

◆ Turn On Readability Statistics Report:

Microsoft Word 2000/XP/2003

1. On the Tools menu, click Options, and then click the Spelling & Grammar tab.
2. Select the Check Grammar With Spelling check box.
3. Select the Show Readability Statistics check box, and then click OK.
4. On the Standard toolbar, click Spelling and Grammar (or press F7).
5. When Microsoft Word finishes checking spelling and grammar, it displays information about the reading level of the document or selection.

Microsoft Word 2007

1. Click the Microsoft Office Button, and then click Word Options.
2. Click Proofing.
3. Make sure Check Grammar With Spelling is selected.
4. Under When Correcting Grammar in Word, select the Show Readability Statistics check box.
5. When Microsoft Word finishes checking spelling and grammar, it displays information about the reading level of the document or selection.