# To use Microsoft Word Readability Statistics and Synonyms:

**To check for reading level:**

1. Type in text
2. In **Mac** OS X, go to the **Word** drop down menu. ... For PC Click the **Microsoft Office** Button, and then click **Word** Options.
3. Select Spelling and Grammar.
4. **Check** Show **readability** statistics and click OK.

Now when you use the spell **check** tool, it will automatically tell you the Flesch-Kincaid grade level equivalency.



Optionally, revise and check spelling and grammar again until the writing reaches a given grade level.

Follow these steps for replacing low-level words with more academic or higher-level words in order to increase the grade level of the writing:

1. On a PC, right-click on a word to see a menu with the option **Synonyms**.
2. Choose **Synonyms**, and a list of words as well as a thesaurus link are displayed.
3. Choose a synonym to replace a given number of words in their paragraphs (for example, you may suggest that they replace all nouns and adjectives that are four or fewer letters).
4. Complete the spell check once again and record the new readability statistics, comparing the first draft grade level with the new grade level.
5. Save and print the paragraphs or submit them to the instructor electronically, such as via e-mail as an attachment.