

Student Task 1 of 2

This task will reinforce the information taught in this video

Word 365 – Improve the quality of written work

1. Open the Word document
2. Save a copy with your name on it –otherwise no one else will be able to complete these tasks.
https://youtu.be/LhmApDe0uvs?si=_cl2wvE-g8aleT8i
Include your name or initial in the documents new name.

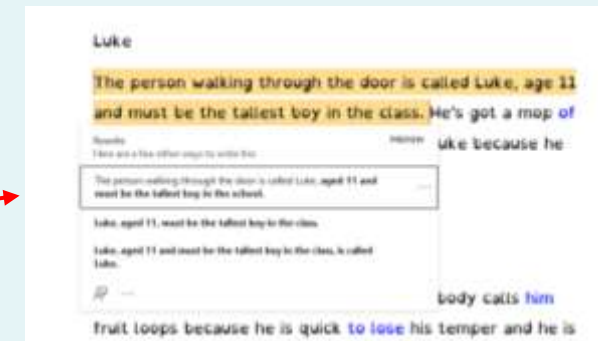
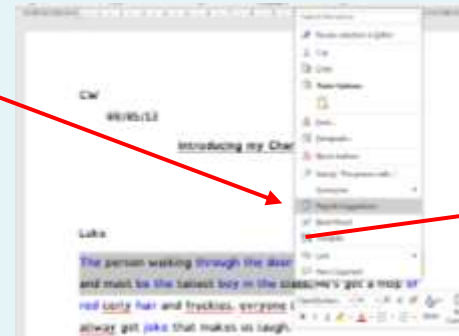


Click on the image to watch the video

3. Correct all the spelling mistakes
4. Correct all the grammar mistakes
5. Use the **Rewrite suggestion** on the first sentence.

Helpful screen shots

6. Is **Rewrite Suggestions** available on every sentence?
Why do you think this is?



7. What is the German word for **plum**?

8. What is the Spanish for **plum**?

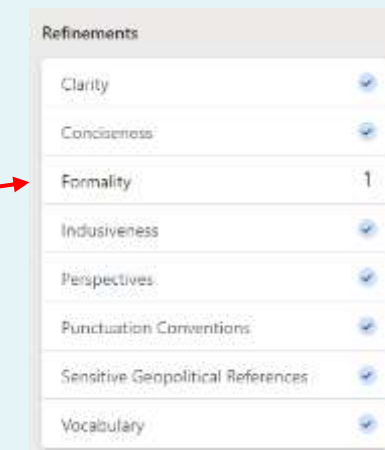
9. Find the definition of the word **tallest**?

10. Find 3 synonyms for **angry**?

11. Go to the **Editor (F7) or Review Tab**

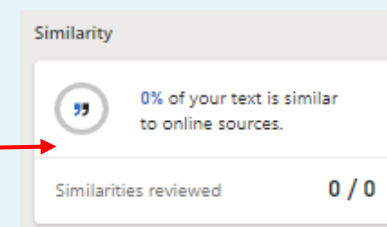


1. Look at the Refinements Section.
What are the Formality suggestions?



12. What do you think the Similarity sections does?

Be warned teachers know when you simply copy information



Student Tasks2 of 2

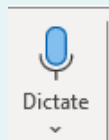
Helpful screen shots

13. Listen to the document to hear the mistakes.

14. Change the Voice Settings.

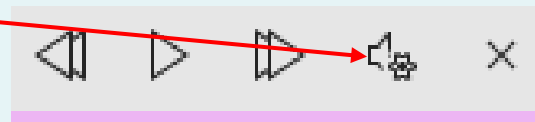
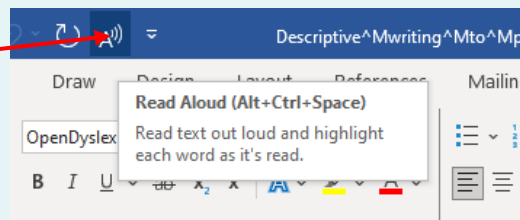
Which settings do you prefer?

15. Click Dictate



Then dictate a couple of sentences.

16. Can you see spot any mistakes that Word / Editor does not highlight?



Word Online – Immersive Reader

1. Select the **View** Tab then click **Immersive Reader**

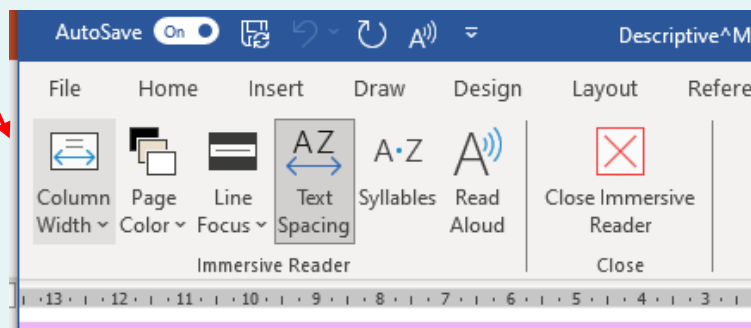
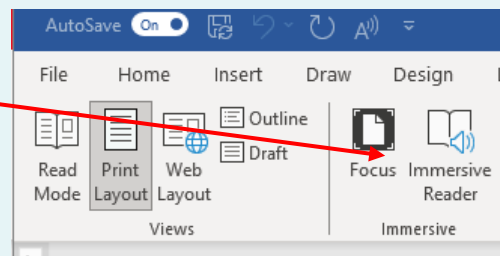
2. Explore the options available.

Amend the options to find what you prefer

- Column width
- Page colour
- Line focus
- Text spacing
- Syllables

What are your preference?

Whatever preferences you change here will be saved for the next time you open a document in Immersive Reader



3. How does Word in Microsoft 365 differ from Word online??