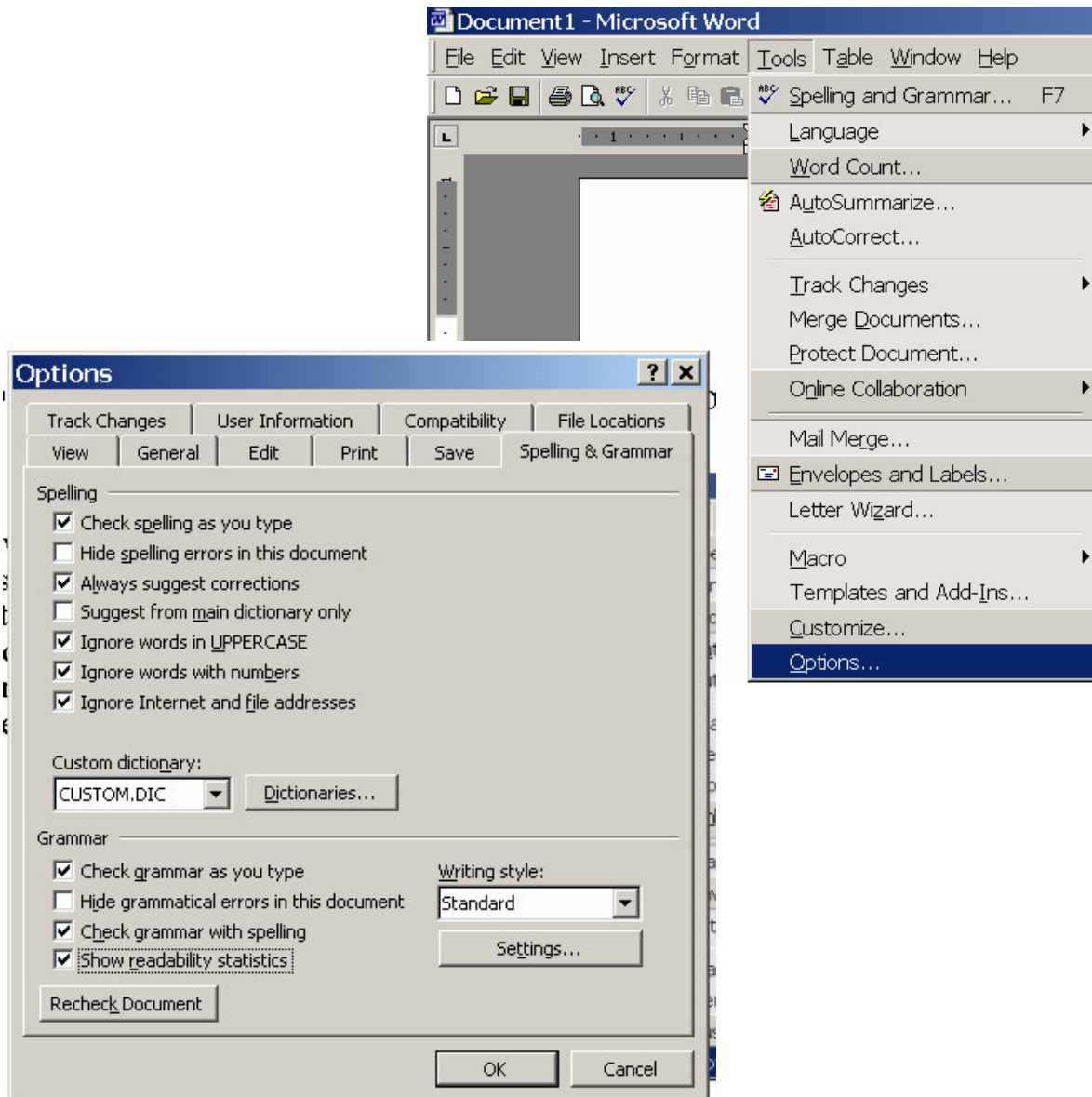


# Determining Reading Levels In Microsoft Word

## A Step-By-Step Procedure

1. *How do I set up the program to show me the readability statistics?*
  - Click on “Tools” in the top menu.
  - Then select “Options...” from the drop down menu.
  - In the “Options” menu click on the “Spelling & Grammar” tab. Select the “Show readability statistics” option from the bottom of the list.



*How do I check the readability levels?*

- Click on “Tools” in the top menu.
- Then select “Spelling and Grammar...” from the drop down menu.
- Complete the spelling and grammar check, then find the “Readability” section of the “Readability Statistics” menu. The “Flesch-Kincaid Grade Level” is the level of the piece of writing.

