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Using Microsoft Word Tools to Differentiate for Diverse Learners

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MS Word, the most common word processor software program, is a tool that can be used to assist with writing tasks and is accessible on Macintosh or Windows platform. There are many writing tools available within MS Word that can enhance a students' ability to write. The following table highlights specific features that can be used as strategies to support curriculum activities.


| TOOL | SUPPORT | HOW TO USE THE TOOL |
|-------------------------------------|---|--|
| Spelling and Grammar Checker | MS Word uses red and green underline squiggles representing spelling (red) and grammar (green) errors. For each incorrect item, the program tools offer alternative solutions that can easily replace, or ignore the "incorrect" item with a click of the mouse. | Tools>Options>Spelling and Grammar |
| Thesaurus and Synonyms | The thesaurus helps to refine writing as well as expose students to new vocabulary words. Students with poor spelling skills often have difficulty using a dictionary This feature provides an instant definition for a highlighted word, eliminating the task of dictionary lookup. Use the Thesaurus to find the synonyms of words. | Highlight word to look up then select: Tools>Language>Thesaurus Click on the desired word and choose Replace |
| Background Color | Adjust background color and font color and size to increase visibility and attention to text. | Format>Background Select color |



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| TOOL | SUPPORT | HOW TO USE THE TOOL |
|--|---|--|
| Adjust Font Color | Adjust font type color and size to increase visibility and attention to text. | Font Color Icon  |
| Adjust Font Type and Size | Make text easier to see | Format>Font ,select desired Size and Type. |
| Customize the Toolbar | Limit the student's tool choices and visually simplify. Add more icons as the student is able to navigate and utilize more icons. | To display toolbars View menu>Toolbars . Click on the desired toolbars to display them. Suggestion: Display the Format, Standard, and Draw tool bars. |
| Enlarge the Toolbar icons | Increase Toolbar visibility | Tools>Customize Click on the Options tab, and then click on the Large icons option to select it. Click Close. |
| Magnify the text on the monitor | Make text easier to see | Click on the Zoom option on the Standard tool bar. Raise the magnification to 150% or higher. Remember the higher the magnification the more a student will have to use the scroll bar |
| Increase spacing between lines | Adjust space between lines of text to improve visibility and visual tracking | Format>Paragraph>Spacing>Line Spacing select desired spacing |
| Increase spacing between characters | Adjust space between characters to improve visibility and visual tracking. | Format >Font Select Character Spacing tab. Click on the up arrow next to Spacing Expanded by pt. box until you achieve the desired spacing. |



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| Highlighting Text | <p>In the formatting toolbar, there is an icon for highlighting text with a variety of colors. By highlighting passages, a student can focus on important information when studying. Using the copy and paste tools, a student can create a new document of highlighted text for study notes and reorganize the sequence of sentences as needed.</p> <p>Ask students to highlight repeated words in their writing (overuse). In peer editing students may highlight words, phrases, or sentences that need work or do not make sense. Color use can show sentence structure and patterns. Students can highlight the parts of their writing they think are strong or parts that need work. Try using different color codes like: Red = needs work/confusing Green = strong Yellow = okay, but could use more detail</p> | Toolbars>Formatting>Highlighter Icon |
| Find Words in a document | Quickly search for every occurrence of a specific word or phrase. | Edit>Find |
| Replace words in a document | Search for every occurrence of a specific word or phrase and replace with alternate word or phrase. | Edit>Replace |
| Word Count | This feature could be used to collect data over the course of the school year. | Tools>Word Count |
| Readability Statistics | <p>Display information about the reading level of the document, including the following readability scores. Readability score bases its rating on the average number of syllables per word and words per sentence.</p> | Tools>Options>Select Spelling and Grammar tab Check Show Readability Statistics |



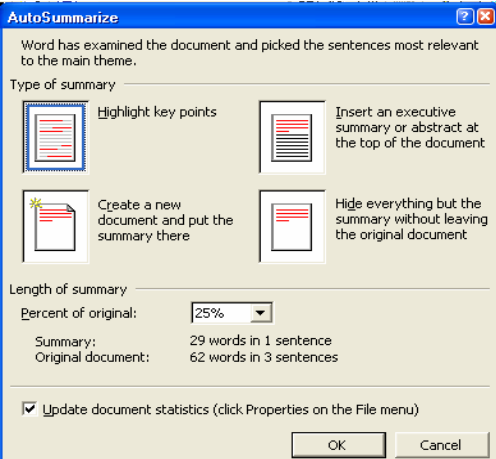
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| <p>AutoSummarize</p> | <p>Auto summarize in MS Word will summarize a document. When enabled, a window opens to question what kind of summary is needed, such as highlight key words in the document, create a new document with the summary, insert an abstract at the top of the document, or hide the document except for the summary. The student can also specify, with a percent, the length of the summary.</p> | <p>Tools>AutoSummarize</p>  |
| <p>Auto Correct</p> | <p>If a word is mistyped or misspelled, the auto correct feature can automatically correct certain errors. A correction can replace the error as the student types, if specified. Reduce the number of spelling errors that need to be spell checked by adding them to AutoCorrect. If a student frequently misspells a word exactly the same way you may add it to the AutoCorrect. Although autocorrect is designed to correct typing and spelling errors, can also be used to store phrases.</p> | <p>Tools>AutoCorrect Options</p> <p>Click on the AutoCorrect tab. In the Replace box type the misspelled word just as the student does. Then type in the correct spelling in the With box.</p> |
| <p>Insert Comments</p> | <p>Comment boxes found in MS Word can give directions, answers, or a place for student to insert information or general knowledge. Students can also use comments feature to, label, expand information, or further explain. Make editing and revising suggestions, make observations about the six traits, punctuation or word choice.</p> | <p>Insert>Comments</p> <p>How to use insert comments features</p> <p>Comments can be viewed in different ways:</p> <p>In the Reviewing Pane as a list on the bottom of a page, as individual pop-up boxes when the mouse is rolled over a field, or as a balloon on the right side of a page.</p> |



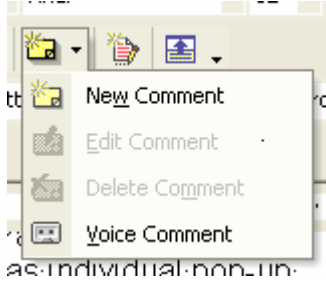

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| Insert Voice Comments | If your computer has a sound card and a microphone, you can record voice comments. Voice comments are added as sound objects inline with the text. | On the Reviewing toolbar, click the arrow next to New Comment icon Select Voice Comment and then record the voice comment.  |
| Track Changes | With Track Changes turned on, you edit a document and MS Word keeps track of all the text you add and delete. A teacher or student can walk through the changes – deciding which to accept, which to reject, and which to modify. | Turn On Track Changes  |
| Embedded Documents | The embedded document can be a writing prompt, a question, additional information, a definition, or one of many other learning strategies. | How to insert embedded documents |
| Hidden Text | Teachers can create a template that has instructions, hints, examples or more to direct writing. These instructions can be shown, while students are writing, or hidden at other times. They do not print. | Format>Font>Effects>Hidden |



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|--------------------------------|--|---|---|---|-----|---|--|--|
| Tables | <p>A 2 column table provides a template for collecting copied and pasted content from the web. Summaries can be created and added to additional columns</p> <p>Use the table tool to separate each math problem. Choose how many squares by typing in the number of rows and columns. Type the problem or item in the desired square.</p> | <p>Table >Insert Table</p> <table border="1" data-bbox="976 495 1118 611"> <tr> <td>2</td> <td>5</td> </tr> <tr> <td>+ 3</td> <td>8</td> </tr> <tr> <td></td> <td></td> </tr> </table> | 2 | 5 | + 3 | 8 | | |
| 2 | 5 | | | | | | | |
| + 3 | 8 | | | | | | | |
| | | | | | | | | |
| Text Boxes | <p>-Use Text Boxes so students can “drag” words around</p> <p>Students who struggle with the mechanics of handwriting may benefit from word banks made with individual text boxes. These can be “dragged” and placed to the appropriate spot.</p> <p>-Create Text Boxes and place next to each test question or section to clarify directions or give reminders.</p> | <p>Insert>Text Box</p> <p>To allow the picture to be moved any where in the document: Double click the text box ,in Format Text Box window select the Layout tab and select Behind Text</p> | | | | | | |
| AutoShapes | <p>Provide visual cues for students by providing directions ,guides and reminders during tests or other assignments</p> | <p>View>Toolbars>Drawing</p> <p>Draw an arrow, callout or shape from the AutoShapes tool. They are both located on the Drawing toolbar. Click on the desired icon, bring the mouse to the page (cross hair) and drag open the shape.</p> | | | | | | |
| Insert Chart or Diagram | <p>Using the insert Diagram or Organizational Chart feature students can create outlines or diagrams</p> | <p>Insert>Diagram</p> | | | | | | |



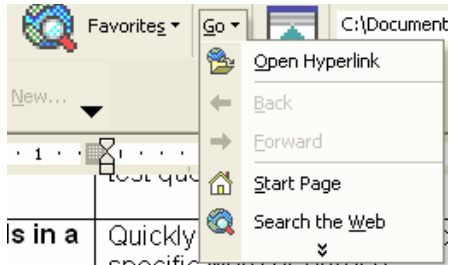

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| Insert Pictures | For emergent readers who benefit from symbols or pictures to support reading, pictures can be inserted anywhere in the document. | Insert>Picture>Clip Art>Clips On Line or From File To allow the picture to be moved anywhere in the document: Double click the picture, in Format Picture window select the Layout tab and select Behind Text |
| Test Templates using the Forms Toolbar | MS Word can be used to develop and design tests using the forms toolbar. Tools included in the toolbar are: specific text boxes for fill in the blank, a check box, and a drop down field for multiple-choice questions. Text can also be locked to prevent students from changing test questions. | View>Toolbars select Forms How to use the form tools |
| Outline View | Create an outline for a writing project | File>New>Blank Document View>Outline |
| Web Access for Research | This will place the Internet Explorer tool bar into your MS Word Toolbar, providing quick access to online information | View>Toolbars>Web Go>Search the Web  |
| Hyperlinks and Bookmarks | Hyperlinks can be made to link to web pages. You can also hyperlink to other Microsoft documents or within documents. Hyperlinks can also be added to imported graphic files, clip art, digital pictures, and object drawn using the WordArt tool. Create a list of Hyperlinks that students can easily click on to go to frequently used or assigned educational sites on the web. |  Click on the Hyperlink icon on the Standard toolbar. Browse to document or type in the web address and click OK. Creating Bookmarks |



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Forms

Examples:

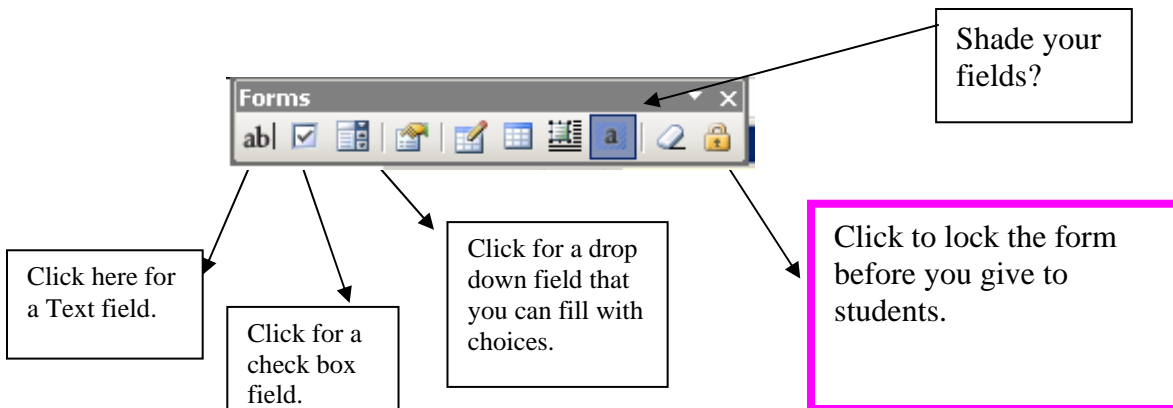
- My major is: (Text Form Field)
- I like pizza: Yes No (Check Box Form Field)
- I have lived here Choose One years. (Drop-Down Form Field)

7 - 3 =

5
4
3

| | |
|-------------------------------|-------------------------------|
| 5 + <input type="text"/> = 10 | 10 = <input type="text"/> + 8 |
| 4 + 6 = <input type="text"/> | 7 + 3 = <input type="text"/> |

-
1. View the Forms Toolbar: On the Menu Bar, Select **View > Toolbars > Forms**



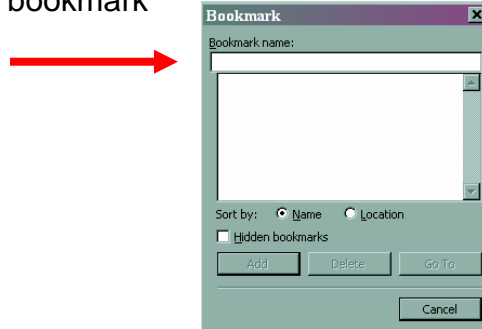
2. Type text, then click one of the three Form Field choices from the Forms Toolbar.
3. Change the properties for each field by double-clicking on each blank field.
 - **Text Form Fields** – changing the style of the font can help set off student answers from the directions – esp. when printed.

- Tip: Once you have set a Text Form Field the way you want it, the field can be copied and pasted over and over in the document.
 - **Check Boxes** – the default is unchecked
 - **Drop-Down Menus** – these will always need to be double-clicked to set the properties. This is where you enter the drop-down choices.
 - Tip: Add a non-choice like “Choose One” or “Select” to let users know it is a drop-down menu. This lets you know if they skipped it.
4. Lock the template by clicking on the lock on the Forms Toolbar.
5. Students can save and/or print their completed forms.

Bookmarks

1. Positioning and Naming the Bookmark

- Find a place in your document you want to be able to jump to.
- Place your cursor by this word or position in the document.
- Go to **Insert – Bookmark**
- Name your bookmark



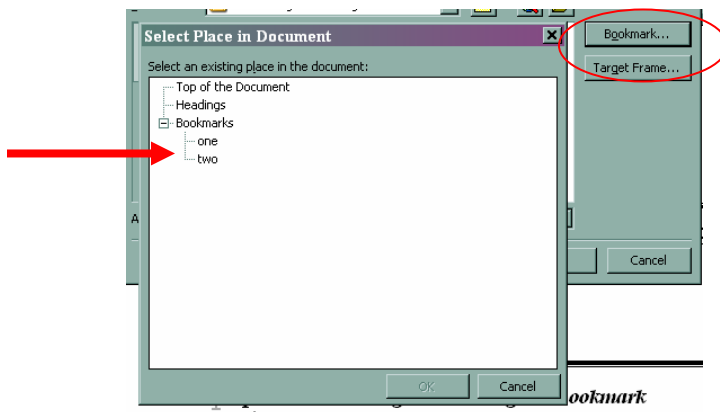
NOTE: Create a name that connects so it will be easily recognized later.

- Click **Add**
- Repeat this process for all the bookmarks you will need.

NOTE: You can hyperlink a graphic to the bookmark as well. Select the graphic-right click-Hyperlink. Follow the same directions for text.

2. Hyperlinking the bookmarks

- Select the text that you want to hyperlink to the bookmark
- **Right click-Hyperlink** (or **Insert-Hyperlink**)
- Click the **Bookmark** button
- Select the correct name of the bookmark you are trying to link to



- Click **OK** twice
- You are now bookmarked
- Repeat this as necessary for the rest of the bookmarks in your document.

Comments in Word

1. Create your document. Have the “Reviewing” tool bar visible. **View>Toolbars>Reviewing**

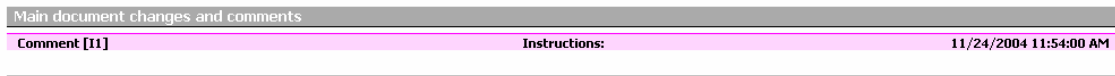
2. Highlight the text/area to have a comment on.


3. On the Menu Bar, select **Insert >Comment**.

These comments can show up two ways:

- As balloons on the right side of the page
- All comments at the bottom of the page in the Reviewing Pane which also include pop-up boxes when the mouse is positioned over the highlighted text. To set this option Select **Show>Options>Balloons**

At the bottom of the screen an area to type your comment in will be displayed. Type the instruction, etc.



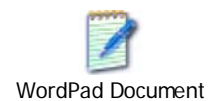
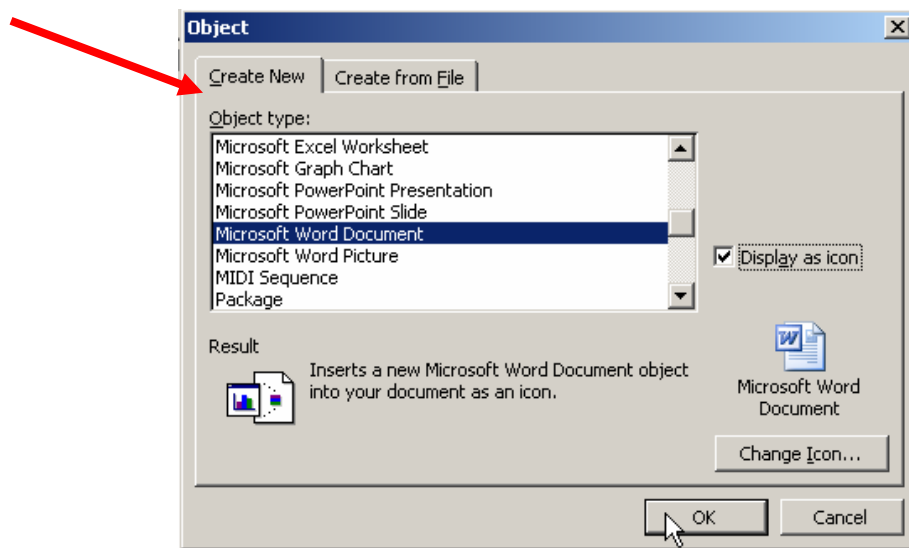
4. Click the Reviewing Pane button  to close the input comment box. (Or to bring it up again to edit comments)

Notes:

1. User information can be changed. From the **Tools** menus, choose **Options**. Click on the **User Info** tab. **Name** of comments can be changed, and **Initials** also.
2. Color, formatting and size of rollover boxes can be changed. In the new set of tools, select **Show**, then **Options**.
3. If balloons don't show on rollover, check **Tools, Options, View** tab. Under **Show**, **Screen Tips** should be checked.
4. To delete or later edit a comment, put your mouse on the item that is commented about and right click to see other options.

Embedded Documents

1. Click in the document where you want to place the embedded object.
2. On the **Insert** menu, click **Object**, and then click the **Create New** tab.
3. In the **Object type** box, click the type of object you want to create. This could be a **MS Word** Document PowerPoint or a **WordPad** Document.
Note: Only programs that are installed on your computer and that support linked objects and embedded objects appear in the **Object type** box.



4. To display the embedded object as an icon select the **Display as icon** check box.
5. Click the **Change Icon** button to select a particular graphic as an icon. There will be a short list displayed, or you can navigate to any file that ends in .exe;.dll; or .ico. There is a good question mark icon on each machine under:
6. The caption under the document icon can be changed to be more descriptive or eliminated altogether.
7. Click **OK** and that selected new document will open.
8. Type in the desired prompt (or leave blank) and close that document with the X in the top right corner.
9. The icon will appear within the document.
10. The icon can be moved by clicking/holding and dragging.

- Tip: Once you have set a Text Form Field the way you want it, the field can be copied and pasted over and over in the document.

➤ **Check Boxes** – the default is unchecked

➤ **Drop-Down Menus** – these will always need to be double-clicked to set the properties. This is where you enter the drop-down choices.

- Tip: Add a non-choice like “Choose One” or “Select” to let users know it is a drop-down menu. This lets you know if they skipped it.

4.

Lock the template by clicking on the lock on the Forms Toolbar.

5.

Students can save and/or print their completed forms.

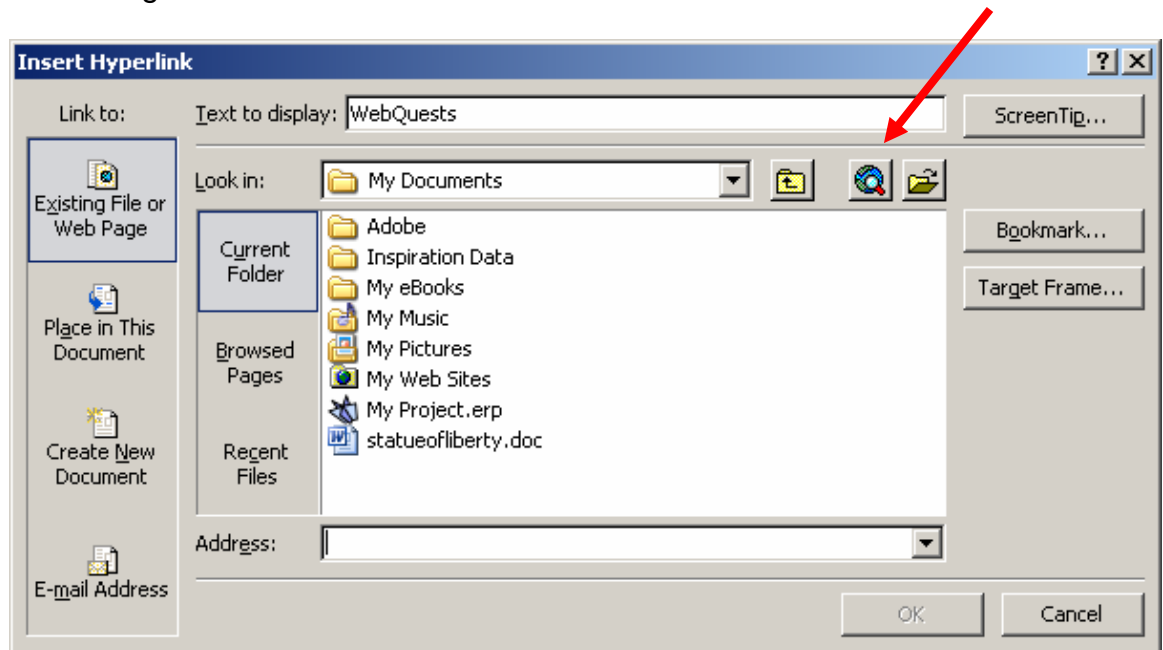
Adding Hyperlinks in Word

Hyperlink to the Internet

1. Type, or copy and paste, the Web site address (URL) into the Word. After the URL, press the space bar or the Enter key.

OR

2. If you would like a word, phrase or graphic hyperlinked
 - Type the word or insert the graphic.
 - Select the word, phrase or graphic.
 - Right-click on it and choose **Hyperlink**.
(You can also choose Hyperlink from the toolbar or from the Insert menu.)
 - Click the globe button.



- Navigate to the Web page you want.
- Toggle back to Word (click on it in the bottom task bar).
The URL will be listed in the box.
- Click OK.

To edit a hyperlink:

- Right-click on it
- Choose Hyperlink > Edit Hyperlink
- Change the Address or Text to display

Hyperlink to a File

1. Follow the first 3 steps above.
2. Navigate to your file using the "Look in:" drop-down menu
3. Double-click on your file.
4. Click OK.

Tip: When linking a file to Word or PowerPoint, the additional file(s) must stay located in the same folder. If they are moved, the link may not work.