

Second Edition  
Revised April 2018

# Making the most of Microsoft Word 2016 to support learners with literacy difficulties.



Top tips for using Microsoft Word 2016 to Support Literacy





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## Introduction

If you are a teacher or pupil in Scotland, recent versions of Microsoft Office, including Word, PowerPoint and OneNote can be accessed and downloaded from **Glow for free**, including copies of the software for **home use**. See the Glow Help Wiki site for more information: [bit.ly/Glow-more-info](http://bit.ly/Glow-more-info)

This guide explores the features in Word 2016 for Windows. Some of the tools may not be available in the Word App for iPad or in the Mac version.

### Why Microsoft Word?

Microsoft Word is probably the most used word processor in Scottish schools and colleges. For some learners, Word's 'Ribbon' with its multitude of Tabs and features can be overwhelming and difficult to navigate, particularly for those with additional support needs.

But with a bit of creative thought and some 'know how' Word can be customised to make it more user-friendly and support a range of literacy difficulties.



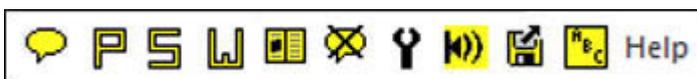
### WordTalk and the Scottish Voices

Another reason why Word is such a useful word processor is that you can download and install the free WordTalk add-in for Microsoft Word.

WordTalk is a 'text reader' and reads aloud text on a page.

The main features of WordTalk include:

- Speaking the entire document, paragraph or word;
- Highlighting the text as it goes;
- A talking dictionary and spell checker;
- Adjustments to the word highlight colours;
- Changing the voice and the speed;
- Convert text to speech (wav or mp3)



WordTalk is available to download from the CALL website: [www.wordtalk.org.uk/home/](http://www.wordtalk.org.uk/home/)

### The Scottish Voices

The Scottish voices, Heather, Stuart and Ceitidh, are free quality voices, available to download for Scottish schools, colleges and universities. The voices are compatible with WordTalk and can be used in combination with the 'Speak' button in Word (see page 15). For more information on the Scottish voices go to: [www.thescottishvoice.org.uk/home/](http://www.thescottishvoice.org.uk/home/)



*Please note that even with the range of adjustments that can be made in Microsoft Word, it may not be a suitable word processor for children with ASN. Other literacy support programs such as Clicker 7 (primary) or DocsPlus (secondary) should be considered, e.g., ([bit.ly/clicker-software](http://bit.ly/clicker-software)).*

## Customising fonts and background colours

### Change the background colour in Word

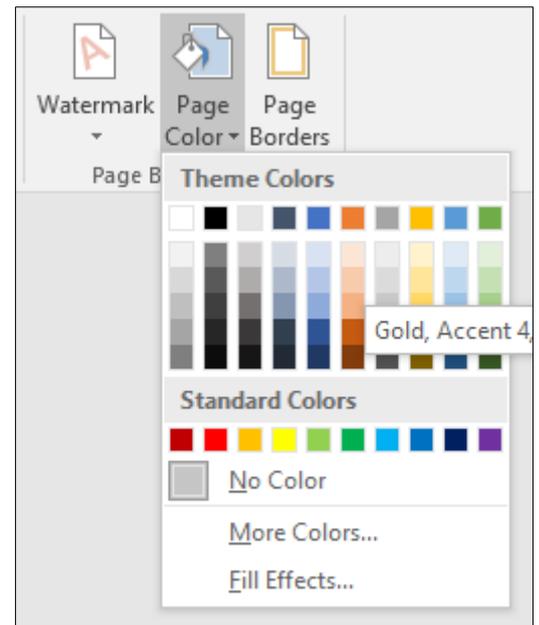
One of the quickest and simplest ways of customising or personalising Word documents is to change the background colour.

Changing the background colour of a Word document can help learners with visual stress (e.g., experience difficulties with black text on a white background) to read and write text more easily.



Click on the 'Design' Tab and choose Page Colour - located on the far right of the Group. Choose a colour from the drop-down menu.

**More Colours** allows users to finely tune the colour of the page.



The Picts in Scotland  
Known as 'Picti' by the Romans, meaning 'Painted Ones' in Latin, these northern tribes constituted the largest kingdom in Dark Age Scotland.  
They repelled the conquests of both Romans and Angles, creating a true north-south divide on the British Isles, only to disappear from history by the end of the first millennium - swallowed whole by the history of another group, the Gaels. Together they created the Kingdom of Alba.

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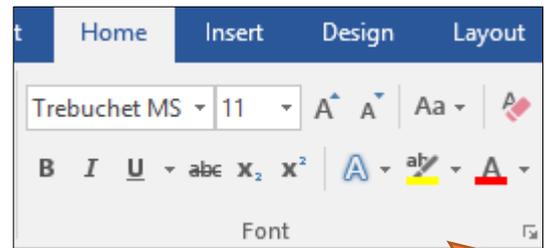


There is a great deal of controversy over the benefits of changing colour backgrounds or using colour filters. Anecdotal evidence from learners suggests that customising fonts and background colours can make a big difference. However, research by Uccula, Enna & Mulatti (2014) questions the empirical and evidenced-based research of visual stress and colour overlays:

<http://journal.frontiersin.org/article/10.3389/fpsyg.2014.00833/full>

## Change the font (typeface) style and colour

As well as changing the background colour of a document some learners benefit from using different fonts, particularly non-serif fonts (do not use serifs, small lines at the ends of characters) such as **Arial**, **Verdana**, Trebuchet or **Open Dyslexia**.



Open Dyslexia, for example, is bottom weighted and has consistent spacing between characters, thereby avoiding the appearance of mirrored or reversed letters.



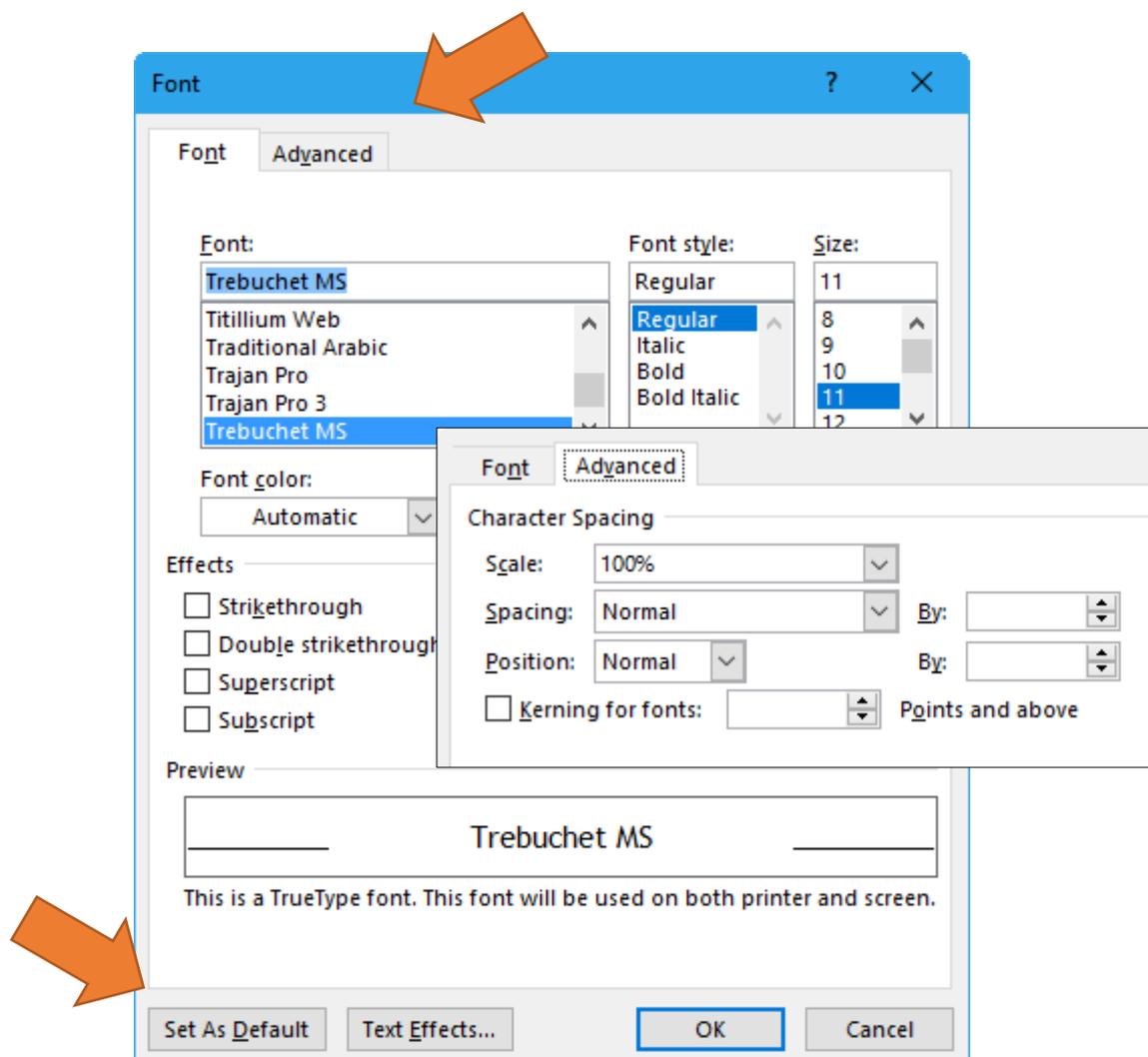
Select the **Home** Tab and 'Font' located at the bottom of the Group.

Click the small arrow to show the Font Panel.

Choose the 'Advanced' Tab on the Font Panel for additional options to adjust **Character Spacing**, if required.

Character spacing increases the space between individual characters. Some learners may find the spaces between letters easier to read.

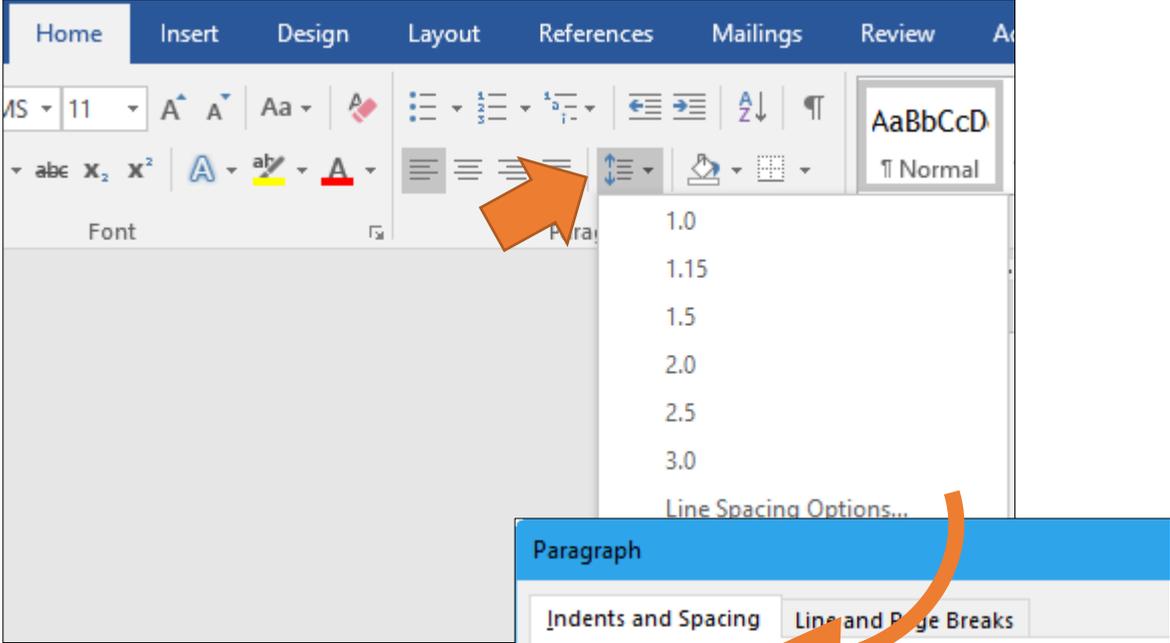
**Set As Default.** A font style can be 'Set As Default' so the same font opens every time a new document is opened.



## Use Line Spacing

Some learners, with a lower speed of processing and decoding, would benefit from **Line Spacing**, e.g., the amount of space between lines in the document - more space between lines of text can make it easier to track.

Line Spacing is located on the **Home** Tab and includes options to create different spaces between lines: 1.0 (single line spacing) to 2.0 (double line spacing) and above.



The image shows the Microsoft Word interface. The top ribbon is the 'Home' tab. In the 'Paragraph' group, the 'Line and Paragraph Spacing' icon (two vertical arrows) is highlighted with an orange arrow. A dropdown menu is open, showing options: 1.0, 1.15, 1.5, 2.0, 2.5, 3.0, and 'Line Spacing Options...'. Below this, the 'Paragraph' dialog box is open, with the 'Line and Paragraph Spacing' tab selected. The 'Line spacing' section shows 'Before: 0 pt', 'After: 8 pt', and 'Line spacing: Multiple'. The 'OK' button is highlighted with an orange arrow.

 The Advanced Line Spacing options can be found under **Paragraph** or in **Line Spacing Options** on the drop-down menu.

Here line spacing can be finely tuned to meet the needs of different users.

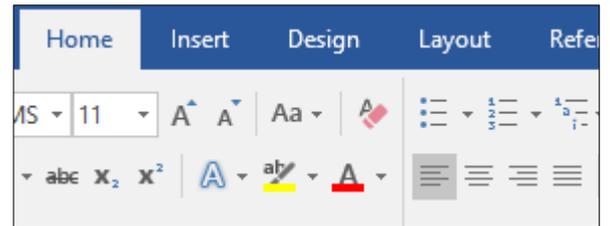
Remember to select or click '**Set As Default**' and '**OK**' so line spacing preferences are set as default for new documents.

 **Keyboard Shortcuts** - try experimenting with some keyboard shortcuts to quickly change line spacing!

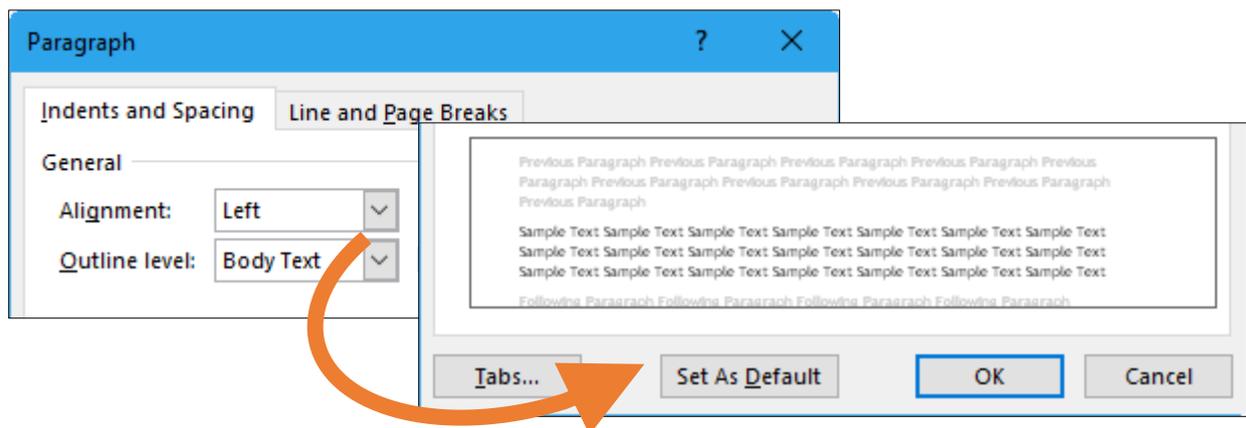
-  Ctrl + A = to select all text.
-  Ctrl + 2 = double line spacing.
-  Ctrl + 5 = line and a half spacing.
-  Ctrl + 1 = single line spacing.

## Text alignment

When writing in a Word document try to ensure the text is 'left-aligned'. Text which is Justified (straight lines down each margin) or Centred can be problematic to read for some due to the uneven space between words. Text which is left-aligned provides even spacing between words, sentences and paragraphs.



Text can be aligned directly from the **Home** tab or in **Paragraph** panel. A benefit of using the Paragraph panel is that adjustments can be **Set** or **Saved As Default**.



For more information on Line Spacing and font alignment see:

- British Dyslexia Association (PDF Style Guide): [bit.ly/BDA-Style-Guide](https://bit.ly/BDA-Style-Guide)



See also **Accessible Text: Guidelines for Good Practice**



Accessible Text: Guidelines for Good Practice is a guide for schools on 'how to' produce accessible resources.

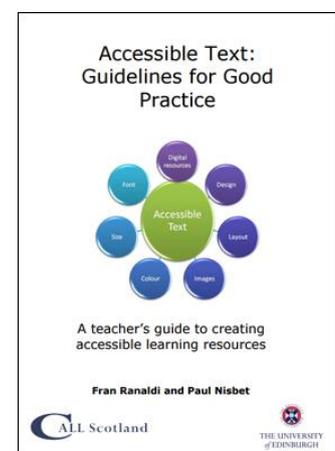
It provides a brief overview of the issues involved with accessibility, duties and legislation and the context within which they are set.

The curriculum includes all of the experiences which are planned for children and young people through their education.

It is not specific to subject areas but applies to activities that take place across the school.

The guide also provides advice on the importance of using Heading Styles in Word to aid navigation and accessibility.

Download the guide from the CALL website: [bit.ly/accessible-text-guidelines](https://bit.ly/accessible-text-guidelines)



## Print Layout, Read Mode and Web Layout

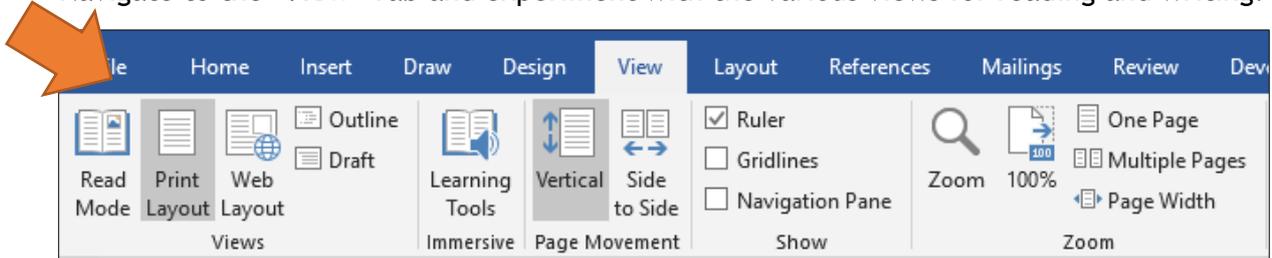
Word provides different ways to view documents and preferences for reading text easily. Depending on individual need, learners can choose from different reading layouts or views. The main views available in Word are **Print Layout**, **Read Mode** and **Web Layout**.

You can choose which view you want to use by selecting the **View** tab on the Ribbon.

Print Layout view is the default view and the one most closely related to what your document will look like when printed. Print Layout allows you to see your headers and footers in place, what your margins look like, how your text boxes appear in relation to the text, and what your graphics look like in your document.

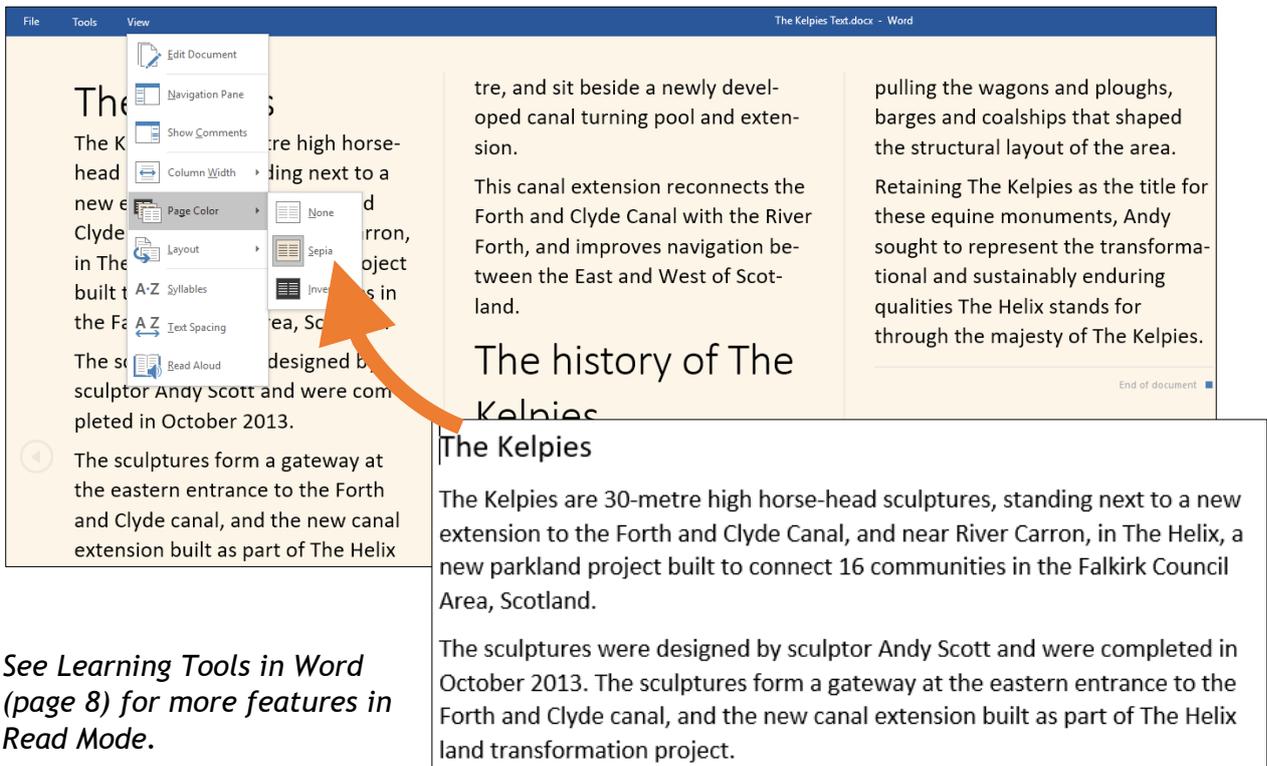
Read Mode and Web Layout offer alternative ways of formatting or reading information in Word. The default layout in Word is **'Print Layout'**.

Navigate to the **'View'** Tab and experiment with the various views for reading and writing.



## Read Mode

Read Mode transforms Print Layout from a linear style into an 'e-Book' format with options to change the page colour (Sepia and Inverse), the number of columns and width and to navigate right to left (and vice versa) between pages.



*See Learning Tools in Word (page 8) for more features in Read Mode.*

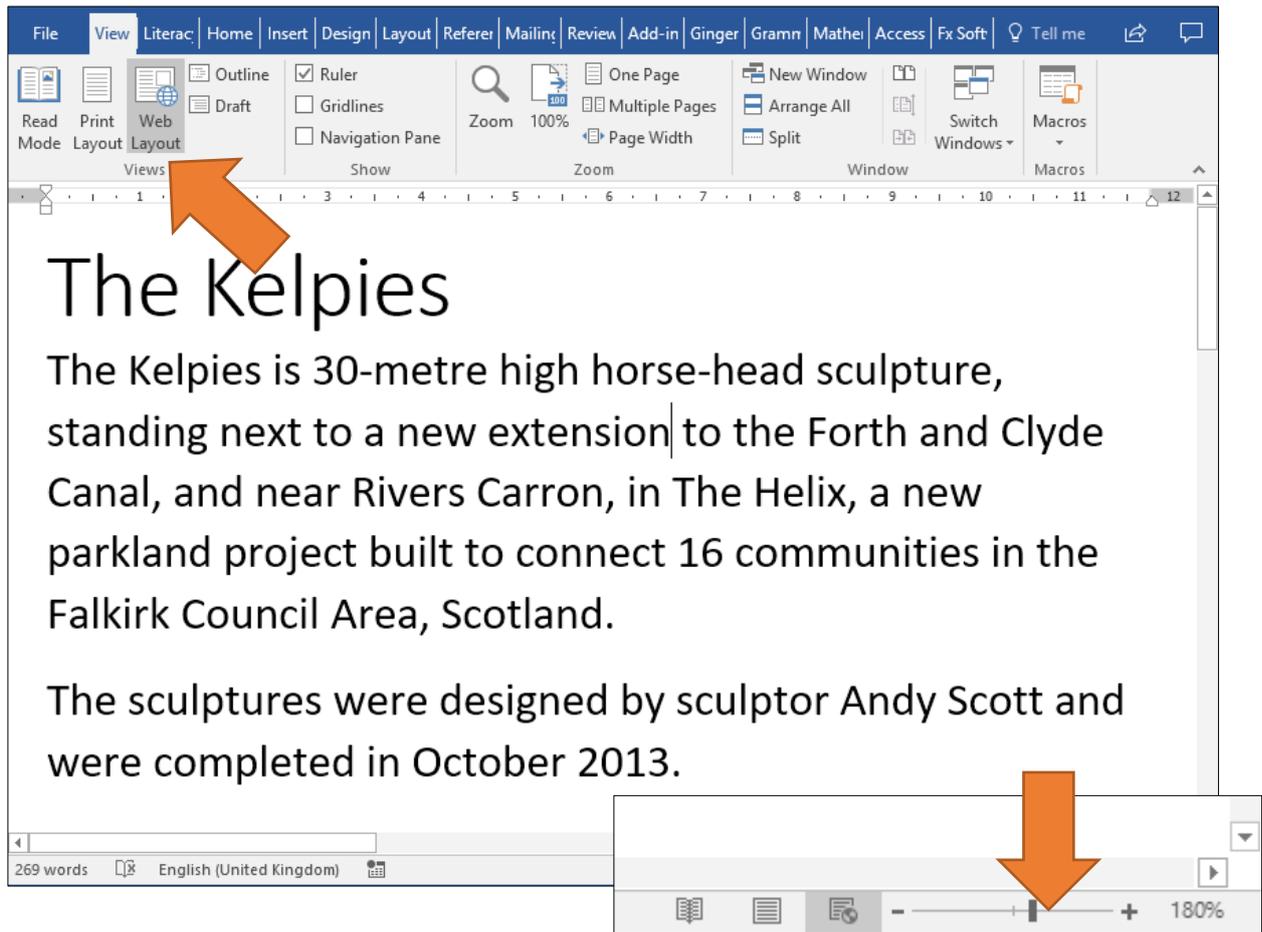
Comparison between Print Layout and Read Mode.

## Web Layout

Read the document using Web Layout: **View Tab > Web Layout**. This is particularly helpful for readers with visual issues who need a high level of magnification because the document ‘reflows’ to fit the screen width so that the reader does not need to scroll to left and right.

Otherwise known as Page Reflow - the text flows down each side of the page when magnified. This works best when text is simple (not in columns or contains other text formatting, i.e., overuse of graphics/images/clip art).

In the example below, the page is magnified to 180% of the normal size but the text remains within the confines of the page.

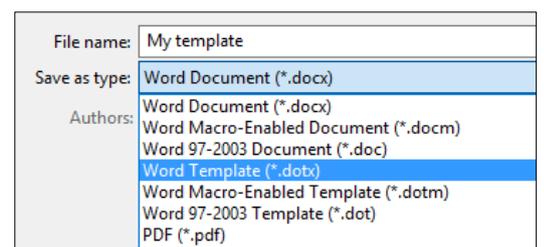


In Web Layout view the page can be magnified up to 500% larger. Use the slider bar to increase or decrease magnification. Or alternatively, **press and hold the Ctrl key on the keyboard** and move the **Scroll wheel on the mouse** to change magnification.

***Adding a black background with a white or yellow font (high contrast) can help learners with a visual impairment.***

### ‘Save As’ a Document Template

After you have made changes to Word such as font styles, line spacing, text alignment etc., save your document as a Document Template as this will save all your changes and preferences to a ‘Master’ document. **File > Save As and select Word Template** from the drop-down menu.



## Learning Tools in Word

Also on the 'View' Tab is a recently new feature called 'Learning Tools and Immersive Reader', an invaluable tool for learners with literacy difficulties.

According to Microsoft

*"Learning Tools are designed to help you improve your reading skills by boosting your ability to pronounce words correctly, to read quickly and accurately, and to understand what you read."* [bit.ly/WordLearningTools](https://bit.ly/WordLearningTools)

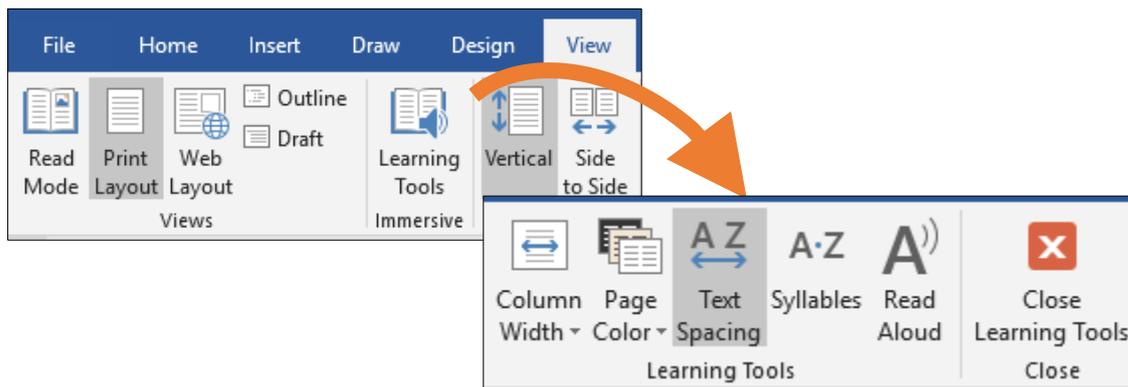


Learning Tools can also help learners to **decode words**, help with **reading and understanding** of what is being read. Immersive Reader can aid concentration as it synchronises speech with text highlighting.

*There are two ways to access Learning Tools.*



1 Choose the 'View' Tab and 'Learning Tools / Immersive Reader'.



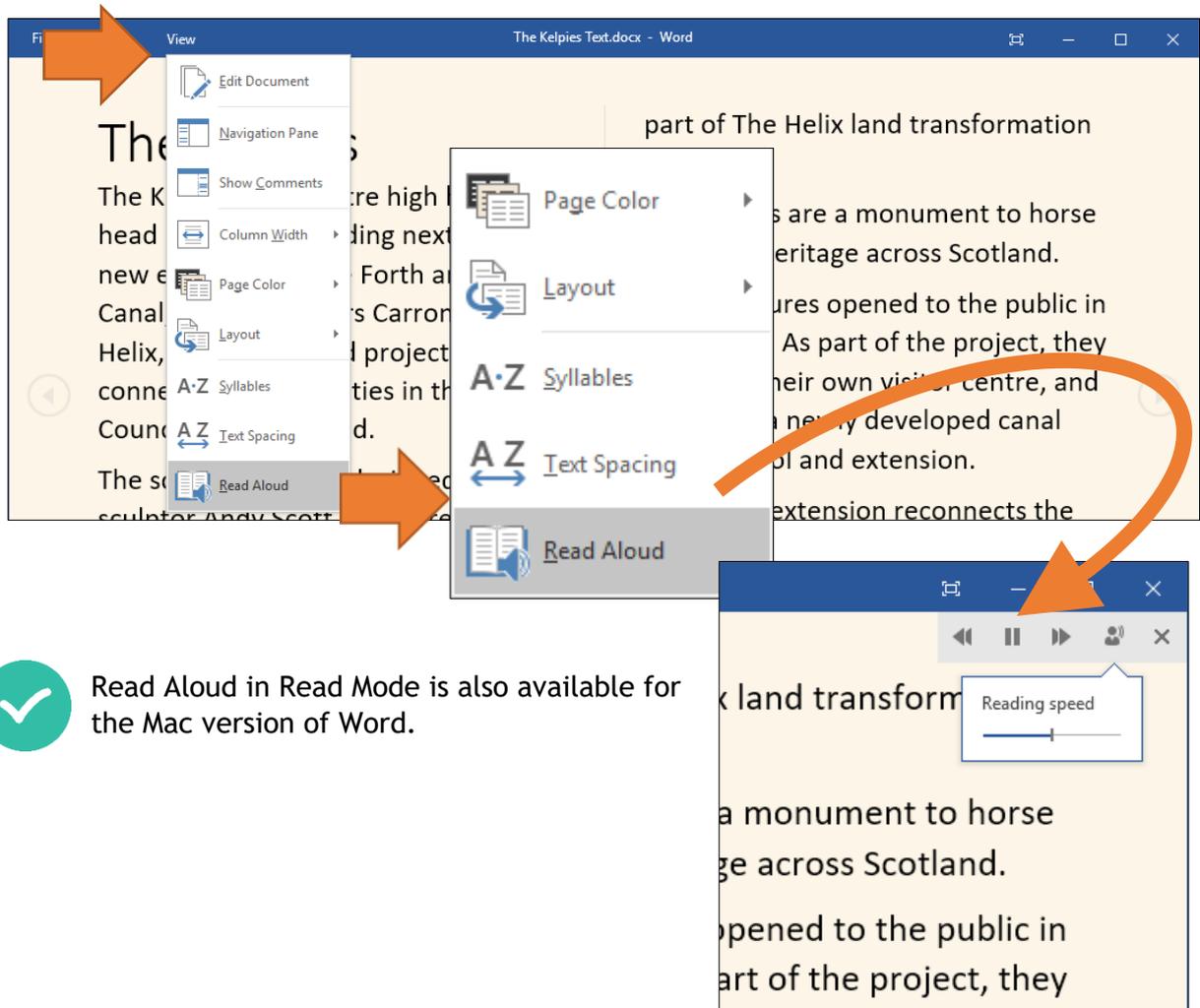
- Try experimenting with Column Width, Page Colour, Text Spacing and Syllables to customise and differentiate reading.
- Choose Read Aloud to hear text spoken aloud.
- Choose the Play/Pause icon to start/stop the narration.

Select the Next (double arrow) icon if you want the narrator to skip the current sentence to start reading the next paragraph.

Choose the Previous icon if you want the narrator to skip the current sentence and start reading from the previous paragraph.

You can change the reading speed using the Settings menu.

- 2 Choose the 'View' Tab, 'Read Mode'. When the page changes to 'Read Mode' Learning Tools are located under 'View'.



- ✓ Read Aloud in Read Mode is also available for the Mac version of Word.

- i Learning Tools are also available for OneNote, Word Online and for the OneNote and Word iPad apps. Not all features exist in every version but OneNote for desktop, OneNote for iPad and Word Online, offer the full complement of features including Line Focus and Picture Dictionary.

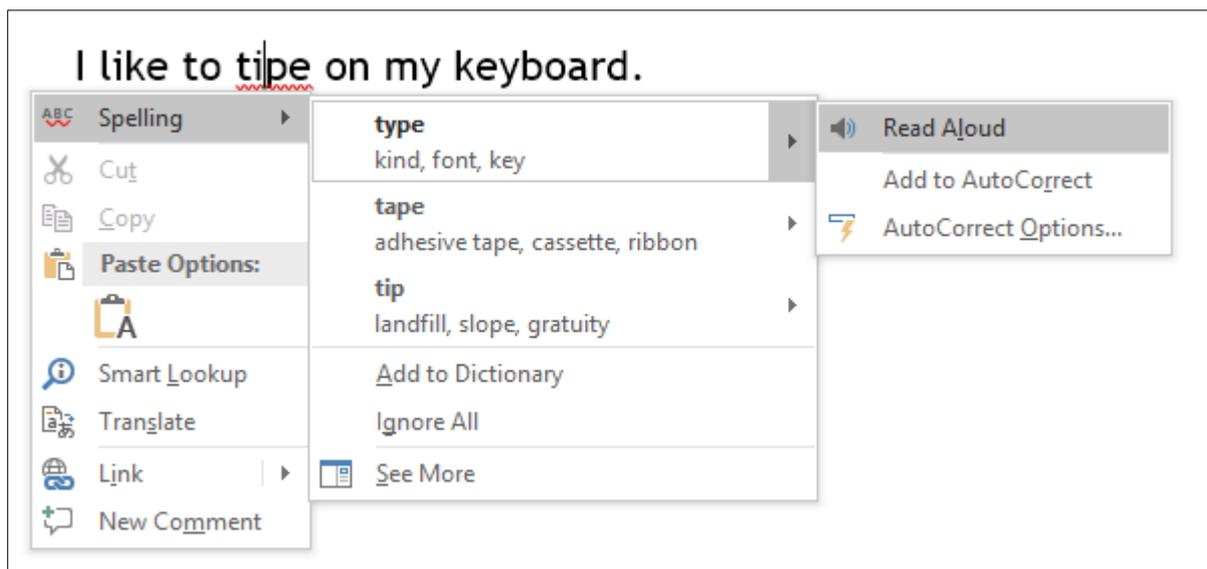
See the Word Online section for more details, Page 22.

## Spelling support

Word's spell checker '**Spelling**' may not be the best in the world but the most recent version has new features to support spelling, i.e., a talking spell checker.

When Word identifies a spelling mistake with a 'red underline' the spelling correction can be read aloud from the drop-down menu (right click the mouse on the spelling mistake to reveal menu).

In the example below 'tipe' is recognised as a misspelt word. By right clicking on the spelling mistake, Word offers the correct spelling plus some useful synonyms or substitutes (familiar to) all of which are spoken aloud. This can extremely useful for a learner who would find it problematic to choose the correct spelling by just looking at the word list.



## Press the F7 key – a shortcut to spell checking and grammar

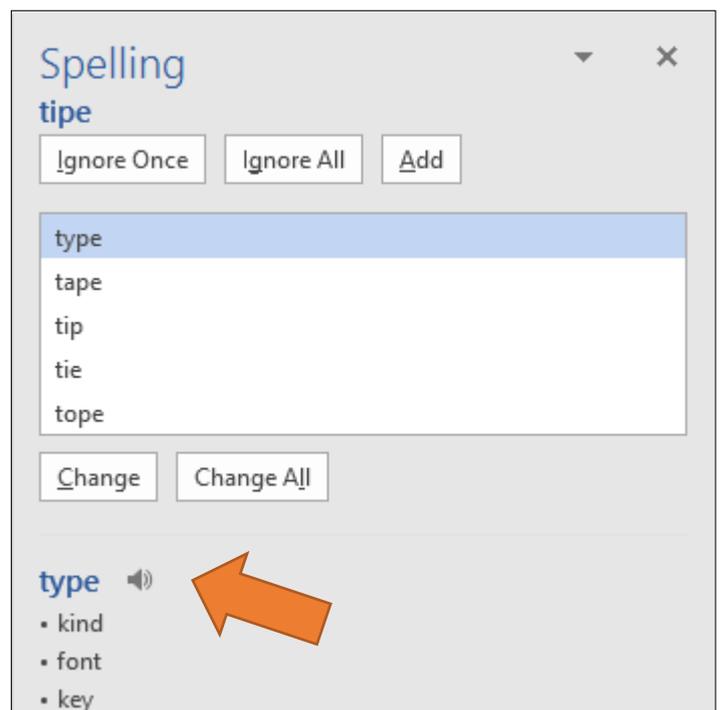


Another way of checking spelling mistakes is to press the F7 key on the keyboard.

This method allows you to systematically check all the spelling and grammar mistakes in the document.

The spell checker appears in Word's sidebar or panel on the right of the document.

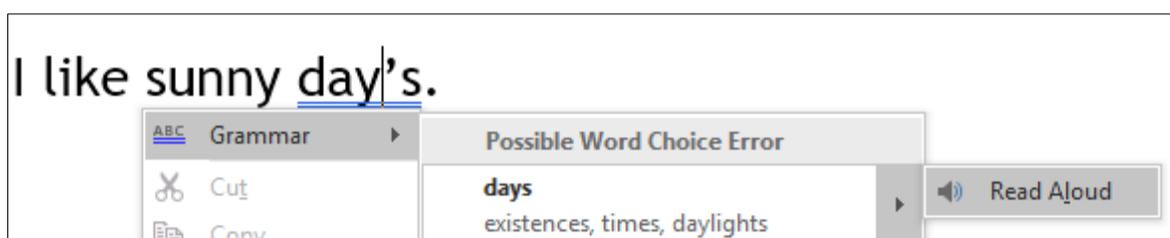
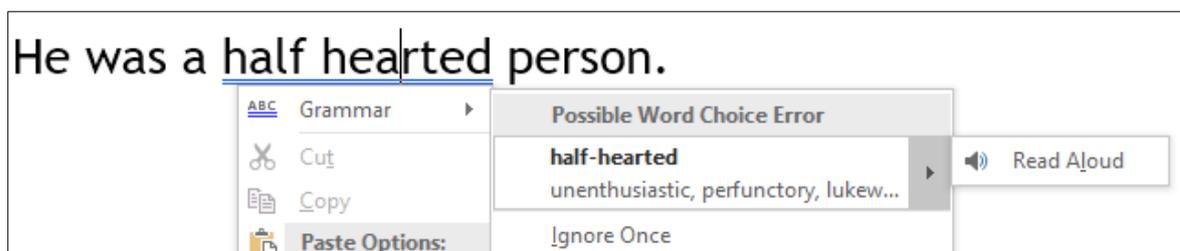
You can also listen to the Word by pressing the 'Speaker' icon in the Spelling pane.



## Grammar support

Word's grammar checker works in a similar way to **Spelling**, but uses a thin blue double line to highlight potential grammar mistakes or 'Possible Word Choice Error'.

To correct a grammar error right click on the error (double blue line) and choose the correction from the list - remember to use Read Aloud to hear it spoken aloud.



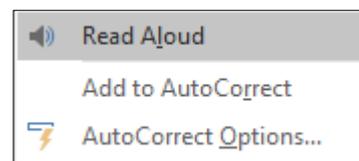
If a learner is unsure which is the correct spelling offered from the list or a potential grammar mistake, they can now hear the word and synonyms spoken aloud.



The talking spelling and grammar checker in Word uses the default voice on the computer, e.g., Heather or Stuart. To find out more on the Scottish Voices visit the CALL website: [www.thescottishvoice.org.uk/home/](http://www.thescottishvoice.org.uk/home/)

## AutoCorrect Options

Also available in the drop-down menu under Read Aloud (in **Spelling**), is AutoCorrect. AutoCorrect can help with the writing composition process - removing the distraction and interruptions of spelling mistakes and red underlines by automatically correcting unambiguous errors.



AutoCorrect fixes hundreds of common typos and spelling errors on-the-fly. For example, if you type 'teh' AutoCorrect will automatically correct the mistake to 'the'.

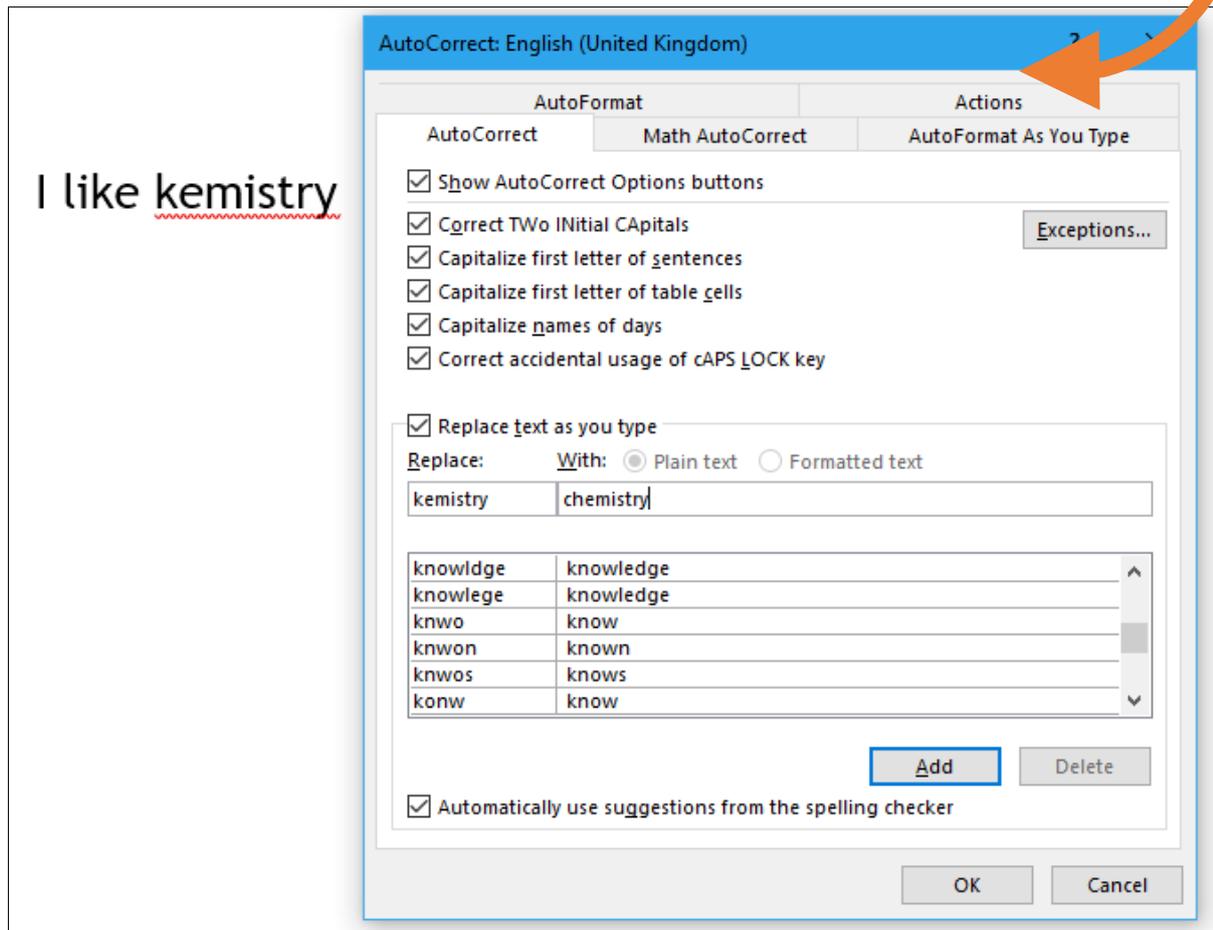
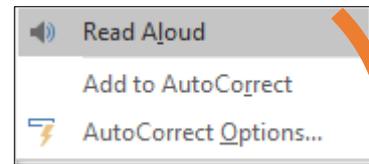
Sometimes a spelling mistake can be so far from the actual word that AutoCorrect will be unable to identify and change the word.



This is where the options to create customised AutoCorrect spellings is a real advantage, even if the learner misspells the same word different ways.

In the example below 'kemistry' should be replaced with 'chemistry'.

- Select 'AutoCorrect Options' from the drop-down spelling menu under 'Read Aloud'.
- Under 'Replace' type the misspelling.
- Under 'With' type the correction.
- Ensure the 'Replace text as you type' is ticked.
- Click the 'Add' button and finally 'Ok'



Repeat the process for other misspelt words. Where a learner used multiple spellings for a word repeat the 'Replace' and 'With' process.

To delete a word, press the 'Delete' button (you may need to scroll through the word list to find the word).

The more words are added to AutoCorrect the more accurate it will become, with less spelling mistakes appearing over time.

## Smart Lookup

Smart Lookup is another new feature for Word 2016. Smart Lookup automatically finds information on the Web using Microsoft's Bing search engine without forcing users to open an Internet browser and run a search manually.

Smart Lookup uses the context of the words around the one being searched in order to provide you with the most relevant results - because so many words and terms have multiple meanings - hence Smart Lookup!

A benefit of Smart Lookup is that it provides a visual representation of words, phrases etc.

To use Smart Lookup type a word or sentence, e.g., parabola.

### How do I find the turning point of a parabola?

- Right click on 'parabola' (Smart Lookup can also be accessed from the **Reference Tab**)
- Choose 'Smart Lookup' from the drop-down menu.
- Smart Lookup appears in the right-sidebar - articles, images and definitions.

The Smart Lookup sidebar displays the following content:

- Explore Wikipedia**
  - Parabola - Wikipedia**  
A parabola is a two-dimensional, mirror-symmetric curve, which is approximately U-shaped and oriented as shown in the diagram below,
  - Parabola (song) - Wikipedia**  
"Parabola" is a song by the American rock band Lateralus. The song was released as the second single from their third studio album Lateralus. It was released on...
- Bing image search**  
A collection of images showing various parabolas on coordinate planes. Labels include: *latus rectum*, *focus*, *vertex*, *directrix*, *Axis of symmetry* ( $x = -2$ ), *Negative root* ( $-1, 0$ ), *Positive root* ( $1, 0$ ), *y intercept* ( $0, -5$ ), and *Minimum* ( $-1, -5$ ).

Smart Lookup is a useful tool to help with research, projects etc.

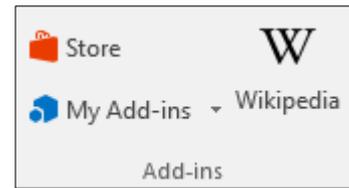


Clicking an article will launch a web browser and direct the user to an external site.

## Using My Add-ins to enhance learning tools in Word

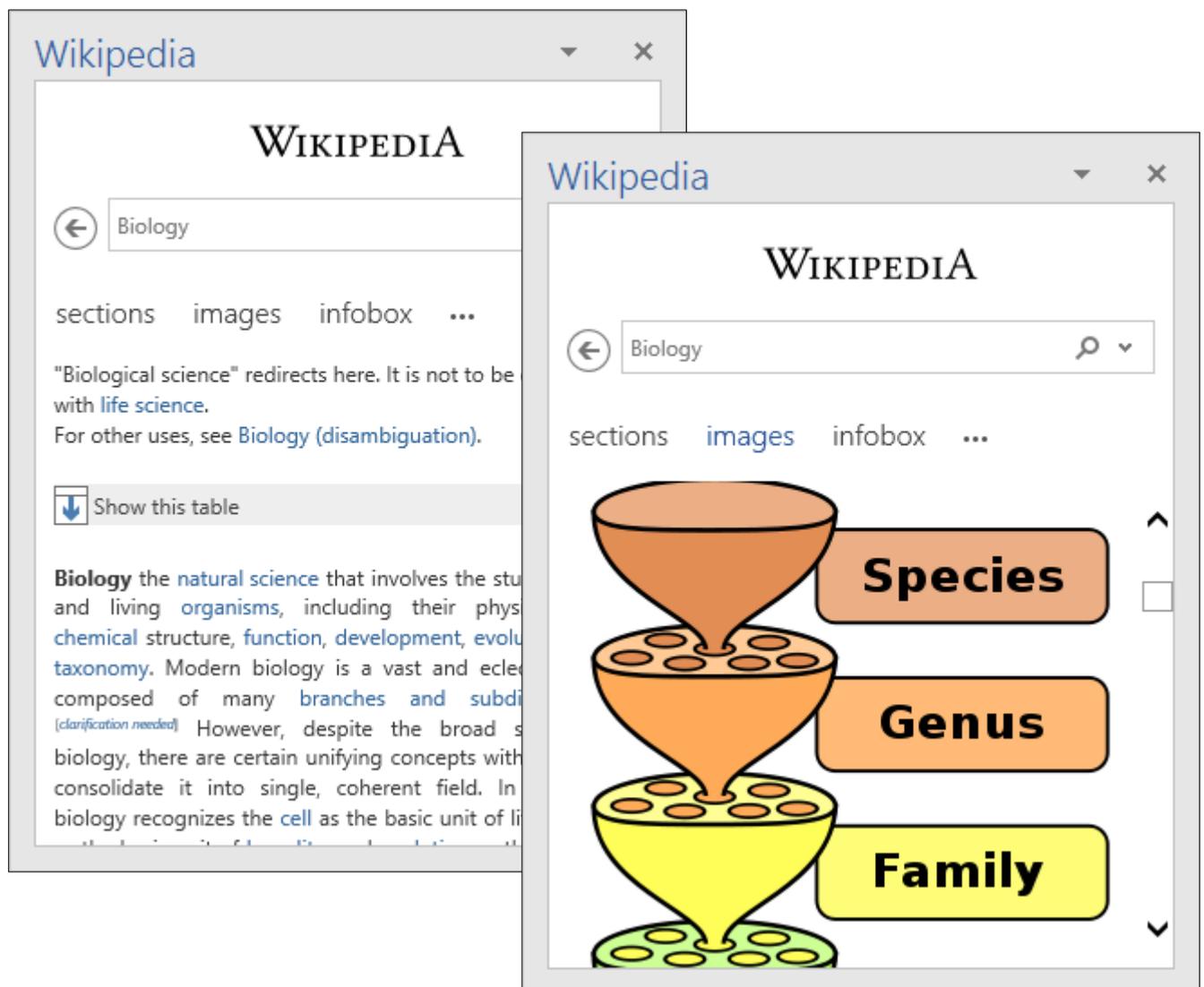
In Word 2016 an Add-in is a supplemental program or extension that adds custom commands or features to Word.

Add-ins in Word are located on the **Insert Tab**. The Wikipedia Add-in is already added as default and appears in the right-hand sidebar when activated.



As a default, the sidebar is docked to the right side of the document, but a 'click', 'drag' and 'hold' with the mouse undocks the Add-ins panel and placed anywhere in the document.

You can search for '**Sections**' of information or '**images**' on a topic of your choice.



My Add-ins requires an internet connection and access to Windows Store. Availability of Add-ins will depend on the settings of your school/local authority security settings.

With Office Add-ins you can search by category e.g., Education. Click the 'Add' button to add new 'apps' or Add-ins to your collection. Add-ins can be disabled or deleted using the 'Manage My Add-ins' console or by right-clicking on the app icon and selecting 'delete'.

There are lots of apps or Add-ins to choose from and more are added every day. One useful example is **Texthelp's Study Skills**:



Use the **Texthelp Study Skills** Add-in to highlight key areas of your document to collect and group large amounts of text.

Select and highlight the desired text and click "Collect Selected Highlights" to launch a web page with your highlights. You can then extract the highlighted words and place them in a new document to review. A reference/citation is conveniently added at the end of the document.

## Online spell checking – Grammarly and Ginger

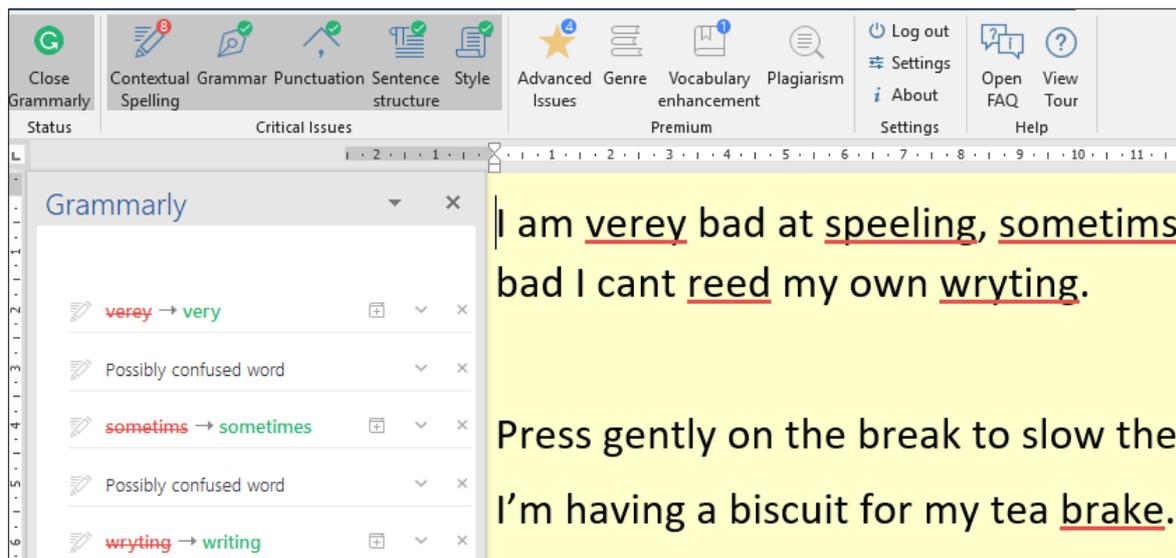
Ginger and Grammarly are 'online' or 'cloud' based spell checking tools. Both Ginger and Grammarly integrate into Word as Add-ins. Both are free to use for basic spelling and grammar checking but require a subscription to use their premium tools, i.e., plagiarism, text-to-speech.

### Grammarly

Grammarly has the ability to correct most grammatical, spelling and punctuation inaccuracies and contextual text corrections by providing recommendations in a docked or floating panel from within Word.

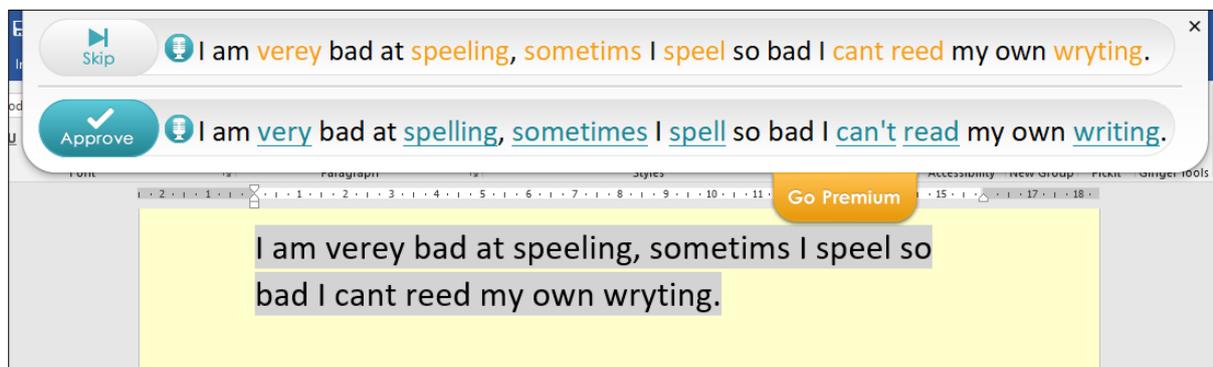
Grammarly is particularly good at dealing with spelling inaccuracies within contextual meanings. It is not limited to spelling and grammar errors but can also detect repetitive words, poor punctuation, spelling inaccuracies and improperly used adjectives.

For more information on Grammarly visit: [www.grammarly.com/office-addin/windows](http://www.grammarly.com/office-addin/windows)



### Ginger

Ginger also has a spelling and grammar checker that identifies errors and offer suggestions to improve them. Ginger works slightly differently; spelling suggestions appear from the top of the document.



For more information on Ginger visit: <http://www.gingersoftware.com/>

## Dictation – Speech Recognition Add-in

Dictation is a speech recognition add-in which allows you to use your voice to dictate text. Dictation is also available for Outlook and PowerPoint.

Dictation requires an internet or Wi-Fi connection.

Dictate must be downloaded and installed to your computer. It is free to download and use: <https://dictate.ms/>

After downloading and installing it appears as a new Tab in the Ribbon - 'Dictation'.



You will need to attach a microphone to your computer to get the best results from Dictation, either by USB, Bluetooth or 3.5mm jack.

As well as dictating text you can also give Dictation 'Commands' for inserting punctuation and new lines:

- Say "New line": Takes cursor to a new line
- Say "Delete": Removes the last line you dictated
- Say "Stop dictation": Terminates the dictation session
- Say "Full stop or period": Types period character (.)
- Say "Question mark": Types (?)
- Say "Open quote": Types (“
- Say "Close quote": Types ”)
- Say "Colon": Types (:)
- Say "Comma": Types (,)

Dictation also features an 'Auto' mode for inserting punctuation but you should experiment between using Auto and Manual Punctuation for best results.

For more information see: [www.microsoft.com/en-us/garage/profiles/dictate/](http://www.microsoft.com/en-us/garage/profiles/dictate/)

There's also a short video of Dictation in action: <https://youtu.be/AKs-clfGCQc>

## Customising Word's Ribbon

### Minimise the number of Tabs on Word's Ribbon

You can change the number of Tabs on Words Ribbon by increasing or decreasing the availability of Tabs.

From this...



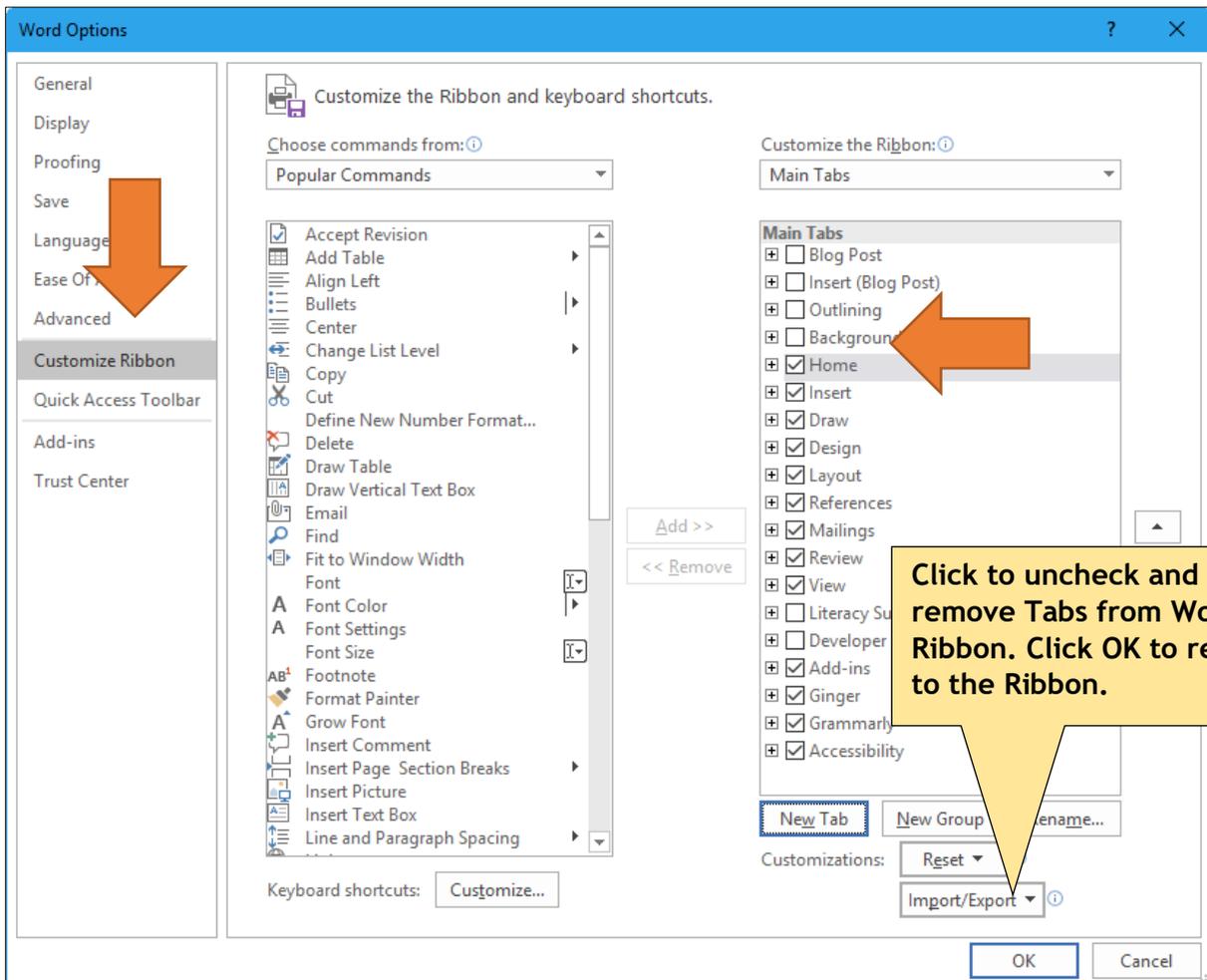
To this...



Fewer Tabs will make Word appear less imposing and help learners to stay more on task. A distraction-free word processor can help learners to focus on what they are writing and ignore everything else.

To customise Word's Ribbon, follow the steps below:

1. Click or select 'File' and choose 'Options' from the left-hand menu.
2. When the 'Word Options' panel appears, choose 'Customize Menu'.
3. On the right-hand panel under 'Customize the Ribbon' select the Tabs, you want to make available by unticking or ticking the boxes.
4. Click the 'OK' button to see your Tabs.



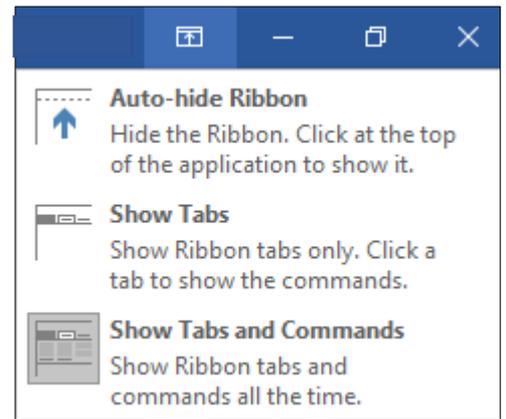
## Auto-hide Ribbon



Alternatively, you can also use the option to Auto-hide the Tabs in Word's Ribbon - all Tabs will disappear, leaving you with a blank sheet to work within a **distraction-free environment**.

Auto-hide Ribbon is located on the top right-hand side of Word.

To show the Tabs simply click 'Show Tabs' from the menu.



## Use 'Speak' to listen to text spoken aloud

As well as removing Tabs and other items you can also add new Tabs and Groups.



Use the Speak button to hear text in a document spoken aloud. The Speak button is not available on the Ribbon as default so you need to add it to the Ribbon (or the Quick Access Toolbar on the top left-hand side of Word).



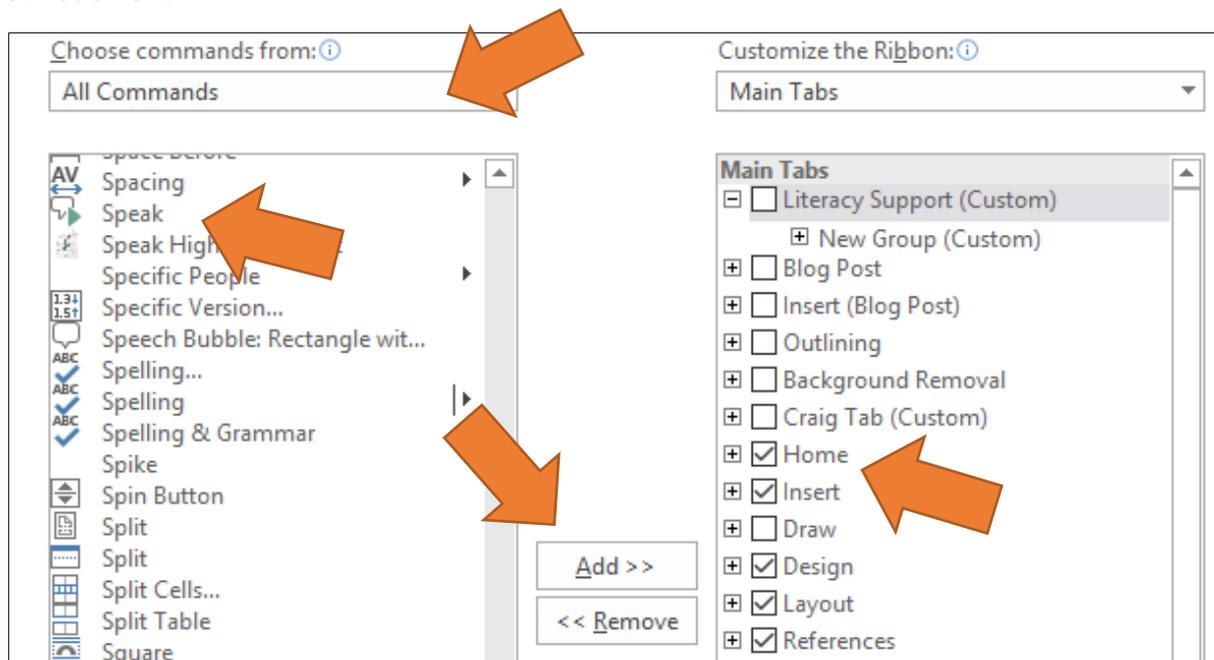
When text is highlighted in the document, click the Speak button to hear it spoken aloud. The Speak tool uses the **default voice on your computer**, i.e., Heather or Stuart.

Set the computer's default voice on Windows 7: [bit.ly/defaultvoiceWindows7](http://bit.ly/defaultvoiceWindows7)

Set the computer's default voice on Windows 10: [bit.ly/defaultvoiceWindows10](http://bit.ly/defaultvoiceWindows10)

To add the Speak button to Word's Ribbon follow the steps below:

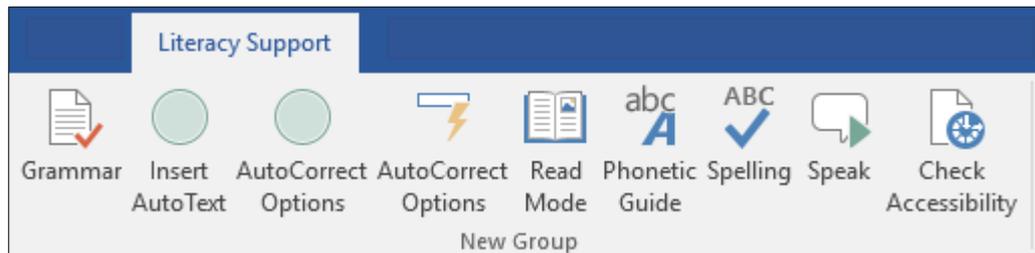
1. Click or select 'File' and choose 'Options' from the left-hand menu.
2. When the 'Word Options' panel appears choose 'Customize Menu'.
3. Under 'Choose commands from' choose 'All commands' from the drop-down menu.
4. Scroll down to the 'Speak' button.
5. Click the 'Add' button to send the Speak icon to a Tab of your choice.
6. Click OK.



## Create your own personal Tab – My Literacy Toolbar

As well as customising the Ribbon you can also create a personalised Tab with specific features to support literacy.

In the example below only one Tab is available which contains personalised features such as Grammar, Read Mode etc.



Follow the same process for adding the Speak button except select **All Commands** from the drop-down menu.

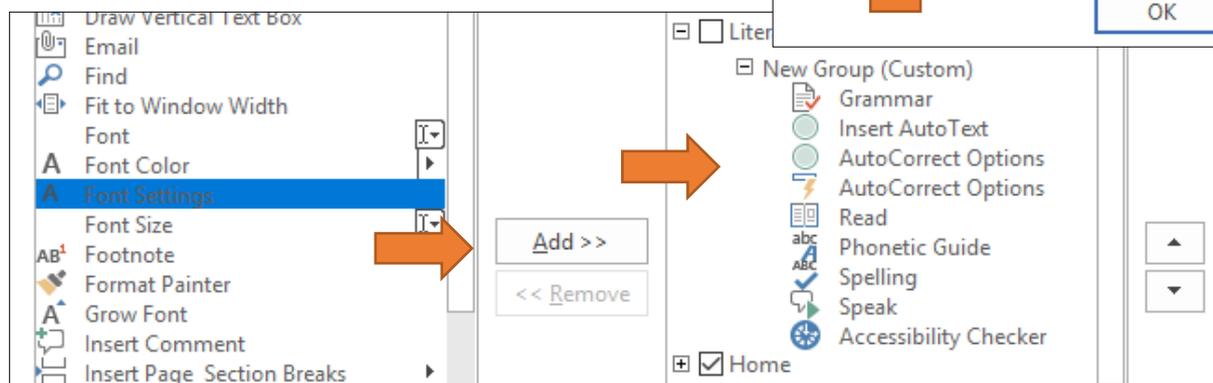
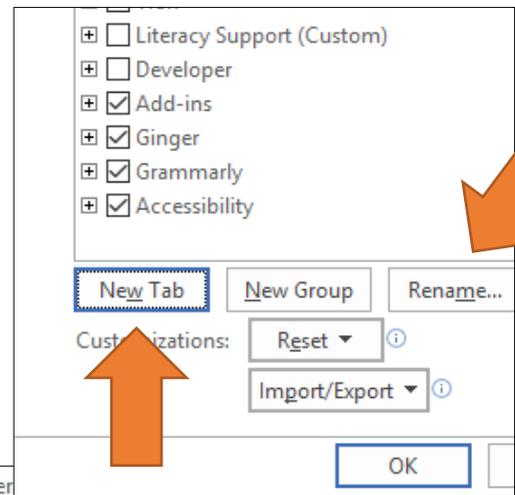
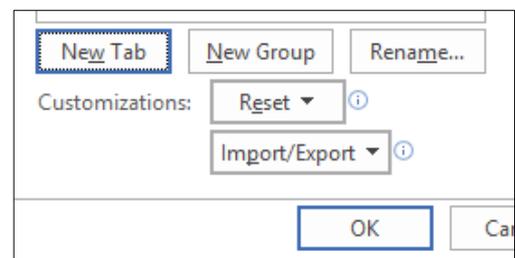
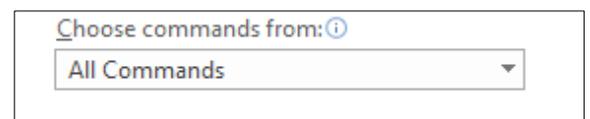
Choose **New Tab** from the bottom right of the panel.

A new Tab will appear in the right column.

Select 'Rename' and rename the new Tab, e.g. My Toolbar, All My Word Tools etc.

Add tools from the left panel to the renamed Tab using the 'Add' button ensuring the new Tab is highlighted or checked.

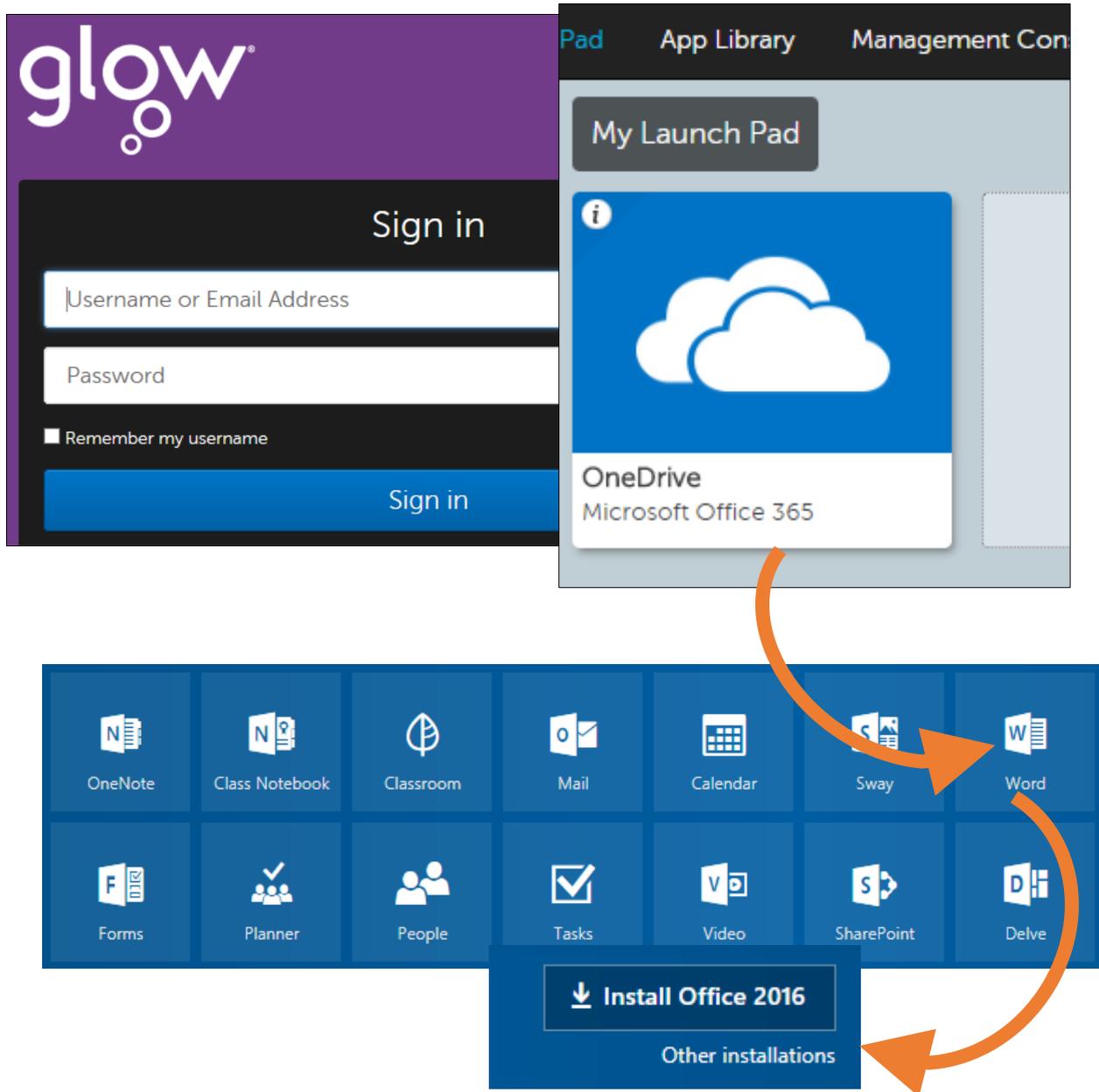
Finally, click 'OK' and return to the Ribbon.



(For an online step-by-step tutorial see <http://bit.ly/use-Word-creatively>)

## Glow and Word Online

Word Online is Microsoft's online version of Word which works in a web browser and is part of the larger Office 365 suite of products. Word Online requires an internet connection and can be accessed via the Glow Launchpad after signing in: <https://glow.rmunify.com>



Download the most recent version of Microsoft Office from your Glow account - for free! Although Word Online has similar tools to Word there are many features unavailable in the online version.

### Synchronising and sharing work between school and home

A benefit of using Word Online is that learners can access Word Online at home, using their personal Glow account, to complete homework activities.

As everything is saved in the 'Cloud' or Microsoft One Drive, homework etc, can be accessed and printed at school by signing into Glow.

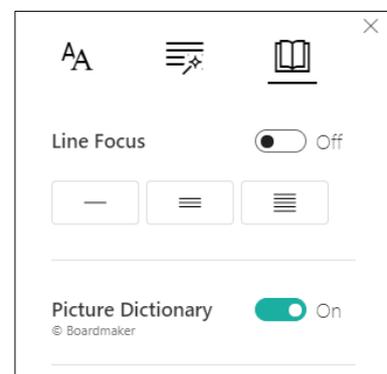
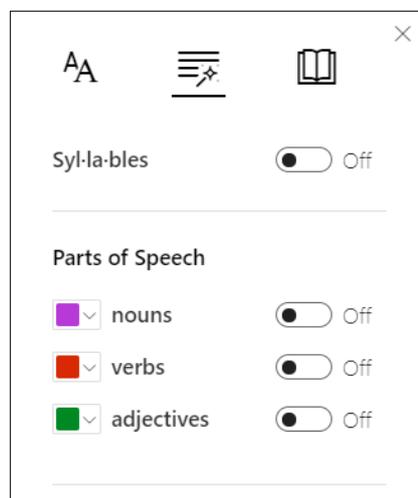
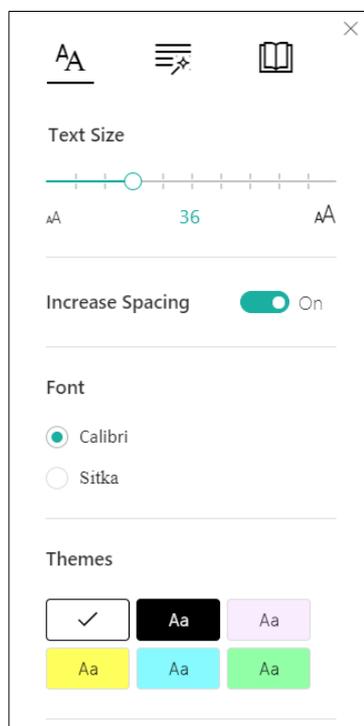
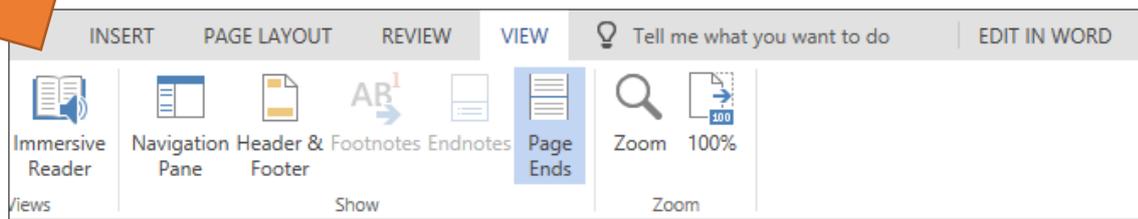
## Learning Tools in Word Online

A recent addition to Word Online is Learning Tools, similar to Word 2016 (see pages 7 -8) albeit with more features, i.e., Immersive Reader.

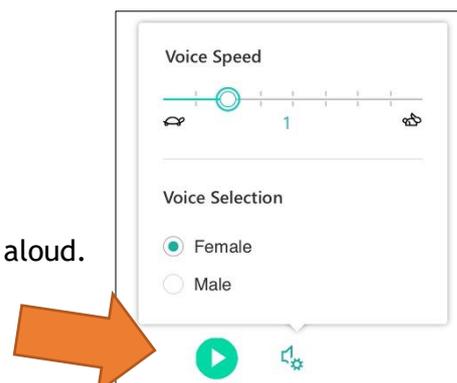
Immersive Reader aims to improve reading by eliminating external distractions and can help with literacy difficulties such as dyslexia.

A main feature of Immersive Reader is that it allows the learner to focus on single words as they are read aloud - background text is greyed out or darkened allowing the user to focus on one word at a time, thereby supporting fluency, comprehension, word recognition, and focus.

- Open a document in Word Online and select the 'View' tab.
- Select 'Immersive Reader'.
- Choose a font size, spacing and page background colour (under Themes).
- Select one or more - Syllables, Nouns, Verbs, Adjectives using the colour coding.
- Choose a voice speed - click the Play to hear the text spoken aloud. The background is greyed out, so learners can focus on each word as it is read.
- Use Line Focus to improve readability, concentration and reading speed.
- Picture Dictionary aids reading and comprehension by seeing and hearing a word simultaneously.



Look for the Speech button to hear text spoken aloud.



## Text Size, Spacing and Themes



Adjust the font size, font style and colour themes to customise and differentiate reading.

The settings menu includes:

- Text Size:** A slider set to 36.
- Increase Spacing:** A toggle switch turned 'On'.
- Font:** Radio buttons for 'Calibri' (selected) and 'Sitka'.
- Themes:** A grid of color-coded theme buttons (black, purple, yellow, cyan, green).

**All about summer.**  
 The weather is hot and sunny.  
 Crops grow in the fields.  
 Bees buzz around the flowers.  
 Tadpoles swim in the ponds.  
 Baby birds chirp in the trees.  
 Trees are green and tall.  
 We have fun in the sun.  
 School closes for the summer.

Immersive Reader - All about summer

The weather is hot

Immersive Reader - All about summer

The weather is hot and sunny.  
 Crops grow in the fields.  
 Bees buzz around the

## Syllables and Parts of Speech



Use Syllables to break words into smaller parts to help improve word recognition. Colour code words into nouns, verbs and adjectives to aid grammar.

The settings menu includes:

- Syllables:** A toggle switch turned 'Off'.
- Parts of Speech:** Checkboxes for 'nouns' (purple), 'verbs' (red), and 'adjectives' (green), each with a corresponding 'Off' toggle.

All a·bout sum·mer.

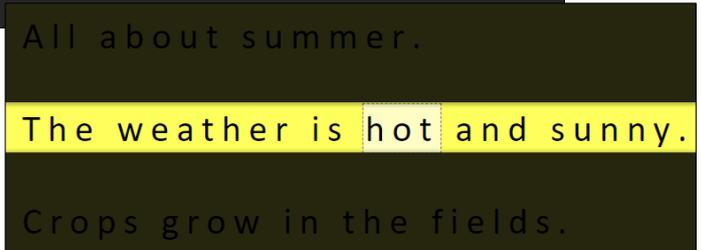
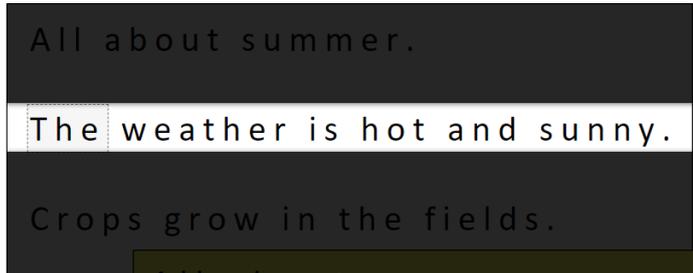
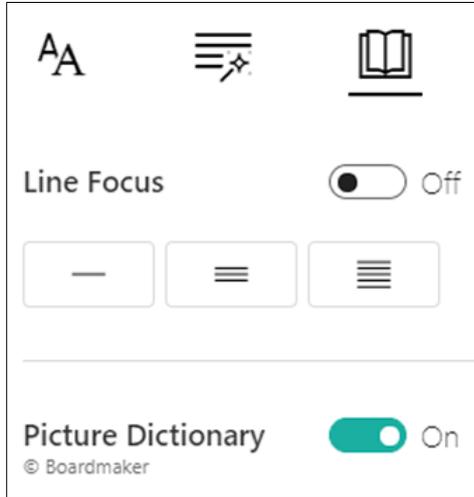
The weath·er  
 and sun·ny.

All about summer.  
 The weather is hot  
 and sunny.

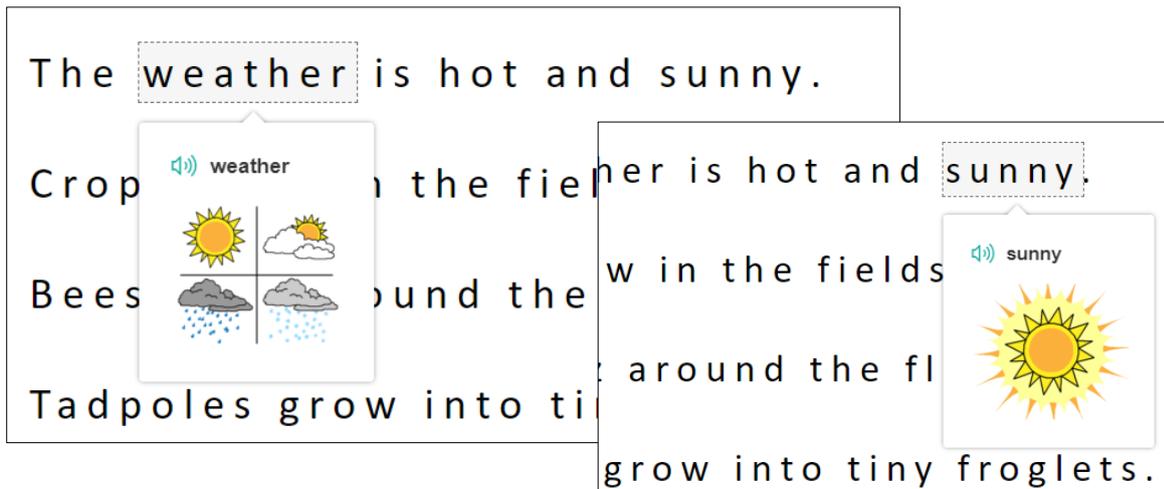
## Line Focus and Picture Dictionary



Improve readability, concentration and reading speed with Line Focus by reading one (or more) line of text at a time.



Picture Dictionary aids reading and comprehension by seeing and hearing a word simultaneously.



Consider using Line Focus, Picture Dictionary, Themes and Speech in combination to provide a multi-sensory and inclusive reading experience.



For more information on Learning Tools visit the poster download section of the CALL website: <http://bit.ly/raisingattainment-learningtools-poster>

## Some useful keyboard shortcuts

A few simple shortcuts can help to improve speed and efficiency when using Word. Keyboard shortcuts can also help those learners who find a standard mouse difficult or impossible to use.

Try experimenting with the following - have fun!

Add some text to Word (to experiment with)	Type the following characters: =rand()
<b>Editing Text</b>	
Select all the text in the document	Ctrl Key + A
Double line spacing (text must be selected)	Ctrl Key + 2
Line and a half spacing	Ctrl Key + 5
Single Line spacing	Ctrl Key + 1
Select single words, sentences, paragraphs	Shift + right arrow key
Bold single words, sentences, paragraphs (text must be selected)	Ctrl Key + B
Italicise single words, sentences, paragraphs (text must be selected)	Ctrl Key + I
Right align text (cursor placed at beginning of word/sentence)	Ctrl Key + R
Centre align text (cursor placed at beginning of word/sentence)	Ctrl Key + E
Cut text (text must be selected)	Ctrl Key + X
Copy text (text must be selected)	Ctrl Key + C
Paste text (text must be selected)	Ctrl Key + V
Undo the last action	Ctrl Key + Z
Redo the last action	Ctrl Key + Y
Increase selected font size	Ctrl + Shift Keys + >
Decrease selected font size	Ctrl + Shift Keys + <
Change text to a heading style (Level 1)	Ctrl + Alt Keys + 1
Change text to a heading style (Level 2)	Ctrl + Alt Keys + 2
Change text to a heading style (Level 3)	Ctrl + Alt Keys + 3
Toggle or change the text between upper, lower and sentence case (text must be selected)	Shift Key + F3
Insert the current date	Shift + Alt Keys + D
Insert the current time	Shift + Alt Keys + T
<b>Spelling and Grammar</b>	
Spell and grammar check	F7 Key
Thesaurus	Shift Key = F7
<b>Saving the Document</b>	
Save As	F12 Key
Save	Ctrl Key + S
<b>Accessibility Shortcuts</b>	
Access the Tabs on the Ribbon	Alt Key + F
StickyKeys (use the keyboard with one hand)	Press the Shift Key 5 times
Print the document	Ctrl Key + P
Close the document	F4 Key

## More information



For more information, advice on supporting learners with literacy difficulties, visit the Dyslexia section of the CALL Scotland website:  
[www.callscotland.org.uk/information/dyslexia/](http://www.callscotland.org.uk/information/dyslexia/)

The dyslexia section includes advice and tips on using technology, as well as a range of case studies and research on a range of literacy-related issues.

### Dyslexia

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 <b>What is Dyslexia?</b> A working definition.	 <b>Writing</b> What can help?	 <b>Reading</b> What can help?
 <b>Hamish's story</b> Using iPads in School.	 <b>What the Research Says</b> Is there any evidence?	

You can also get in touch by phone: 0131 651 6235

Or email: [callscotland@ed.ac.uk](mailto:callscotland@ed.ac.uk)