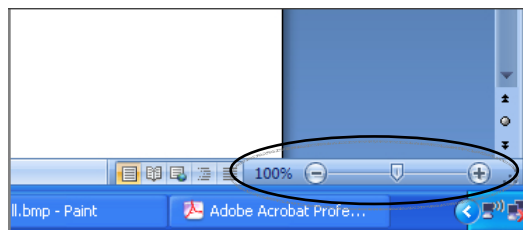


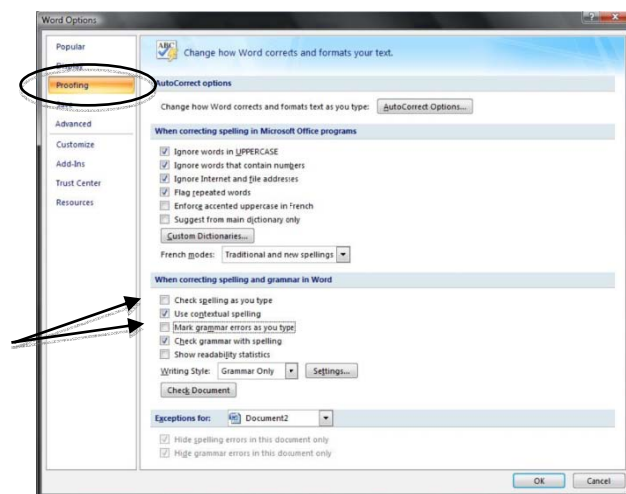
Using What You Have: Customization Features in Microsoft Word for Windows 2007 For Students Who Struggle with Reading and Writing

Altering Visual Display to help students who are easily distracted:

1. Increase the size of the document:
Slide the scroll bar at the bottom of the screen to zoom in and out

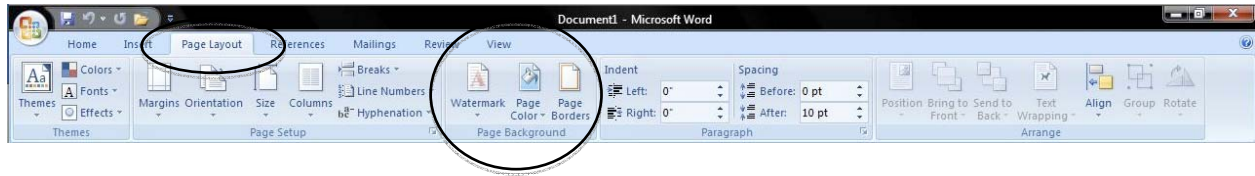


2. Eliminate Red and Green Underlining while typing (spelling and grammar checks)
Click the MS Office Button--->Click Word Options button at the bottom of the screen--->Choose Proofing --->Uncheck spelling and/or grammar options



3. Customize the background color, e.g. white text on black background:

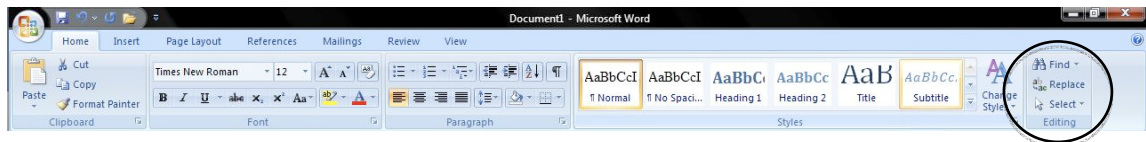
Page Layout tab----->Choose Page Color on the Page Background button



4. Increase the space between words to de-clutter the text:

Select the text to be formatted, then: Home Tab---->Editing Button----->

Replace----> With cursor in the *Find* textbox press the spacebar one time. Put the cursor in the *Replace* textbox and press the space bar several times (e.g., 3 times) Select *Replace All*

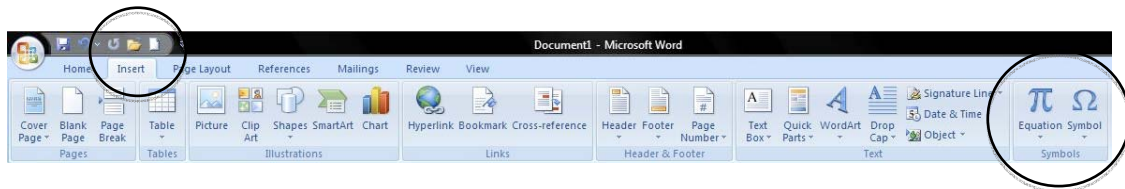


Supporting Academic Success:

1. Make it easier to type math equations and symbols:

Equation Editor:

Insert tab ----> Select the Equation or Symbol icon on the Symbols button----->
Select a built-in equation or type your own



Built-In

Area of Circle

$$A = \pi r^2$$

Binomial Theorem

$$(x + a)^n = \sum_{k=0}^n \binom{n}{k} x^k a^{n-k}$$

Expansion of a Sum

$$(1 + x)^n = 1 + \frac{nx}{1!} + \frac{n(n-1)x^2}{2!} + \dots$$

Fourier Series

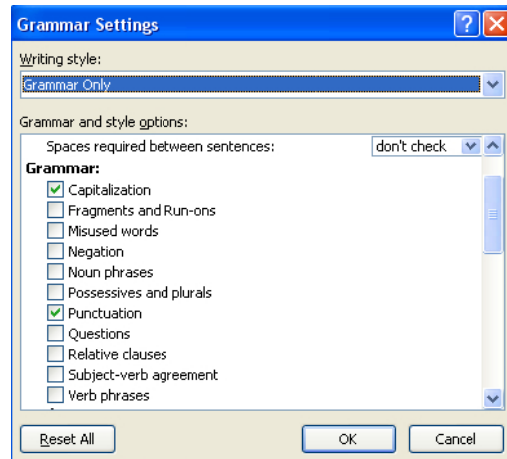
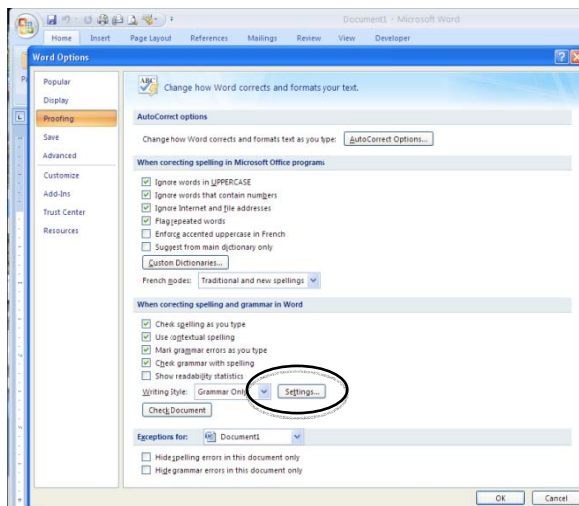
$$f(x) = a_0 + \sum_{n=1}^{\infty} \left(a_n \cos \frac{n\pi x}{L} + b_n \sin \frac{n\pi x}{L} \right)$$

π Insert New Equation
Save Selection to Equation Gallery...



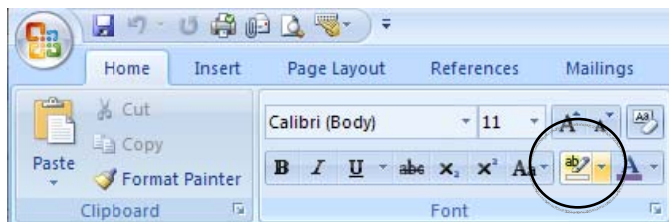
2. Customize Grammar Settings

Click the MS Office Button--->Click Word Options button at the bottom of the screen--->Choose Proofing --->Choose Settings--->Select the grammar categories to be checked



3. Highlighting

Home tab-->Choose the highlighter icon on the Font button-->
Select a color--->Place the cursor in front of the text and move the highlighter
across it-->Click the highlighter to stop highlighting.



4. Text to Speech

Highlighted text can be read aloud with *ReadPlease*.
(free download from www.ReadPlease.com)

Supplemental Resource:

For information about customizing previous versions of Microsoft Word:

Spring, D. (2006) Using Microsoft Word Tools to Differentiate for Diverse Learners. PDF available at www.cenmi.org/matr.

Choose Handouts/Training Materials from the Materials Menu.