

Creating a Summary using Microsoft Word

These steps can be used as a shortcut to create a summary of a document, by selecting all the lines of text in the document that you have deemed important and collating them in a new document in four easy steps.

Step 1:

First select the first piece of text that you think is important and apply unusual formatting, we suggest,

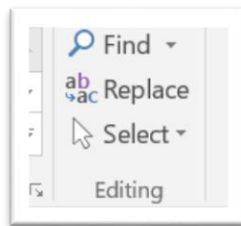
Bold (ctrl + b), Italics (ctrl + i) and Underline (ctrl + u)

Step 2:

Apply this formatting to all the important pieces of text in your document.

Step 3:

Click in the middle of one of your pieces of your highlighted text and then click the “Select” button in the home ribbon, editing section.



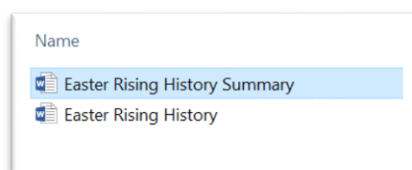
Click select text with similar formatting.

Step 4:

Then copy the text (ctrl + c), open a new document (ctrl + n) and then paste the summary (ctrl + v).

Tip:

We recommend saving this summary in the same folder as the original document with the same name + summary i.e.



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