

The Wonder of Word



Accommodations Tips Using Microsoft Word 2000

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Table Of Contents

The Wonder of Microsoft Word

Windows 2000 Accessibilities.....	2
Accessibility Wizard.....	2
Magnifier.....	2
Narrator.....	2
Onscreen Keyboard.....	2
Online Resource.....	2
Toolbars.....	3
Reduce Mouse Movements.....	4
Vision or Visual Perception Difficulties.....	4
Writing/Typing.....	5
Organization.....	6
Test Taking.....	7
Math.....	8
Reading.....	8
Research.....	9



Wonders of Word

Accommodation Tips Using Microsoft Word 2000

Windows 2000 Accessibilities

Accessibility Wizard

This feature will ask you questions and help set up your computer for a person with different vision, hearing and/or mobility impairments.

Click on Start, drag to up to Programs, over to Accessories and then Accessibility.
Choose Accessibility Wizard.

Magnifier

The magnifier will enlarge screens for persons with vision difficulties.

Click on Start, drag to up to Programs, over to Accessories and then Accessibility.
Choose Magnifier. (This can be a little cumbersome)

Narrator

The narrator will read aloud menu commands, characters being types and dialog box options.

Click on Start, drag to up to Programs, over to Accessories and then Accessibility.
Choose Narrator.

Onscreen Keyboard

The Onscreen keyboard will allow a person with physical limitations to point and click options on a standard keyboard.

Click on Start, drag to up to Programs, over to Accessories and then Accessibility.

Choose On - Screen Keyboard.

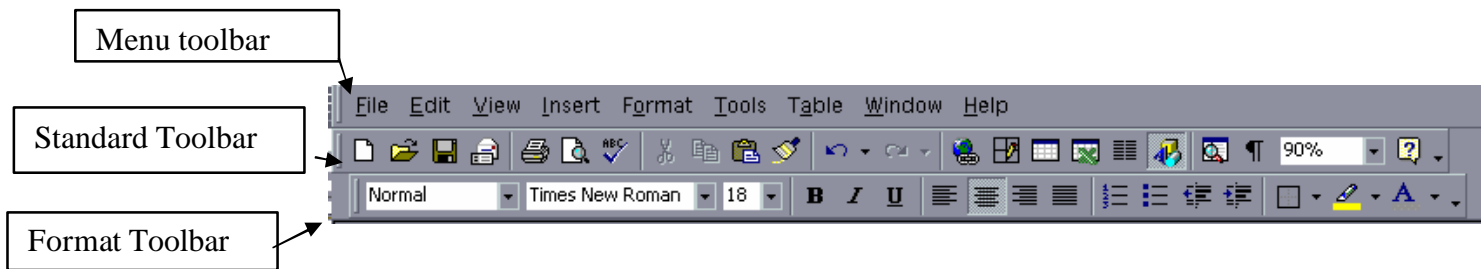
Click on Settings menu and choose Type mode.

Click to Select, Hover to select or Scan.

Online Resource

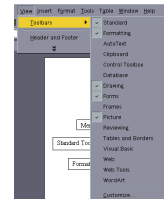
Microsoft online help guide, including definitions and resources for assistive technology and accommodations tips.

<http://www.microsoft.com/enable/>



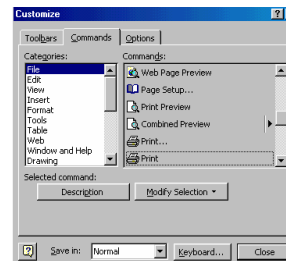
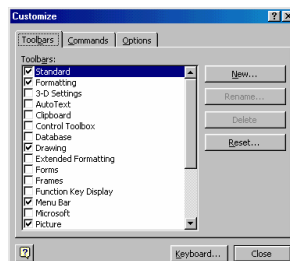
Toolbars

To display toolbars - Click on the View menu and drag to Toolbars. Click on the desired toolbars to display them. Suggestion: Display the Format, Standard, and Draw. (Alternative; right click on an empty location on the toolbar and choose the desired toolbars).



Customize the Toolbar -this will limit the student's choices of icons. Add more icons as the students understand the picture representation.

1. Drag down the Tools menu to Customize and then click the Toolbars Tab.
2. Click the New button on the left side of the screen.
3. In the Toolbar name window type the name of the toolbar you are creating.
4. In the Make toolbar available to box choose Normal and then click OK, so that this toolbar is always a choice.
5. Leave the Customize window opened. To add a button
 - a. Click on the Categories box
 - b. Drag the command from the window to the new toolbar.
6. The new toolbar may be selected for any document dragging down the View menu and clicking the Toolbars option. The new toolbar will be in the list. Click on it to select it.



Reduce Mouse Movements

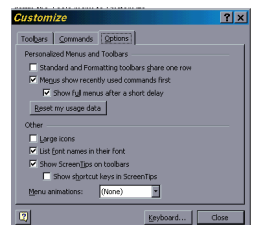
Teach common keyboard shortcuts

Control N - New	Control P - Print	Control X - Cut	Control G - Go to
Control O - Open	Control Z - Undo	Control C - Copy	Control + f6 - Switching between Word documents
Control S - Save	Control Y - Repeat typing	Control V - Paste	Spell and Grammar Check - F7 key
Control A - Highlight All	Control F - Find	Control H - Replace	Thesaurus - Shift +F7
Control +2 - Double space	Control B - Bold	Control U Underlines	Control I Italics
Double click-highlight single word	Control + Clicking Your mouse in a sentence highlights the sentence.	Microsoft Help - F1 Key	Restart frozen computer - Control + alt + delete key

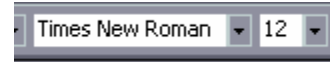
- ❑ **Alt** key plus the underlined letter on the File menu will open the menu. Type the underlined letter in the command.
- ❑ **Alt +f4** close the document.

Vision or Visual Perception Difficulties

1. **Enlarge** the tool bar icons - Drag down the Tools menu to Customize. Click on the Options tab, and then click on the Large icons option to select it. Click Close.
2. **Magnify** the text on the monitor -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



3. **Increase** the Font size - Click on the Font size option on the Format tool bar and choose size 18 or higher.

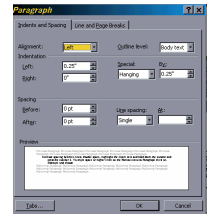


4. **Clear** fonts - Choose Sans fonts. Nothing to curly or fancy. Times New Roman, Comic Sans, and Arial to name a few. Click on the Font option from the Format tool bar.

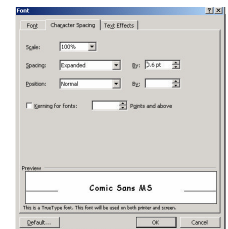
5. **Bold** text - Highlight the text and click the **B** option on the Format tool bar.



6. **Increase** spacing between lines- Double space by highlighting the entire text and holding down the control key and pressing the number 2. To triple space or higher click on the Format menu to Paragraph. Click on the Line Spacing option and choose Multiple. Select the desire amount of spacing by clicking on the up or down arrows under the word A.



7. **Increase** Character Spacing - Increase the space between letters by dragging down the Format Menu to Font. Click on the Character Spacing tab. Click on the up arrow next to Spacing Expanded by pt. box until you achieve the desired spacing.



8. **Change** the color of the font- Highlight the text and click on the arrow to the right of the Font color tool on the Format Toolbar.

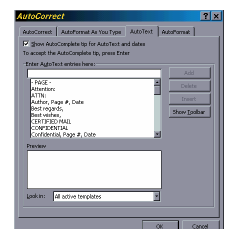


9. **Add** a different background color. Be sure your box is selected.

- Use the rectangle tool located on the Drawing toolbar and drag out a box around the text.
- Click on the down arrow located to the right of the fill tool (paint can) located on the Drawing toolbar. A paint palette will open choose a color.
- Click on the text wrap tool located on the Picture toolbar and choose the Behind text option

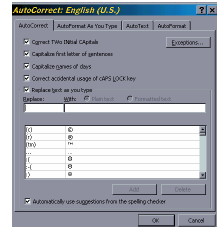
Writing/Typing

1. **Reduce** the number of keystrokes by adding frequently used phrases to Auto Text. Type the phrase and then highlight. Drag down the Tools menu to AutoCorrect. Click on the AutoText tab. You will see the phrase

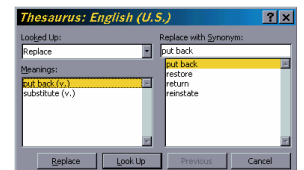


in the preview window. Click on the Add button on the right hand side. When you return to the document type the first four letters and an AutoText window should appear. Press the Enter key.

2. **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. Drag down the Tools menu to AutoCorrect. 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.



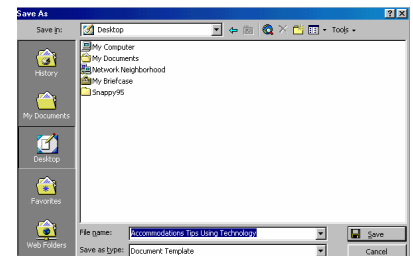
3. **Use** the Thesaurus to find the synonyms of words. Highlight the word to be lookup. Drag down the Tools menu to Language and drag over to Thesaurus. Click on the desired word and choose Replace.



4. **Create** a Template to include the students name and the date or any other type of paper heading. Type the students name; drag down the Insert menu to Date and Time. Click the desired date format. Be sure to place the cursor on the line the student will begin typing.

To create the template;

1. Drag down the File menu to Save As.
2. By the File type choose Document Template.
3. In the file location pick the location that will be the easiest for the student to locate the file.
4. Name the file and press save.



Organization

1. **Number** items in order of importance- Click on the Numbering feature on the Format tool bar. Pressing the Enter key brings up the next number.
2. **Use** the Outline feature for note taking, study guides, prewriting, and answering test questions. Click on the Number option on the Format tool bar. Press the Enter key. It will automatically type the number 2. Click on the Increase Indent option or press TAB key on the Format tool bar and the item will be labeled and

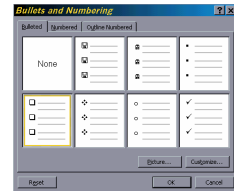


indented. Use the Decrease Indent option or press the SHIFT key + the TAB key to promote the points.

3. Use the Bullet feature to highlight important points. Click on the Bullet feature to distinguish important points.



4. Create to do lists using a checkbox bullet. Drag down the Format menu to Bullets and Numbering. Click on the Bullet tab and choose Customize. Click on the Bullet option then drag down the font menu to Windings. Click on a square icon and click OK.

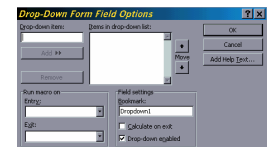
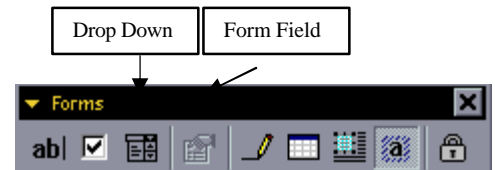


5. Highlight important points. Use the Highlight option on the Format tool bar to designate important points.

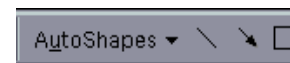


Test Taking

1. Create a multiple-choice test where students navigate by pressing the Tab key and pressing the Enter key to select the correct answer. Select the Form toolbar by dragging down the View menu to Toolbars.
 - a. Type the question.
 - b. Click on the Drop Down feature from the Forms toolbar
 - c. Click on the Form Field Option to type in each answer and click ADD.
 - d. Be sure you click on the Lock option before you Save.



2. Use Arrows and/or Stop signs to help students with directions and test format. Draw an arrow tool or the octagon shape from the AutoShapes (Basic shapes). They are both located on the Draw toolbar. Click on the desired icon, bring the mouse to the page (cross hair) and drag open the shape.



3. Create Text boxes or Call Outs by each test question or section to further clarify directions or give reminders. (Did I remember to spell check...)? Click on the text box option or the Callout option on AutoShapes.

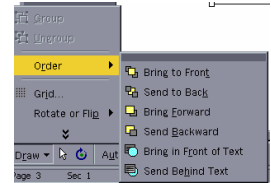


4. Type non printing directions. The students will see the messages only on the computer screen.

- a. Type your message.
- b. Drag down the Tools menu to Options.
- c. Click on the View tab and click on the Hidden text.
- d. Drag down the Font menu and choose Hidden.

Remember to answer all questions

5. **Put** a box around each direction and give an example. Type the directions. Use the rectangle tool located on the Drawing tool bar to draw a box around your words. Your words will be covered. Click on the Draw option and choose Order then drag over to Send Backwards.

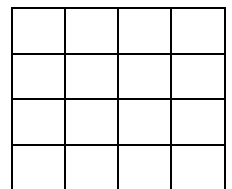


6. **Create** a Self-checking worksheets. Insert an Excel spreadsheet in Word by clicking on the Excel Spreadsheet tool on the toolbar. (This may be easier just doing in Excel). The formula for the problem below is =if (b1=true, "Great", "Try again"). If the spreadsheet reverts to a table double click on it and you will see the Spreadsheet properties.

	A	B	C	D	E
1	Is the sun a star?	TRUE	Great		
2	2+2		5 Sorry		
3					
4					

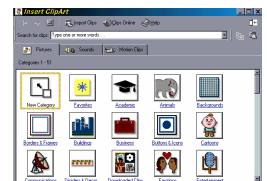
Math

Use the table tool to separate each math problem. Drag down the Table menu to Insert. Drag over to Table. Choose how many squares by typing in the number of rows and columns. Type the problem or item in the desired square.



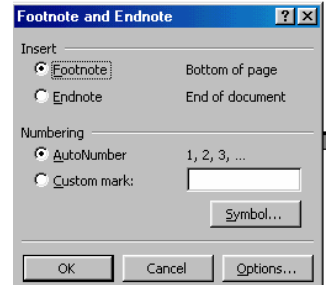
Reading

1. **Use** clip art to represent the written word. Drag down the Insert menu to Picture and click on Clip Art. Both Word 97 and Word 2000 have a button that will connect you directly to Microsoft online and download the clip art directly to your clipart gallery.



2. **Use** footnotes or Endnotes to clarify instructions or provide a definitions.

- Click behind the word that needs to be clarified
- Drag down the Insert menu to Footnote or Endnote.
- At the footnote window choose either Footnote or Endnote and click OK. A tiny number will appear after the word. (A footnote will be placed at the end of the page and an endnote will be placed at the end of the document.)
- Scroll down to the end of the page or document and type the definition or directions next to the matching number.
- When the student places their mouse on the tiny number the typed definition will pop up.
- To remove a footnote highlight over the number and press delete.



Research

Create a list of Hyperlinks that students can easily click on to get to educational sites on the web. Click on the Hyperlink icon on the Standard toolbar. Browse or type in the web sites and click OK.

