

Student Task 1 of 2

This task will reinforce the information taught in this video

Word Online – Improve the quality of written work



Click on the image to watch the video

1. Open the Word document
You will need a FREE Microsoft Account to do this in Word Online
2. Save a copy –otherwise no one else will be able to complete these tasks.
Explained in this video <https://youtu.be/NUBVDDM2Wqs>
Include your name or initial in the documents new name.

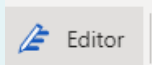
3. Correct all the spelling mistakes
4. Correct all the grammar mistakes
5. Use the **Rewrite suggestion** on the first sentence

Helpful screen shots

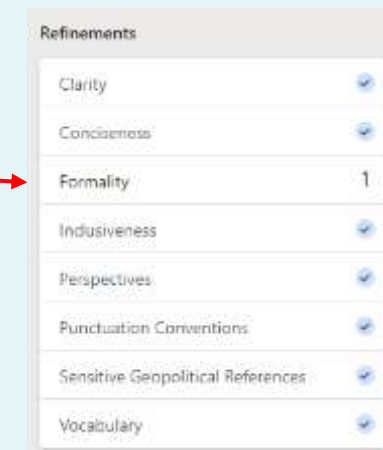
6. Is **Rewrite Suggestions** available on every sentence?
Why do you think this is?
7. What is the German word for **plum**?
8. What is the Spanish for **plum**?
9. Find the definition of the word **tallest**?
10. Find 3 synonyms for **angry**?



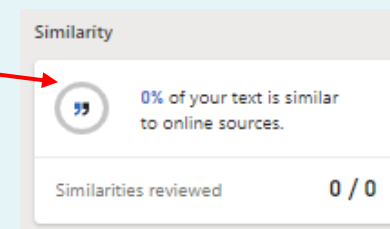
11. Go to the **Editor**

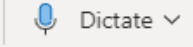


1. Look at the Refinements Section.
What are the Formality suggestions?



12. What do you think the Similarity sections does?
Be warned teachers know when you simply copy information



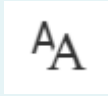
13. Click Dictate  and dictate a couple of sentences.
14. Do you see any mistakes that Word / Editor does not highlight?
15. Listen to the document to hear the mistakes.
Correct the document once you have listened to it. Why is this difficult?
Can you think of a way of solving this problem?

Student Tasks 2 of 2

Word Online – Immersive Reader

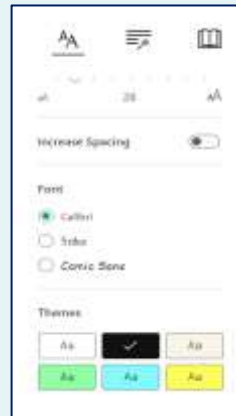
1. Select the **View** Tab then click **Immersive Reader**

2. Select **Text Preferences**



Amend All the options

- Text size
- Increase spacing
- Font
- Themes
- What is your preference



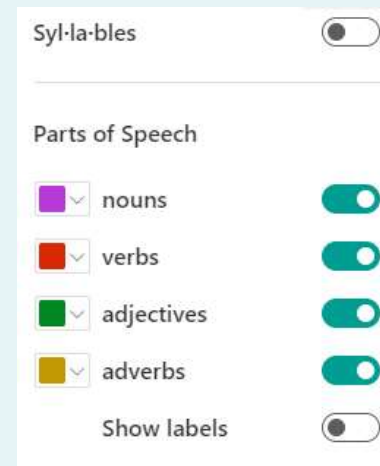
3. Select **Grammar Options**



Amend all the options

Parts of Speech

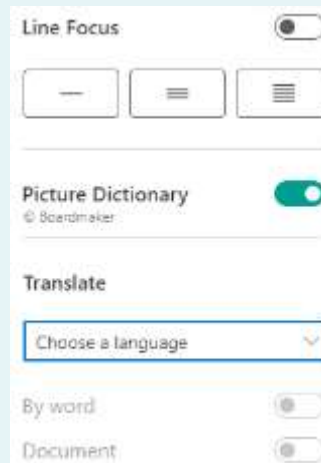
Show the labels



4. Select **Reading Preferences**



Amend all the options & check they work



5. Listen to the text



Can you correct mistakes that you hear?

6. Change the Voice Settings



7. Which settings do you prefer?

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

Helpful screen shots

