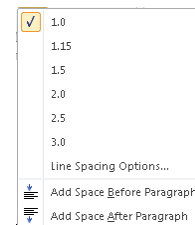
Increase the white space between the lines to makes the document easier to read.

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 desire between the lines or use the up/down arrows.



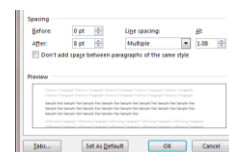
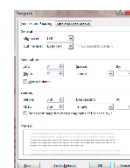
List Spacing Problems

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**.

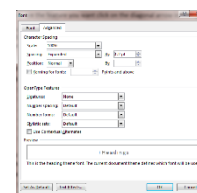
*To make this a **permanent** change click on the **Default** button and select the radio button before the message “All document based on the Normal.dotm template? Click **OK**.”



Character Spacing

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

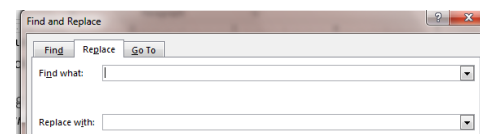
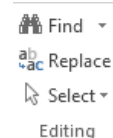
1. **Select** the text.
2. From the **Home** tab, click the diagonal arrow by the word **Font**.
3. At the Font window click the “**Advanced tab**”.
4. At the **Spacing** box, use the dropdown arrow and choose **Expanded**.
5. In the “**By**” box use the up/down arrow to find the preferred amount of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

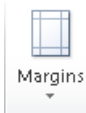


Word Spacing

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**.





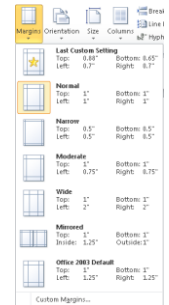
Margin Increase

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.

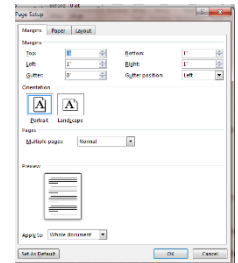
To change margins:

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;

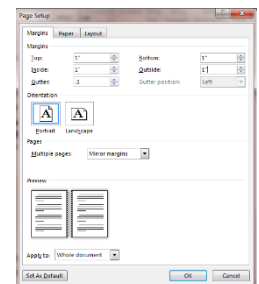
Click on the triangle to the right of the Apply to box and make a selection.

*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.

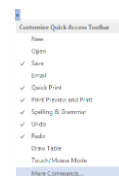


Reading

Text to Speech

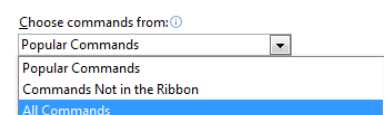
If students have good auditory comprehension Word 2016 has a speak feature which allows them to select text and have it read to them.

- 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.



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

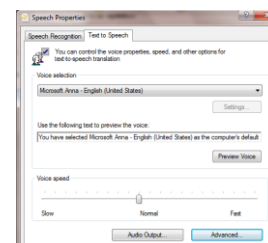
1. **Highlight/Select** text.
2. Click on the **Speak** option to listen to the selected text being read.

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)

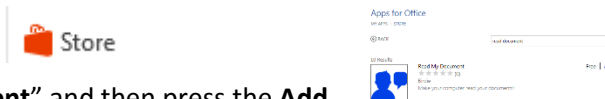


There will be a voice speed slider that can be adjusted to slow down or read faster. Click Apply and Ok when the student has is comfortable with the reading speed. This program will maintain this speed until you change it back.

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.



Writing

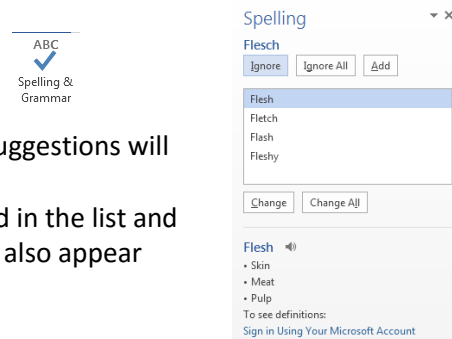
Spelling and Grammar

Red underlines – Misspelled word

Green underline- Grammar error

Blue underline- Contextual Spelling error (These are words that are flagged because they are words used in the wrong context. Example: pear vs pair).

1. Click on the **Review** Tab.
 2. Click on the **Spelling and Grammar** option
 3. A Spelling or Grammar pane will open on the right side. A list of suggestions will appear.
 4. **New Feature:** On the **Navigation** pane on the **right**, click on a word in the list and then the speaker to hear the word pronounced, the definition will also appear below the word.
 5. Double click on the correct spelling or grammar option
- *You may also click on **Change** or **Ignore**.

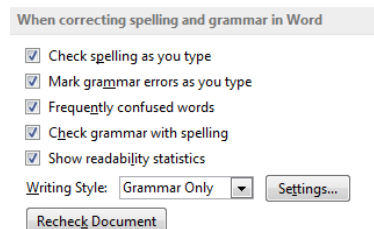


The Grammar checker will tell you what kind of grammatical error was made such as an extra space. It will also pick up on some commonly confused words such as there and their. However not all errors are recognized so you must proof read all your work. You may choose to ignore or change the errors.

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 **Options**.
2. Choose **Proofing**.
3. At the menu uncheck from the “**Check spelling as you type**” and “**Mark grammar errors as you type**”.

It is necessary to turn off the spelling and grammar checker off when taking state assessment using Word.



Alternatives for Spell check:

Right click on the **red** underlined word. Choose the desired word.

OR

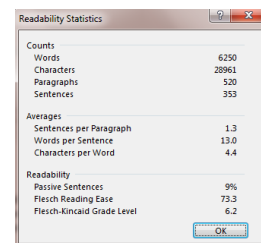
Keyboard Shortcut for **spell check**-Press the **F7** key

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.



- 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

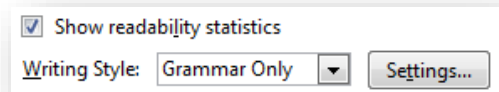
Microsoft's help guide explains reading ease as; "Rating text on a 100-point scale; the higher the score, the easier it is to understand the document. For most standard documents, aim for a score between 60 and 70.

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.



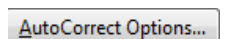
*New feature- From the **navigation pane** on the **right**, click on a word in the list and click on the speaker to hear it read.

*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 has to 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.

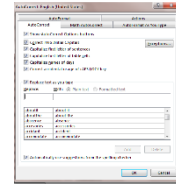
1. Click on the **File Tab** to **Options**.
2. Click on **Proofing**, then the “**AutoCorrect Options...**” Button.
3. A menu will appear that contains the most common typos and used symbols.



Add to AutoCorrect

To add words that you often mistype.

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.

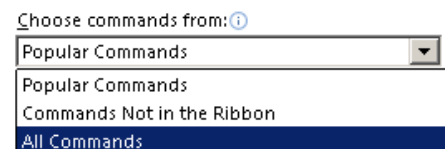
Lourdes Day	February 6, 2016
Period 3	Math

Add Command to

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.



Save AutoText



Next

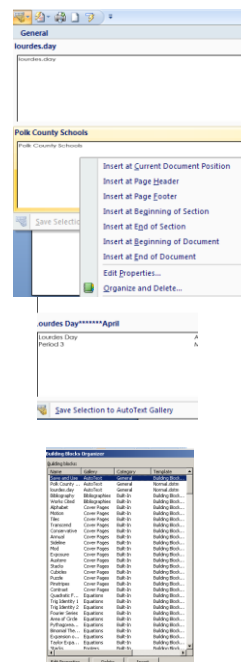
1. **Type** the heading or paragraph you want to be able to quickly access.
2. **Select/highlight** the selection.
3. Click the down arrow by the “**AutoText icon**”.
4. Choose “**Save Selection to AutoText Gallery**”

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**.



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.

Dear Mrs. Day, ¶
→ I am writing to inform you that you are the grand prize winner of the Publisher-
Clearing-house. ¶
¶

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**).



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).

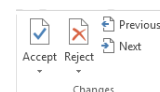
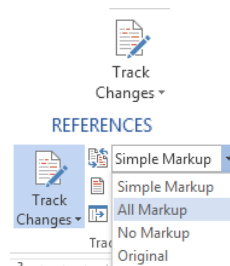
← As the editor makes suggestions a change bar will appear in the left margin.

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.

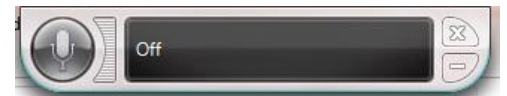
4. The **comments** button may be used to add a statement explaining the changes.
5. When the **author** receives the edited document they will then click on the **Track Changes** icon to turn **off** the option.
6. The author may accept or reject the changes, by either:
 - a. **Right** clicking on a 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.



Voice Recognition

Windows 7 and 8 have built in voice recognition. 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 strategies also poses some challenges. Voice Recognition works best in a quiet environment with minimal background noise. The student may be requires to go to a separate area so the dictation does not disturb others.

There are a few steps needed before you can start using Speech Recognition. First, you’ll need to set up a microphone. Next, it’s a good idea to take the tutorial to learn how to use Speech Recognition effectively. Finally, train your PC to recognize your voice.



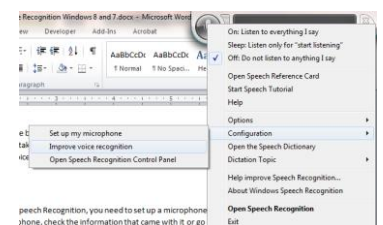
Set up Windows 7

Before you can start using Windows Speech Recognition, you need to set up a microphone. For specific information about installing your particular microphone, check the information that came with it or go to the manufacturer's website.

1. Make sure the microphone and speakers are properly connected to your computer.
2. Open Speech Recognition by clicking the **Start** button , clicking **Control Panel**, clicking **Ease of Access**, and then clicking **Speech Recognition**.
3. Click **Set up microphone**.
4. Follow the instructions in the wizard and a dictation bar will appear on the screen.

Improve Recognition

1. Right click on the **speaker**
2. Choose **Configuration**
3. **Improve Voice recognition**
4. You will be asked to dictate for about 10 minutes



Set up Speech Recognition Windows 8

To set up a microphone

Before you set up Speech Recognition, make sure you've plugged the microphone into your PC so the following steps work.

1. Swipe in from the right edge of the screen, and then tap **Search**.
(If you're using a mouse, point to the upper-right corner of the screen, move the mouse pointer down, and then click **Search**.)
2. Enter **set up a microphone** in the search box, tap or click **Settings**, and then tap or click **Set up a microphone**.

3. Follow the instructions on the screen.
- If possible, use a headset microphone; it's less likely to pick up background noise.

To take the tutorial

The tutorial that comes with Speech Recognition takes about 30 minutes to complete, and it's a good use of time. It teaches you the voice commands used in Speech Recognition.

1. Swipe in from the right edge of the screen, and then tap **Search**.
(If you're using a mouse, point to the upper-right corner of the screen, move the mouse pointer down, and then click **Search**.)
2. Enter **speech recognition** in the search box, tap or click **Settings**, and then tap or click **Speech Recognition**.
3. Tap or click **Take Speech Tutorial**.
4. Follow the instructions in the Speech Recognition Tutorial.

Train your PC to recognize your speech

Speech Recognition uses a special voice profile to recognize your voice and spoken commands. The more you use Speech Recognition, the more detailed your voice profile becomes—and that should improve your PC's ability to understand you.

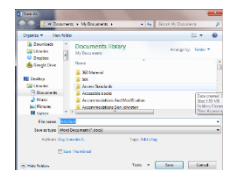
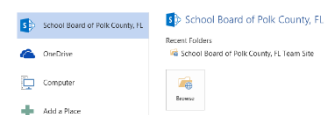
1. Swipe in from the right edge of the screen, and then tap **Search**.
(If you're using a mouse, point to the upper-right corner of the screen, move the mouse pointer down, and then click **Search**.)
2. Enter **speech recognition** in the search box, tap or click **Settings**, and then tap or click **Speech Recognition**.
3. Tap or click **Train your computer to better understand you**.
4. Follow the instructions in the Speech Recognition Voice Training.

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. At the submenu, choose the save location for the document. If you want to save on your computer choose the **Computer** option. and browse for the folder or other location to save the file.
3. At the **File name** box drag over to highlight the title in the name box and 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.

Save As



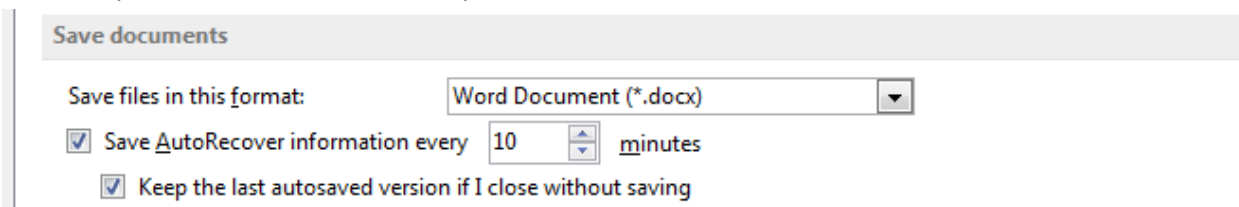
*To Save the same document but with a new name or different location use the **Save AS** command from the **File Tab**. You may then choose the location for the document and rename the new copy.

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.



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.

New feature- PDF convert to Word Document.

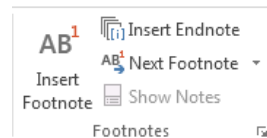
You can open a PDF within a Word document Word makes the PDF an editable document. Click on the **File Tab**, choose **Open**, and locate the **PDF file**. This feature will allow you to type without a third party software but the layout may change.

Organizers

Footnote and Endnote

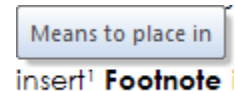
Use footnotes and endnotes to clarify instructions, give definitions, helpful hints, check comprehension or even give the students instruction on what to do next. Footnotes appear at the bottom of the page, endnotes appear at the end of the document.

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 or note.



¹ Means to place in

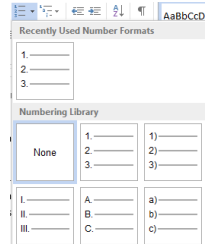
*The student will scroll to the footnote on the bottom of the page or they may lay their cursor on the footnote or endnote number by the word and see the typed note.



Numbering and Bullets

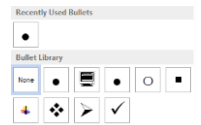
Numbering items in a list students organize. Use the numbering feature to identify the order of importance, step by step directions and to-do lists.

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.



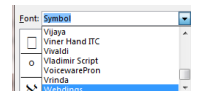
Bullets are great way to identify important points in a document.

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

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

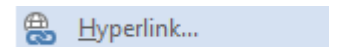


Hyperlinks

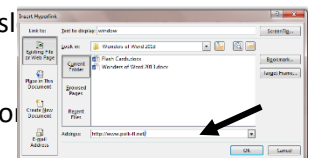
Hyperlinks are a great way to help student navigate the internet by specifying websites.

Ways to attach a live web link.

1. Type an active web address for example: www.polk-fl.net Once you press the space bar or the enter key the address will turn blue to indicate a live link.
2. **Select/highlight** text, a **picture** or **shape** and then **right** click, and choose **Hyperlink (Insert Tab to Hyperlink)**.
 - a. At the window be sure that the option "Existing File or Web Page" is selected and the web address on the address box.



In order to get to the website the student will hold down the **CTRL** Key while clicking on the link. To **Remove** a hyperlink; **Right** click on the hyperling and choose **Remove Hyperlink**.



Visual Organizers

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

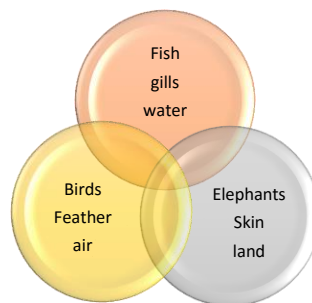
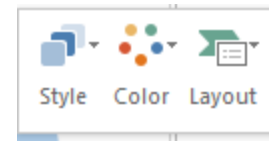
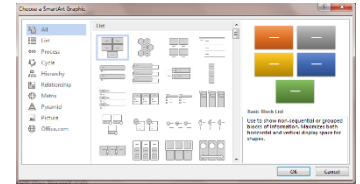
1. Select the **Insert** tab.
2. Click on the **SmartArt** icon.
3. Click on the desired graphics and click OK.

Move the Smart Art by:

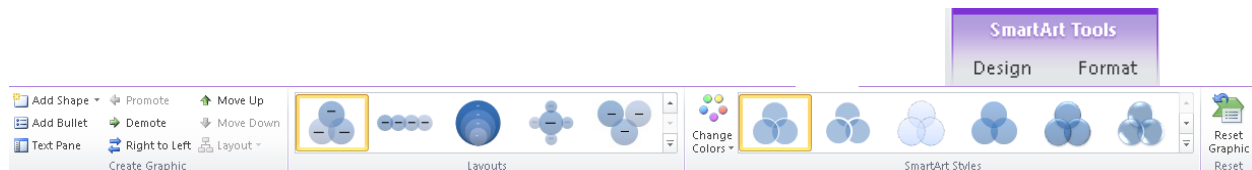
Right clicking on the item

Choose Text wrapping – Either Tight or Square

4. Type the desired text in the graphics.



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



Smart Lookup

This feature assists students to look up information quickly using Wikipedia without having to open the internet.

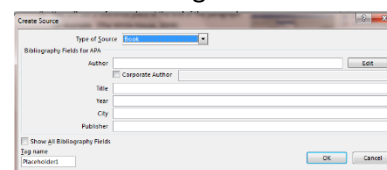
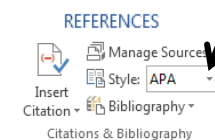
1. **Right** click on a word in the document and choose **Smart Lookup**. A navigation screen will open to the right.
2. Click, hold, and drag the information from the Smart Lookup pane to your document.

Bibliography

This feature allows the students to gather the required information about the sources they used in their research and then Word will automatically create a Bibliography.

Create Citations

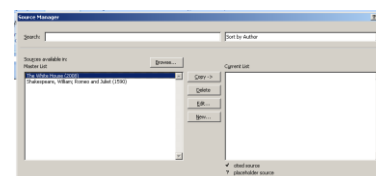
1. Place the insertion point at the end of the cited paragraph.
2. Click on the **References** tab.
3. Click on the **Style** option and choose the style for the citation (APA, MLA, Chicago...)
4. Click the down arrow by **Insert Citation** and choose **Add New Source**.
5. Click the down arrow by the **Type of Source** and choose the type of item to be cataloged.
6. Complete all the fields on the window and click **OK** when done.
7. 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.

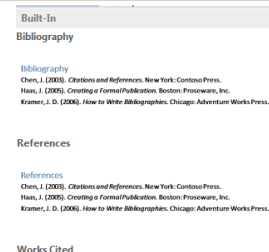
1. From the **References** tab choose **Manage Sources**.
2. Click on the desired source on the **Master list** and click **Copy**. You will see the source now on the current list pane.
3. When all the sources are on the current list pane follow the directions for inserting a bibliography.



Insert a Bibliography

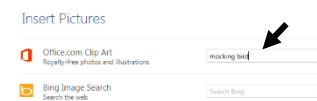
1. Place your cursor where you want to insert the bibliography.
2. On the **Reference** tab click **Bibliography**.

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



Pictures Online

1. Click on the **Insert** tab and choose **Online Pictures**.
2. At the next window in the search box, **type** the name of the pictures you are seeking and press the **Enter** key.
3. **Type** the name of the picture you are looking for in the "**Search for:**" box. Press the **Enter** key or click the **Search** icon (looks like a magnifying glass).
 - a. If you are looking for a specific type of picture start with the picture type in front, such as clipart, photo, animated (animation only happens in PowerPoint) and



then add the specific picture name.



Clipart dog



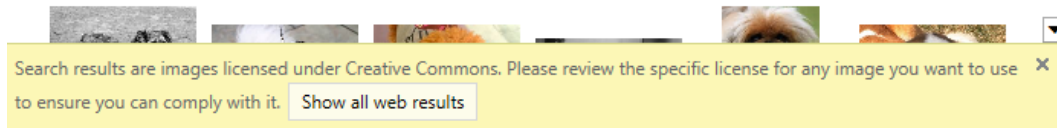
Photo dog



Animated dog

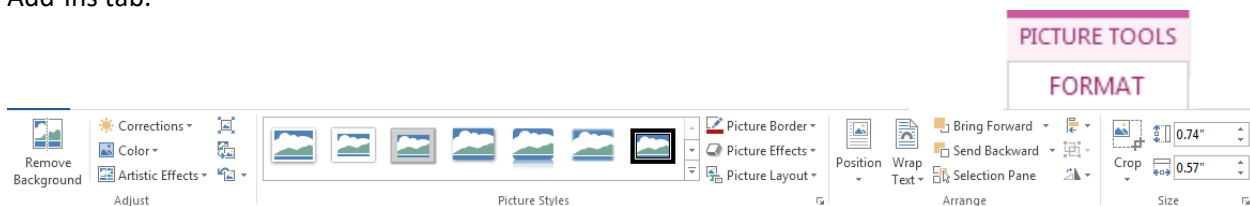
4. Click the **Insert** Option. It will place the image where ever your cursor is located. If you want to select several images simultaneously click on the first image and hold the CTRL or Shift key while clicking on the other images.
5. A

*Bing Images will search the web. Only those licensed under Creative Commons are free for you to use.



Pictures Tools/Format Tab

In order 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

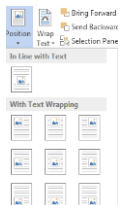
A picture may be moved by clicking in the center, holding the mouse button down and dragging the picture to a new location. When you move an object such as an Image, Chart, or SmartArt illustration around in a document, green alignment guides automatically appear to show you when the object is lined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

Position

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

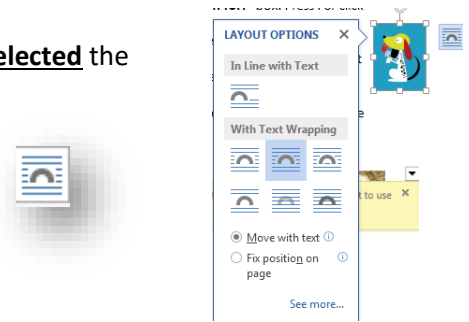
1. **Select** the picture.
2. From the **Picture Tool Format tab** choose the **Position** option.
3. Click on the desired position from the submenu.

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 preferred 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.

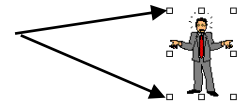


Alternative

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

Resize Picture

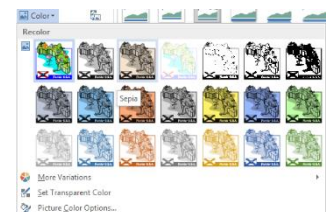
1. Click on the picture to select it. Resizing handles will appear.
2. Click on one of the corner handles and drag diagonally towards the center to decrease the size of the picture.
3. Click on one of the corner handles and drag diagonally away from the center to increase the size of the picture.



Color

For our example we are going to add a picture of Florida on the first page.

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 effected. (Not all pictures will allow you to change colors.)

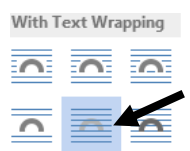


Washout

Notice that the fourth option is called **Washout** and makes the picture fade.

This works well if you want to add text on top of a picture.

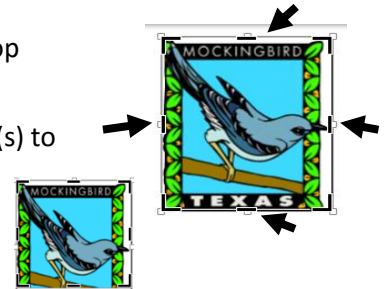
1. Select the picture choose the **Washout** feature from the **Color** option.
2. **Drag** the picture on **top** of desired text and from the Text wrap option choose **Behind the Text**.



Crop

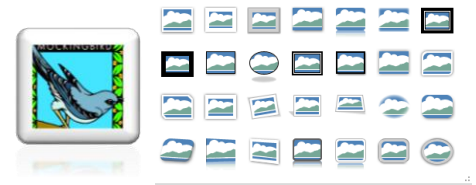
There are times when you prefer to show only parts of the picture in the document in this case you may use the **Crop** tool to remove the unwanted areas.

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



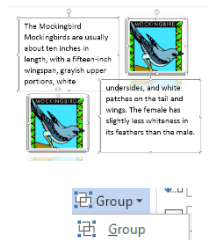
1. Insert the picture and be sure it is selected
2. From the **Picture Tool Format Tab** choose Remove Background.
3. Move the resizing handles to be sure the entire picture is included and then click on **Keep Changes**.



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.*

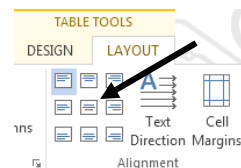
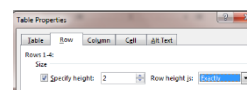
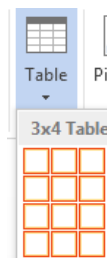
1. **Click** on the **first** item to select it.
2. Hold the **Shift** key and **click** on the second item. **Continue** to hold the **Shift** key until **all** the items are selected. You will see many resizing handles (around each item).
3. **Release** the shift and from the **Drawing Tools or Picture 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 (www.onionmountain.com) for using the table feature to create flash cards. This strategy can be used for reinforcing vocabulary, math skills and other concepts. Use these cards 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 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 the students locate information quickly. If the text is formatted using the styles feature it will 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 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
 - **Headings** section all the instances of the word will appear in the pane.
 - **Pages** section- a thumbnail of the pages where the word appears will be displayed.
 - **Result** section- a list of the word occurrences appears in the pane.

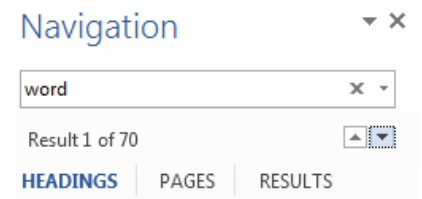
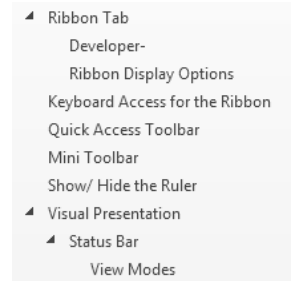
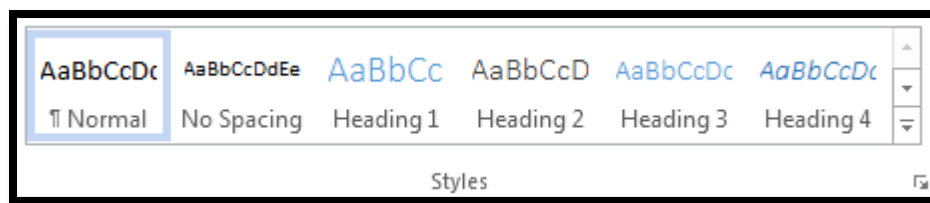


Table of Contents

In order to automatically create the table of content 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.

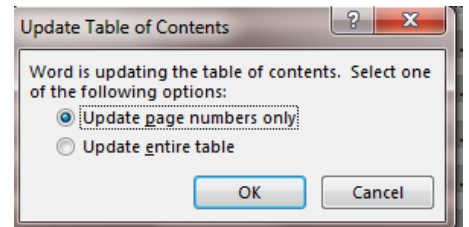


1. Type a section title into your document and from the **Home** tab choose Heading 1 from the **Styles** group. Heading 2 is used if you have a subheading of Heading 1 and Heading 3 is used if you have a sub heading of Heading 2.
 - *After you choose a heading and press the **Enter** Key the next line will automatically return to the **Normal** setting.
 - *Continue to type and marking your section and subsection titles with the appropriate Heading.
2. In order to create the table of content
 - a. Place your cursor on a 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;

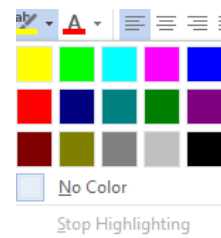
1. **Right** click on the **Table of Content** and choose **Update Field**.
2. At the next window choose either “Update page number only” or “Update entire table”



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.

1. On the **Home** tab click on the down arrow by the **Highlighter** tool and select a color.
2. **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.)
3. **Turn off** the Highlighter tool by clicking on the highlighter tool again.



Remove a highlight

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

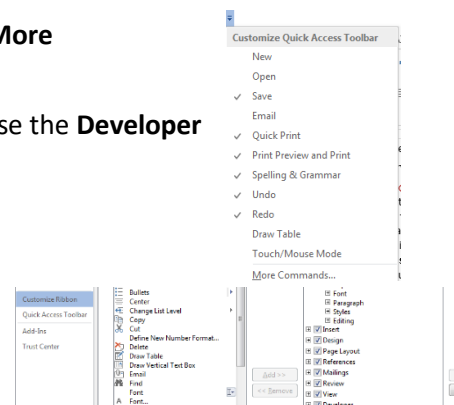
Test Taking

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 you will need to add the Developer tab.

Add Developer Tab

Two Ways

1. Click on the down triangle on the **Quick Access toolbar** and choose **More Commands**.
 2. Click on the **Customize Ribbon** option on the left side and then choose the **Developer** option which appears in the right column.
 3. Click **OK**.
- OR**
1. Click on the **File** Tab and choose **Options**.
 2. Next choose **Customize the Ribbon** and then the **Developer** option from the right column and click **OK**.



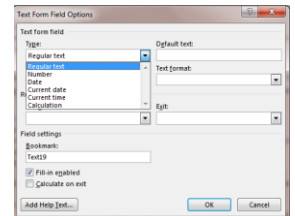
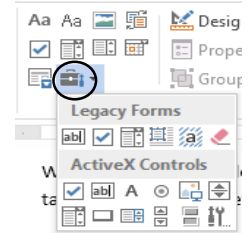
Legacy Tools

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.

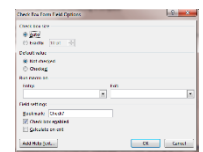
Text Form Field

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

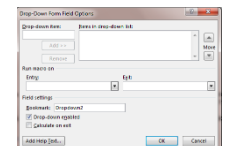
1. Place the cursor where the check box will be inserted.
2. From the Developer tab click on the down arrow by the Legacy Tools folder and choose the **“Check Box Form Field”** option 
 - a. Double click on the inserted **“Check Box Form Field”** to bring up the **“Check Box Form Field Fields Options”** 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.

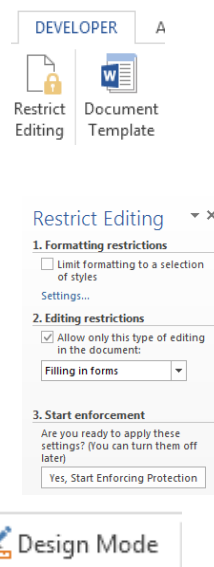
Protect the Document

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

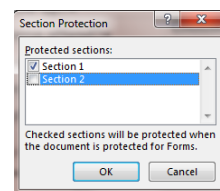
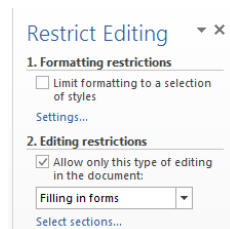
1. From the **Developer Tab** click the **Protect Document** icon and then click **Restrict Editing**.
2. In the Restrict Formatting and Editing Task pane, click the **Stop Protection** button.
3. You will be asked to enter your password. The document may now be edited.

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.



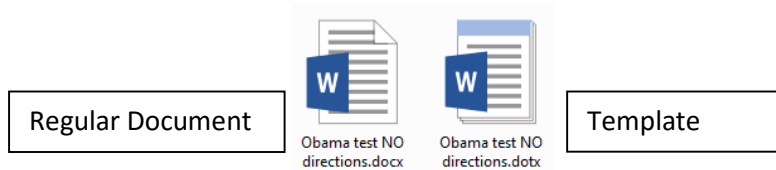
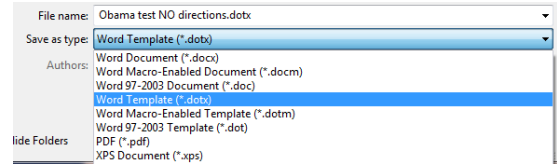
*This is useful because documents that are protected disable the spell check option and Speak.

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

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

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