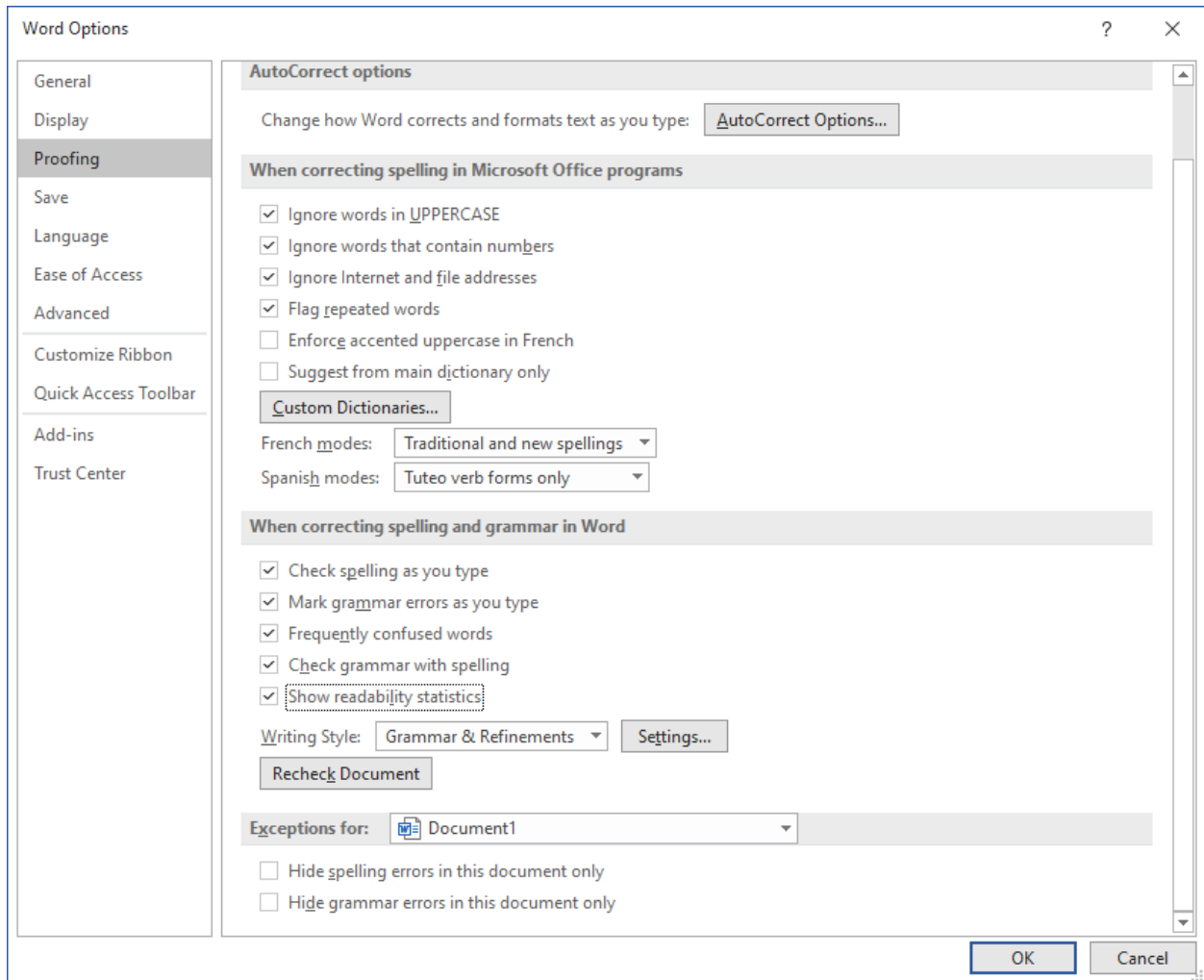


How to turn on the Readability Statistics in MS Word (Office 365)

Click on 'File' and select 'Options'. Under the 'Options' menu, choose 'Proofing'.

Ensure the box 'Show readability statistics' is checked under 'When correcting spelling and grammar in Word' and click OK.



Click on 'Spelling and Grammar' to check your lay summary. Once finished, the Readability Statistics should pop up with your readability score (Flesch-Kincaid Grade Level) as shown in the example below.

Readability Statistics		?	×
Counts			
Words		34	
Characters		186	
Paragraphs		3	
Sentences		3	
Averages			
Sentences per Paragraph		1.5	
Words per Sentence		8.6	
Characters per Word		5.6	
Readability			
Flesch Reading Ease		54.8	
Flesch-Kincaid Grade Level		7.7	
Passive Sentences		0.0%	
			OK