


Word Features and Menu Commands

Task 2

Tools to use in Word

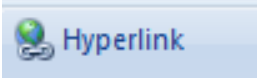

Monday, September 8, 2014

Tool	Support	How to use the Tool
Spelling and Grammar Checker	Word uses red and green underline squiggles representing spelling (red) and grammar (green) errors. For each correct 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 the user to new vocabulary words. Sometimes users with poor spelling skills 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
Background Color	Adjust background color and font color and size to increase visibility and attention to text.	Format>Background>Select Color
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 tool choices and visually simplify choices. Add more icons as the user is able to navigate and utilize more icons.	To Display toolbars View Menu>Toolbars. Click on the desired toolbars to display them. <i>Suggestion:</i> Display the Format, Standard and Draw Toolbars.
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 Toolbar. Raise the magnification.
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	Adjust space between lines of text to improve visibility	Format>Font Select Character Spacing

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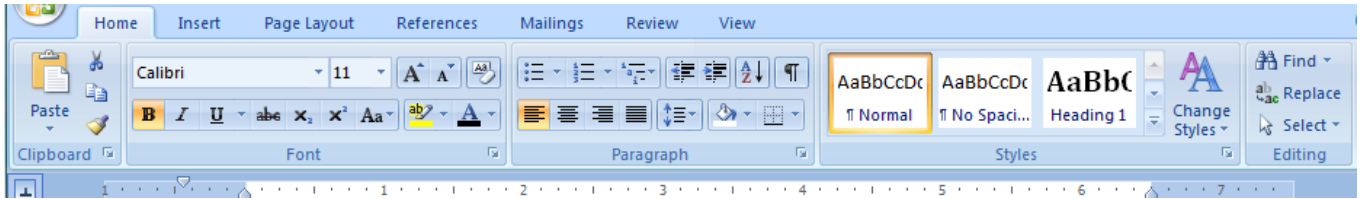
characters	and visual tracking.	tab. Click on the up arrow next to Spacing Expanded by point (pt) box until you achieve the desired spacing.
Highlighting Text	In the Formatting toolbar, there is an icon for highlighting text with a variety of colors. By highlighting passages, the text can be noted as important information (such as when studying). Using copy and paste, it is possible to create a new document of notes which have been highlighted to use for study purposes.	Toolbars>Formatting>Highlighter Icons
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	Helps determine length of a paragraph or document.	Tools>Word Count
Readability Statistics	Display information about the reading level of a document, including the readability score. Readability score bases its rating on the average number of syllables per word and words per sentence.	Tools>Options>Select Spelling and Grammar Tab Check Show Readability Statistics
AutoSummarize	Auto summarize in 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	Tools>Auto Summarize
Auto Correct	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 by adding words to the Autocorrect. Phrases can also be stored.	Tools> AutoCorrect Options Click on the AutoCorrect tab. In the Replace box, type the misspelled word just as the student does. Then type in the correct spelling.
Insert Comments	Comment boxes found in Word can give directions, answers, or a place for student to enter information. Comments can also be a feature to label, expand information or explain, or Edit and revise, make suggestion or make observations,	Insert>Comments In Reviewing Pane as a list on the bottom of a page, as pop-up boxes when the mouse is rolled over a field or as a balloon on the side of the page.
Insert Voice Comments	Voice comments can be added as instructions, review tools, or to add interest	Reviewing Tool Bar, New Comment, Voice Comment Use microphone to record

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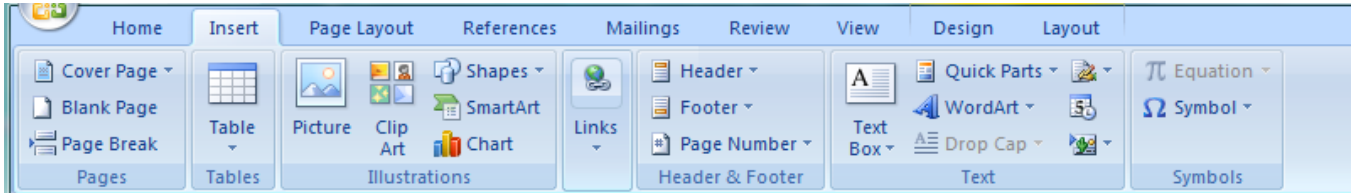
Track Changes	As the document is edited Word keeps track of all text added or deleted. Option to accept, reject or modify.	Turn on Track Changes
Embedded documents	Embedded document could be a writing prompt, definition, question or additional information.	How to Insert Embedded Documents.
Hidden text	Template can create instructions, hints, examples or more information.	Format>Font>Effects>Hidden
Tables	Insert Tables for additional information. Table size, rows, and columns can be customized by size.	Table>Insert Table
Text Boxes	Text Boxes can be moved around the document.	Insert>Text Box. Double click in the box, Format Text Box window, select Layout Tab and select Behind Text .
Auto Shapes	Shapes, lines, colors, width can all be added to a document.	View>Toolbars>Drawing Draw an arrow, shape, with color, move into place
Insert Chart or Diagram	Insert Diagram or Organizational Chart.	Insert>Diagram
Insert Pictures	Insert Pictures from Clip Art or other source	Insert>Picture>
Outline View	Create an outline for a project	View>Outline
Hyperlinks and Bookmarks	Hyperlinks can be made to link to web pages. Hyperlinks can also be added to import graphic files, pictures. Hyperlinks can be added to go quickly to frequently used sources.	Click on Hyperlink icon  Or Right click and select Hyperlink
Print Screen	Find button on Keyboard PRTSC Copy into a Word doc	Control and PRTSC > Control V (to paste into Word Doc) See Format
Format/Crop	Click on image –Format Menu will appear. Click on Format Select Crop Tool. Image will have “handles”. Place CROP TOOL on handles and “pull in”. Click off CROP TOOL. In lower right corner of image, Pull out (diagonally) to make image larger.	

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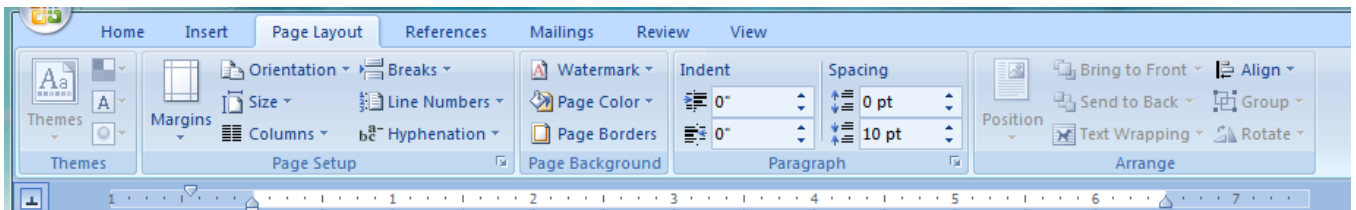
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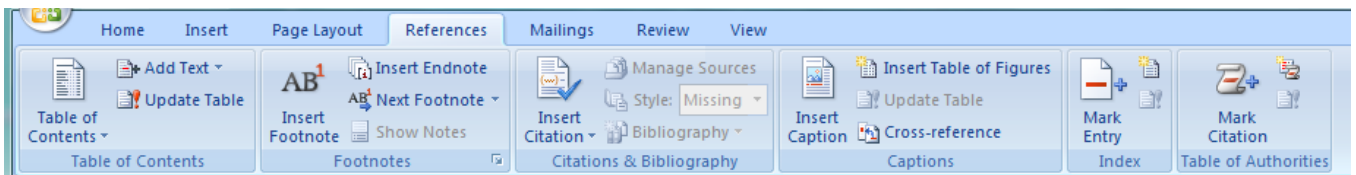
Insert



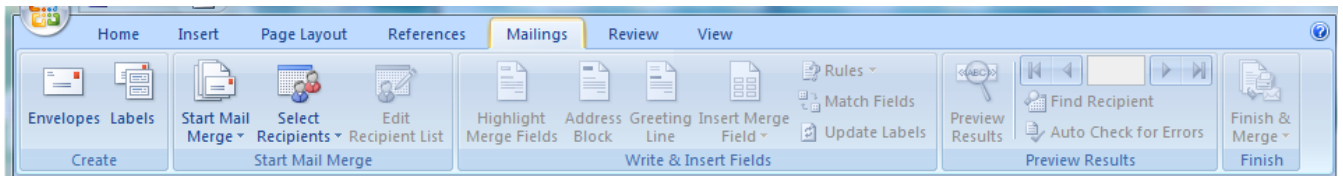
Page Layout



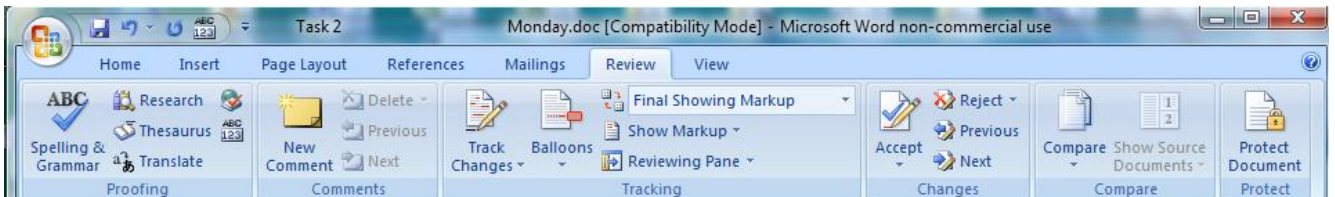
References



Mailings



Review



View

