



Readability Statistics

One of the nifty tools available when you turn on the “check grammar with spelling” option in the Word Options under Proofing is to have readability statistics for your document presented to you. The Readability statistics provide information on the number of words, characters, characters with spacing, and reading levels for your content.

Readability Statistics	
Counts	
Words	215
Characters	1,058
Paragraphs	12
Sentences	11
Averages	
Sentences per Paragraph	1.2
Words per Sentence	18.2
Characters per Word	4.7
Readability	
Flesch Reading Ease	59.4
Flesch-Kincaid Grade Level	9.5
Passive Sentences	9.0%

Figure 1 Readability Statistics dialog for a document.

To turn on Readability Statistics:

1. Press Alt + F, T or click on File, Options.
2. Choose the Proofing category by pressing the letter P or clicking on it.
3. Tab to the settings for the proofing tools or scroll down to them.
4. Press Alt + H to Check Grammar with Spelling or click the check box with the mouse.
5. Press Alt + L to Show Readability Statistics or click on the check box with the mouse.

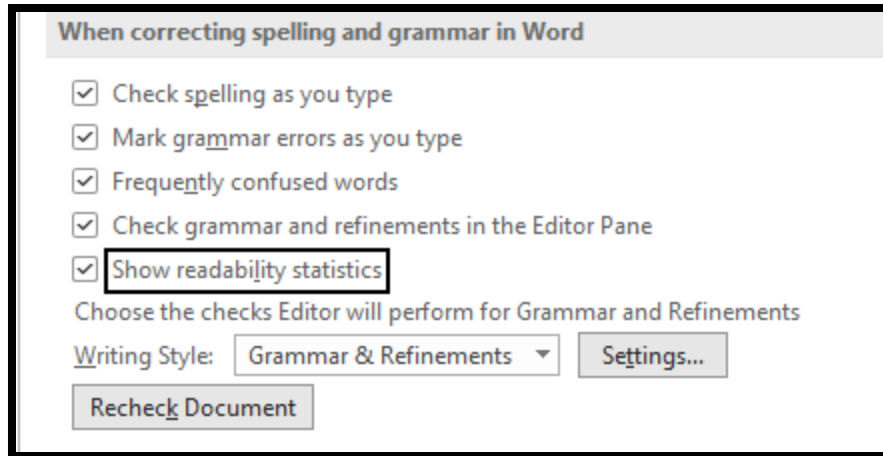


Figure 2 Readability Statistics options in the Proofing category.

The readability statistics will provide information about reading levels of the language you use, summaries of counts, averages of sentences per paragraph and words per sentence, and the document's readability based on passive sentences, Flesch Reading Ease, and the Flesch-Kincaid Grade Level.

This dialog has a similar set-up to the Word Count dialog, so if you are using a screen-reader, you will have to use the mouse equivalent cursor to go through the dialog item by item if you don't hear it the first time.

The Readability Statistics dialog appears after the spell check is complete.

Note: I've used Footnotes in these tutorials so that if the document is printed, people can read the lengthy web address. This is a workaround that you can use in documents where you can add Footnotes.

Visit the [Karen McCall School on Teachable](https://karen-mccall.teachable.com/)¹ for more accessible document design books, online courses, and free tutorials. Copyright 2020, [Karen McCall](mailto:info@karlencommunications.com)².

¹ Karen McCall School on Teachable: <https://karen-mccall.teachable.com/>

² Contact Karen McCall: info@karlencommunications.com