Making it easier to focus on reading and typing tasks

You can use the settings on the **Make it easier to focus on tasks** page in the Ease of Access Center in Windows 7 and Windows Vista to reduce the amount of information on the screen and to help students focus on reading and typing tasks.

In Windows 7 or Windows Vista, open the [**Make it easier to focus on tasks**](http://windows.microsoft.com/en-us/Windows7/Make-it-easier-to-focus-on-tasks) page by clicking the **Start** button , clicking **Control Panel**, clicking **Ease of Access**, clicking **Ease of Access Center**, and then clicking **Make it easier to focus on tasks**.

Checking spelling and grammar in Office programs

In Microsoft Office 2010, the **Spelling & Grammar** command is on the **Review** tab. Also on the **Review** tab, are the Research, Thesaurus, and Translate commands which also may be helpful for students.



* **Speech recognition programs** allow computer navigation by voice rather than entering data by keyboard or mouse. You can still use a mouse and keyboard as well as voice, to enter data, write text, and navigate applications. Students who have difficulty typing or reading text because of a learning, language, or mobility impairment can often successfully work on a computer with the use of speech recognition. Speech Recognition is available in [Windows 7](http://www.microsoft.com/enable/products/windows7/default.aspx) and [Windows Vista](http://www.microsoft.com/enable/products/windowsvista/speech.aspx). Some may prefer or require a more robust speech recognition program, such as Dragon NaturallySpeaking.