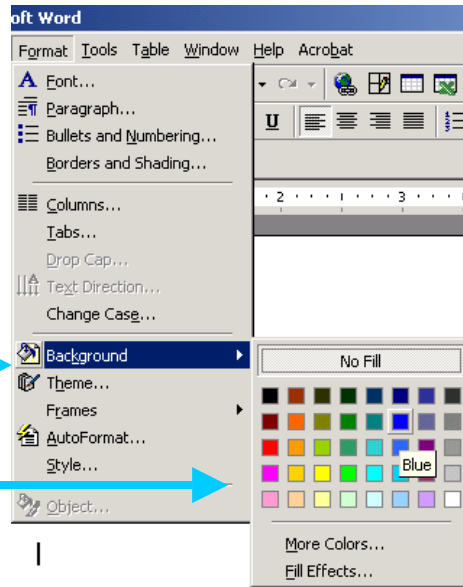


# Basic Accommodations in Microsoft Word

## Create a template that uses a high contrast foreground/background

1. Format the background color
  - a. Select "Format"



- b. Select "Background"



- c. Select the background color for your document.



2. Format the text color, size, and font using the formatting toolbar.
  - a. Select a font
  - b. Select the size
  - c. Select the color



If you don't find the "formatting toolbar" in your toolbars, go to "View" then to "Toolbars", then select "Formatting"

### What are the beneficial features of a high contrast foreground/background?

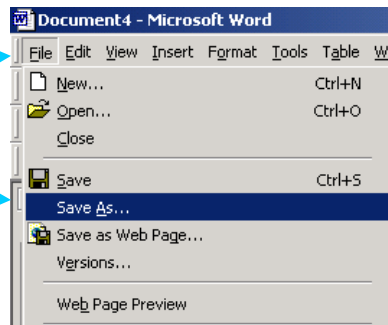
- a. Can facilitate visual feedback
- b. Requires a different kind of visual attention.
- c. Can facilitate visual-motor access

## To save a document as a template

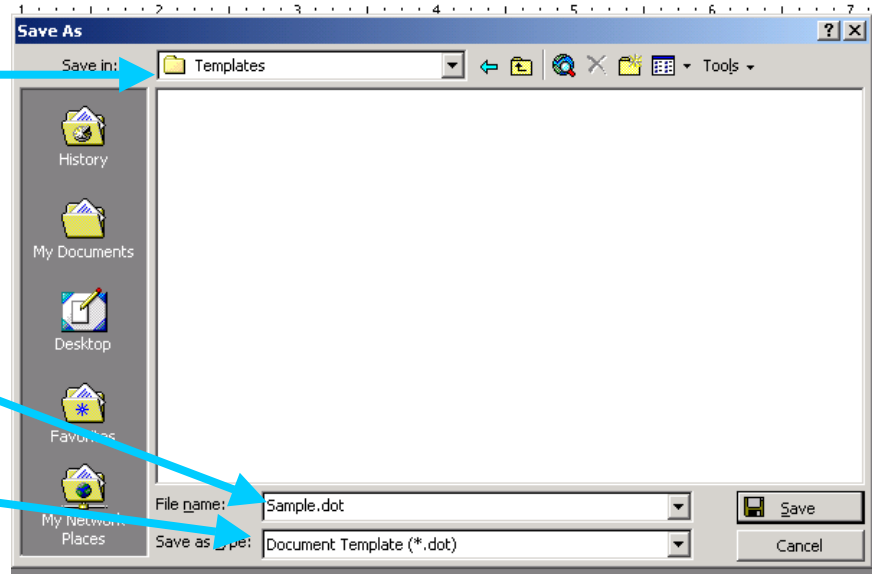
1. Select "File"



2. Select "Save As"



1. Identify where to save the template.



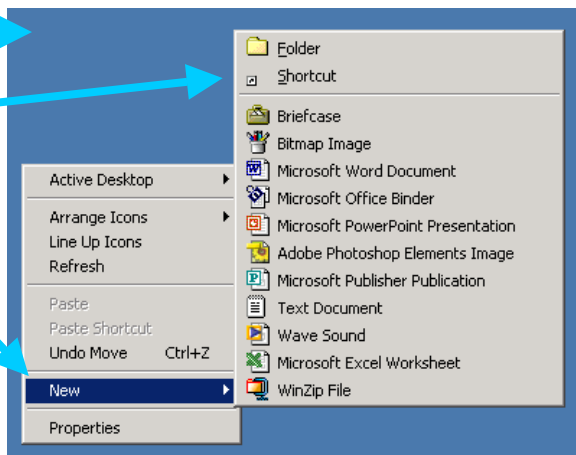
2. Name the folder
3. Save as a "Template" type folder.

### What are the beneficial features of saving files as templates?

- a. Can assign individual formats to fit student needs
- b. Don't have to recreate formats.

### Creating A Shortcut:

1. Left click on the desktop.
2. Select "New"
3. Select "Shortcut"

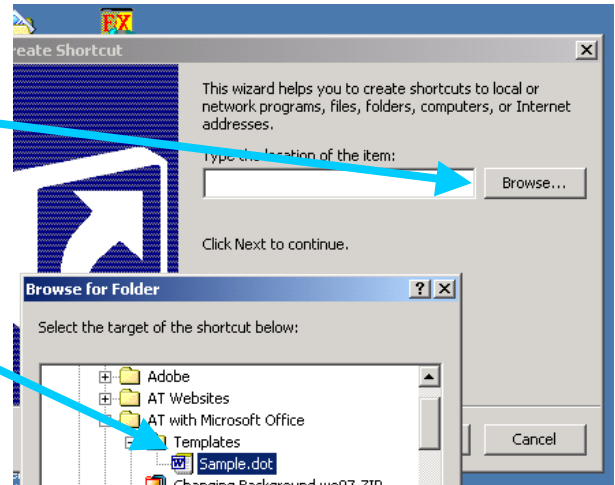


4. Select "Browse"

5. Locate the file that you want to create a shortcut for.

6. Select "Next"

7. Select "Finish"



### What are the beneficial features of creating a shortcut?

- a. Requires fewer steps to open a file
- b. Reduces errors in locating a file

### Using Microsoft Word to create lined paper

### + Enter



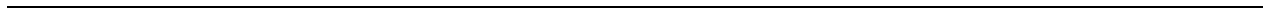
\*\*\* + Enter



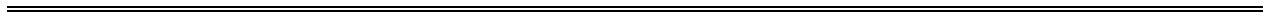
\_\_\_ + Enter



---+ Enter



= = + Enter



~ ~ ~ + Enter



## **Creating lined paper using Tables**

Select Table – Insert – 1 Column - ## Rows

Adjust the line thickness – Format – Borders & Shading

Highlight rows – Format – Borders & Shading



### **What are the beneficial features of creating lined paper?**

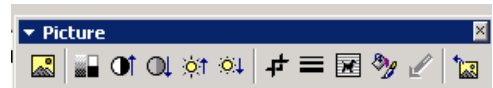
- a. Provide increased visual feedback to support spatial orientation in handwriting
- b. Provide increased visual feedback to support spatial awareness in writing
- c. Decrease visual attention needed for spatial orientation skills in handwriting.

## **Insert a picture for a writing prompt**

Insert – Picture – Picture from file (saved on your computer) or Clipart



Right click on the picture to bring up the picture formatting toolbar.



<http://www.enfamil.com/guides/childdevelopment/language7.html>  
Storytelling picture prompts.

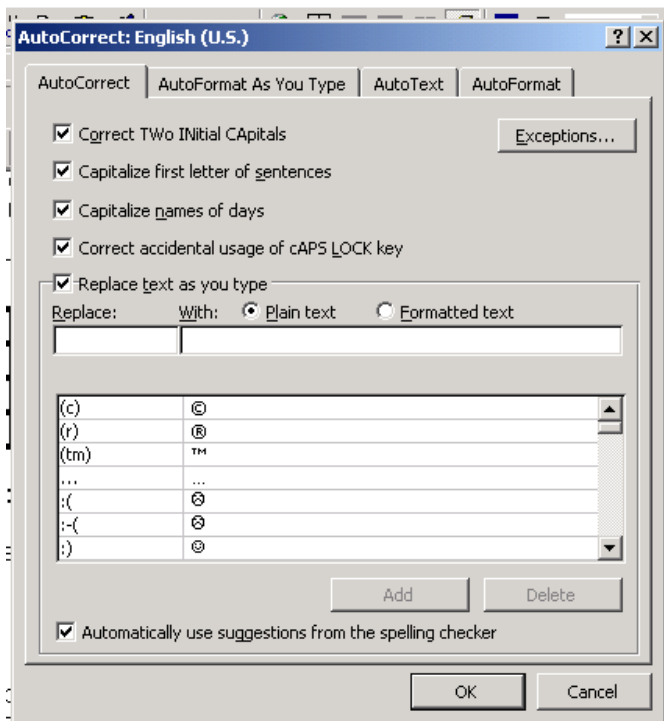


## Creating graph paper using tables

Select Table – Insert - ## columns - ## rows  
Adjust line thickness – Format – Borders & Shading  
Highlight cells – Format – Borders & Shading  
Change cell heights/ widths – Table – Table properties

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## Abbreviation shortcuts:



Tools – AutoCorrect – “Replace” – insert abbreviation ex: initials for name – “With” – insert full name.

### Auto-format a heading

Type in alt+b,g to get the paragraph marker

Type in your preferred heading  
Include a graphic in your heading for fun

Highlight the heading

Tools – AutoCorrect – Replace – insert abbreviation for heading – select formatted text – Add – OK – now when you type in your assigned abbreviation the complete formatted heading will insert automatically.

### What are the beneficial features of creating abbreviation shortcuts?

- Minimize time and keystrokes needed for routine tasks. (i.e. placing name, date, and header information on a paper)
- Minimize distraction from the critical element of the task

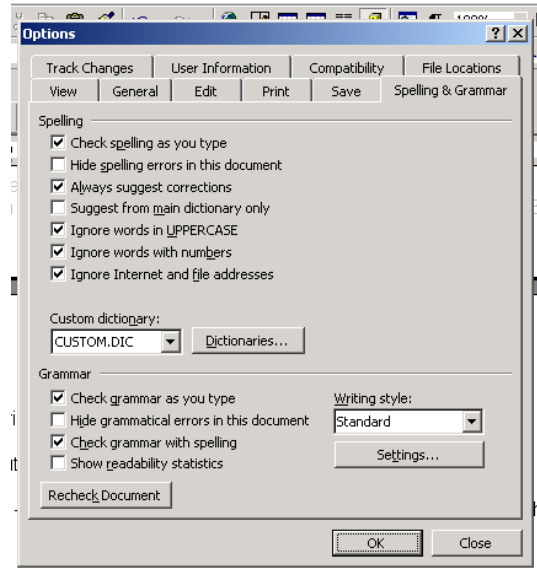


## Turn spell checker off

Tools – Options – Spelling & Grammar - “Hide spelling errors in this document” – or unselect “check spelling as you type”

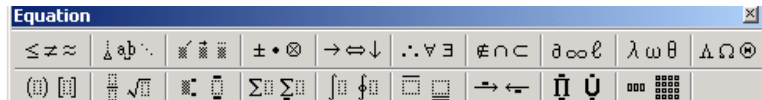
### **What are the beneficial features of turning spell checker off?**

- Spell checker is not an allowable accommodation on TAKS/SDAA
- Encourage fluid writing with inventive/creative spelling without error indicators
- Encourage self and peer editing skills.



## Math with Microsoft Word

Insert – Object – Microsoft Equation -



$$y = \sqrt{\frac{3}{16}}$$

y – automatically italicizes  
= automatically spaces  
Fractions automatically aligned

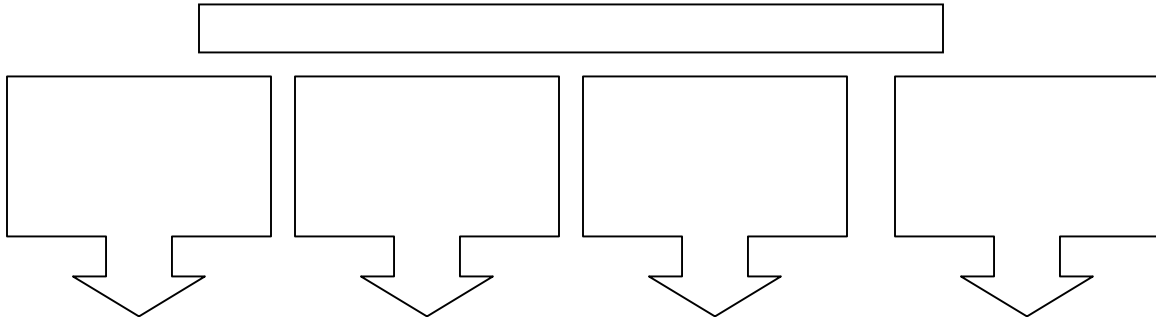
### **What are the beneficial features of Equation Editor?**

- Automatically aligns math equations
- Insert math symbols easily



## Create a graphic organizer

View – Toolbars – Drawing – autosshapes – right click on the shape to bring up the menu to format background colors, text wrapping, add text, etc.



### **What are the beneficial features of creating a graphic organizer?**

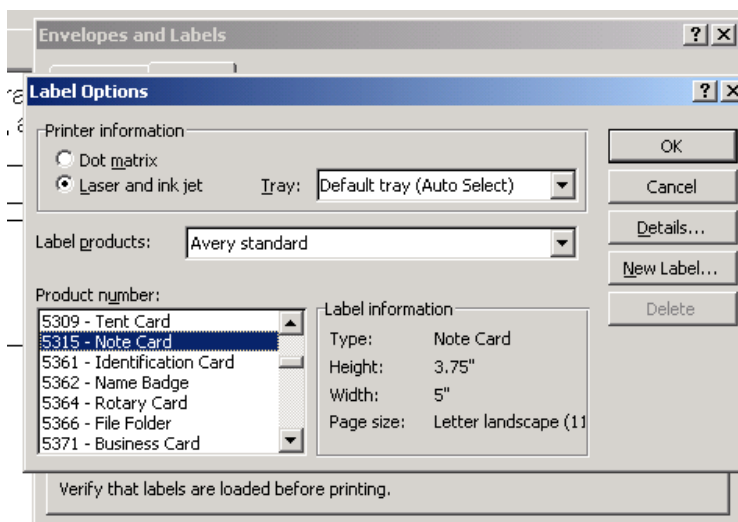
- a. Provide graphic strategy for organizing the writing process.
- b. Encourage idea formulation and planning in writing

## Create flash cards

Draw a template with autosshapes as above

or

Tools – Envelopes and Labels – Options – Note cards – OK – Go to New Document to view the full size document.



### **What are the beneficial features of creating electronic flash cards?**

- a. Create customized flash cards to meet student needs or content needs.



## Creating a “writing toolbar”

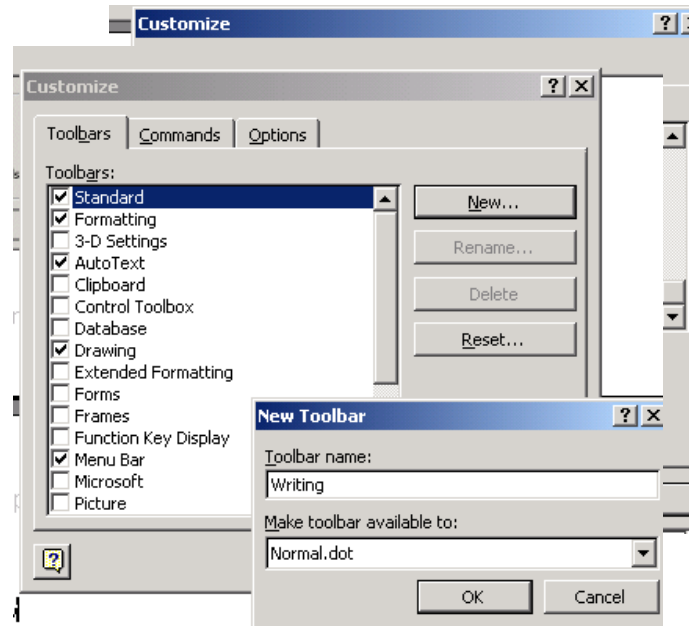
View – Toolbars – Customize – New  
Name the toolbar – OK

Commands – Click and drag commands you  
want to have available to the tool bar

View – Toolbars – deselects all the other  
toolbars besides your new toolbar.

### **What are the beneficial features of creating a writing toolbar?**


- a. Minimize the distraction or  
temptation of other toolbars.
- b. Increase the visual display  
area of the document.




## Creating forms


View – Toolbars – Forms



Use  for fill in the blank responses

Use  for checkbox multiple-choice responses

Use  for dropdown list multiple-choice responses

Use the  to lock the form. Once locked, the form cannot be altered unless you unlock form.

### **Ex: Spelling test (fill-in-the-blank)**

- 1.
- 2.

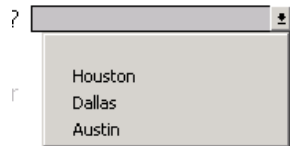


### Ex: Multiple choice (checkbox)

1. What is the capital city of Texas?  Houston  Dallas  Austin

### Ex: Multiple choice (dropdown list)

1. What is the largest city in Texas?

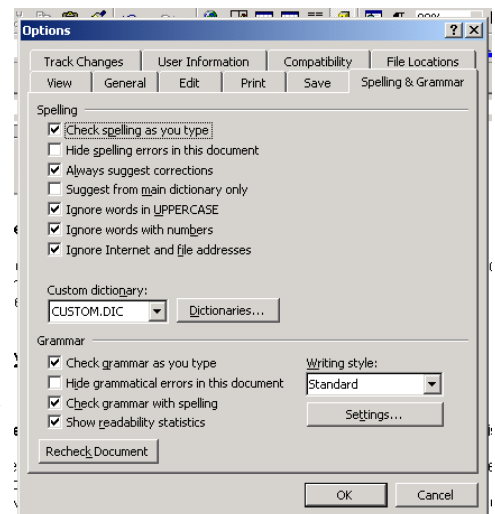
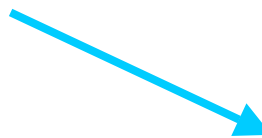
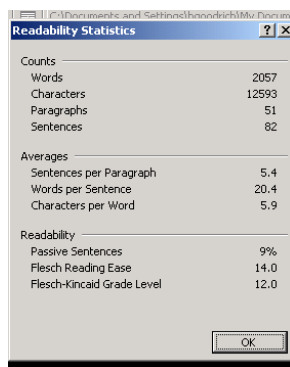


### What are the beneficial features of creating forms?

- Reduce the amount of navigation skill and time required to respond to the form.
- Lock the format to prevent changes in a document.
- Provide grade level content in a format with universal access features.

## Readability Statistics

Tools – Options – Spelling and Grammar – Show readability statistics – The readability statistics box will come up once a spell checking process has been completed.



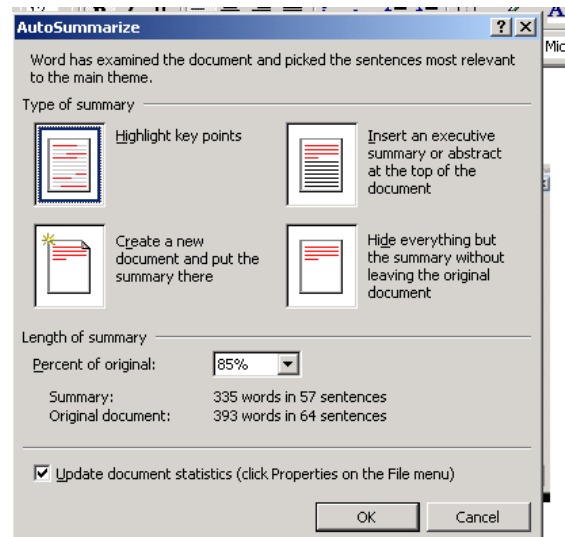
### What are the beneficial features of readability statistics?

- Gage the reading level of text found on the Internet or another electronic source
- Track development in the # of words written and the readability of written expressions.



## Autosummarize

Tools – Autosummarize – allows you to summarize lengthy documents



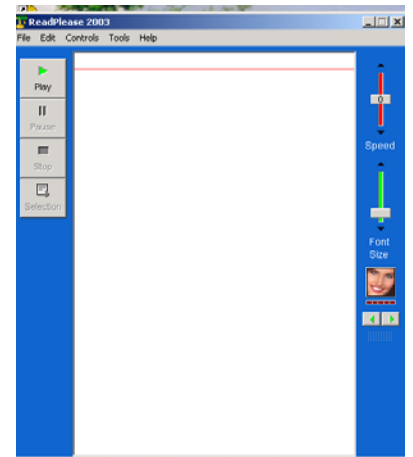
### **What are the beneficial features of autosummarize?**

- Begins to teach a student highlighting skills and summarization skills in a text.
- Break down a large document into manageable pieces.

## ReadPlease – a free downloadable text reader

A free download for text-to-speech

<http://www.readplease.com/rpdownload.php>



### **What are the beneficial features of this text reader?**

- Requires the student select specific text for reading.
- Provides auditory feedback of written text.

