

Creating Educational Activities in MS Word

Add speech to documents so students can:

- Have directions spoken aloud so they can work independently
- Have test and worksheet items read aloud
- Use embedded guided reading questions to support comprehension
- Record summaries, important facts, personal responses, etc. during reading
- Record answers to worksheet questions

Adding Speech to Word Documents

Insert menu

Select *Object*

Select *Create New* tab

Scroll down and select *Wave Sound*

Select *OK*

Recorder will appear.

1. Click on the button with the red dot to record.
2. Click on the button with the black rectangle when you finish speaking.
3. Click on the button with the black triangle to hear your recording.
4. If you are happy with your recording click on the red X in the upper right hand corner to close the recorder or select Exit from the File menu.
5. If you are not satisfied with your recording and want to record again, click on the first button with the two black triangles.
6. Repeat the recording process from Step 1.
7. When you are happy with your recording click on the red X in the upper right hand corner to close the recorder or select Exit from the File menu.

For students to be able to record an answer follow these steps:

Insert menu

Select *Object*

Select *Create New* tab

Scroll down and select *Wave Sound*

Select *OK*

Recorder will appear.

- Without recording anything, click on the red X in the upper right hand corner to close the recorder or select Exit from the File menu. This will put a speaker icon in the document.

- When students want to record they right click on the speaker icon

Select *Sound Recorder Document Object*

Select *Open*

When the recorder appears they record an answer following Steps 1-7 above

Creating Educational Activities in MS Word

Create documents with drop-down form fields so students can

- Easily select choices from a list
- Easily change choices
- View choices in context
- Avoid mistakes due to losing place on paper
- Submit a document with an age-appropriate appearance
- Receive appropriate level of support

To create documents with drop-down form fields

Display the Forms toolbar

View menu

Select *Toolbars*

Select *Forms*

Create text of your choice leaving several blank spaces where the drop-down form fields will appear.

Click on the *Drop-Down Form Field* button.
A shaded form field will appear.



Click on the *Form Field Options* button



Under *Drop-down item* enter the text you would like to appear

Select *Add*

Repeat until all your choices for that field have been entered

Select *OK*

Move cursor to the next spot a form field is to be created

Repeat above steps until all fields are created

Note:

Form fields will not work until the fields have been locked.
Lock the fields by clicking on the *lock icon* on the forms toolbar.



To use the document without use of the mouse

- Use the *Tab* key to move from field to field
- *Alt + down arrow* to display choices
- *Down arrow* to move through choices
- *Enter* to select