Microsoft Tips

Readability:

- On the **Tools** menu, click **Options**, and then click the **Spelling & Grammar** tab.
- Select the **Check grammar with spelling** check box.
- Select the **Show readability statistics** check box, and then click **OK**.
- On the **Standard** toolbar (toolbar: A bar with buttons and options that you use to carry out commands. To display a toolbar, click **Customize** on the **Tools** menu, and then click the **Toolbars** tab.), click **Spelling and Grammar** .
- When Microsoft Word finishes checking spelling and grammar, it displays information about the reading level of the document.

AutoSummarize:

1. On the **Tools** menu, click **AutoSummarize**.
2. Select the type of summary you want.
3. In the **Percent of original** box, type or select the level of detail to include in the summary. Select a higher percentage of the original document to include more detail.
4. If you don't want AutoSummarize to replace your existing keywords and comments on the **Summary** tab in the **Properties** dialog box (**File** menu), clear the **Update document statistics** check box.