

# Technology In Tough Times: Maximizing Features in Microsoft Word & Office to Differentiate Instruction for All Learning Styles

## Target Audience

This **hands-on** workshop is targeted at *any* educational professional who wants to utilize technology in their classroom but is inhibited from purchasing new software by budgetary constraints. Participants may be special education teachers, general education teachers, technology coordinators, child study team members, inclusion staff, parents of students with disabilities, and resource personnel including occupational therapists, physical therapists, or vision specialists.

## Description of Experience

Did you know that there are multiple tools to help support people with disabilities built directly in your PC and Mac computers? Come uncover these hidden tools and see how they can support people with a range of disabilities from vision impairments to hearing loss to learning disabilities. You're guaranteed to leave with new tricks to implement immediately . . . with software you already own!

Participants will modify the Windows operating system as well as Microsoft Word to help support reading, writing and study skill demands in a hands-on lab environment. Participants will also have the opportunity to customize accessibility features on a Macintosh computer.

## Learning Objectives

Participants will be able to:

- Create worksheets and quizzes using drop-down menus
- Customize Windows by utilizing accessibility and display features
- Customize Macintosh through accessibility features
- Customize Microsoft Word to support reading demands through:
  - Changing the visual display
  - Using AutoSummary
  - Utilizing readability statistics
- Use ReadPlease to read any electronic text
- Customize Microsoft Word to support writing demands through AutoText, AutoCorrect & Track Changes.

## Participants need to bring:

- a PC or MAC laptop or reserve one of the Co-op's laptops