

Summarizing Text using MS Word

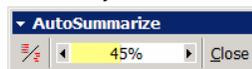
You can create a summary of any document that you have typed or scanned into a word processor, or any electronic text from a website. For example, if you find information on the web, but it is too much text for your students, you can use the AutoSummarize feature to reduce the percentage of text. This works best with expository text. This is useful in the following ways:

- Providing background information prior to teaching new content
- Providing summaries to help students understand the gist of what they will read in the full text versions
- Developing study guides
- Decreasing the amount of reading for students with modified reading goals

How to AutoSummarize Text

- Locate the text you want to create a summary of (either open the file or navigate to the website)
- Select the text you want to modify by highlighting it and copying it (CTRL-C)
- Open MS Word
- Paste the text you copied (CTRL-V) into a new MS Word document.
- Click on “Tools”
- Click on “AutoSummarize”
- You will get a pop up window. Click OK.
- **Use the arrows to adjust the amount of the text upward or downward. The highlighted areas show you the auto summarized text.**
- Once you have highlighted the text you feel is essential, click on close.

Forest Biomes

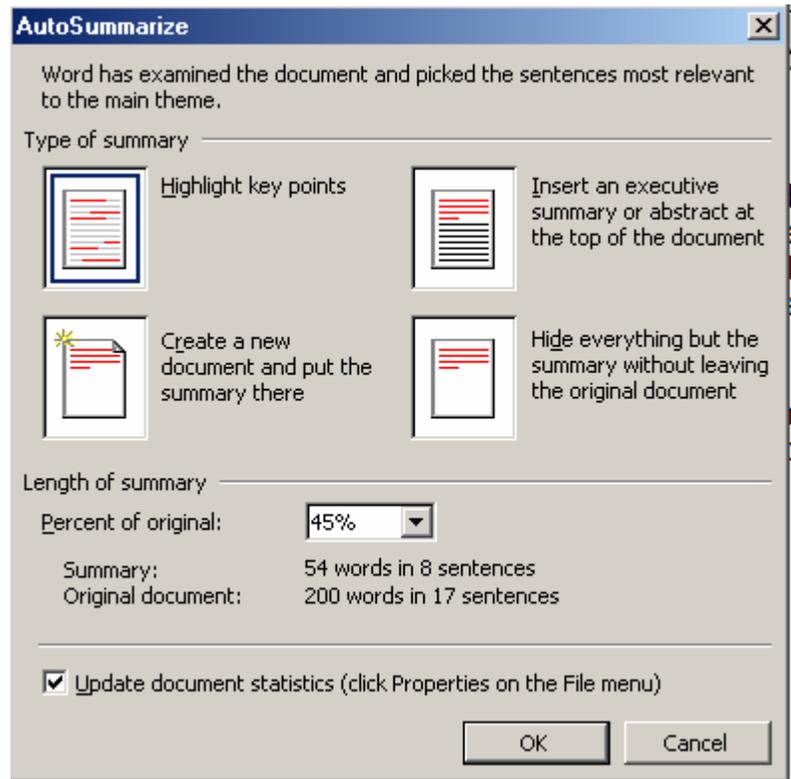
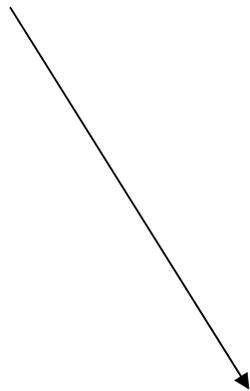


About 420 million years ago, during the Silurian Period, ancient plants and arthropods began to occupy the land. Over the millions of years that followed, these land colonizers developed and adapted to their new habitat. The first forests were dominated by giant horsetails, club mosses, and ferns that stood up to 40 feet tall.

Life on Earth continued to evolve, and in the late Paleozoic, gymnosperms appeared. By the Triassic Period (245-208 mya), gymnosperms dominated the Earth's forests. In the Cretaceous Period (144-65m mya), the first flowering plants (angiosperms) appeared. They evolved together with insects, birds, and mammals and radiated rapidly, dominating the landscape by the end of the Period. The landscape changed again during the Pleistocene Ice Ages—the surface of the planet that had been dominated by tropical forests for millions of years changed, and temperate forests spread in the Northern Hemisphere.

Today, forests occupy approximately one-third of Earth's land area, account for over two-thirds of the leaf area of land plants, and contain about 70% of carbon present in living things. They have been held in reverence in folklore and worshipped in ancient religions. However, forests are becoming major casualties of civilization as human populations have increased over the past several thousand years, bringing deforestation, pollution, and industrial usage problems to this important biome.

- Final step: Go back to Tools > AutoSummarize and select the option “Create a new document and put the summary there.”



The summary of the text is automatically condensed into a new file.
Example:

