



If you look at the top of your screen you should see the 'Teacher's Pet' drop-down toolbar. On it there are buttons that perform sets of actions called 'Macros' to the text in a document when you click on them. Before using the macros you must read the following instructions carefully.

To make the Teacher's Pet toolbar available for use on other documents you need to create a shortcut to this file in a special Microsoft Office folder called the 'Start-up' folder. To do this, simply double-click on the word 'Activate' below. If you decide you want to remove the Teacher's Pet toolbar, you can double-click on the word 'Remove' at any time.

Activate

Remove

NOTE: In future, when you open Microsoft Word you may be asked whether you want to enable the Teacher's Pet macros. To stop this from happening, you can change your Workgroup template folder to the location of this file by **double-clicking here**. Alternatively, click on *Tools > Options > File Locations* and then make the 'WorkGroup templates' folder the same as the folder where you've chosen to store this file.

What can the Teacher's Pet do?

Here's a list of the macros which the Teacher's Pet can currently perform:

- **Bingo Card Maker**

Select a vertical list of words or expressions with your cursor and this macro will create bingo cards.

- **Verb Form Test Maker [Alt+V]**

Select an English verb conjugation with your cursor and this macro will search the Microsoft Word Dictionary for its root form and then create a test with the results. Note: The root form is not always available in the MS Word dictionary.

For Example:

BEFORE

I **have been learning** English for two years.

AFTER

I (learn) English for two years.

- **Simple Crossword Maker**

Select a vertical list of words or expressions with your cursor and this macro will create a simple crossword puzzle, using the first word in the list as the vertical 'keyword' in the puzzle.

- **Single-sided Flashcard Maker**

Put a vertical list (**not** in a table) of words, sentences and/or images in a blank document and this macro will turn them into a sheet of **large** or **small** flashcards for classroom use or private study.

- **Double-sided Flashcard Maker**

In a blank document, create a two-column table (e.g. cut and paste from Excel) populated with words, sentences and/or images (e.g. two languages or pictures and names) and this macro will create **large** or **small** double-sided flashcards.

- **Sentence Breaker**

Place a plus sign (+) in the middle of each sentence in a vertical list and then select the whole list with your cursor and this macro will break the sentences in half, shuffling the order of the second half of the sentences.

For Example:

BEFORE

A dog that barks all the time +gets little attention.

A dog shows affection +even to a poor family.

Better to be a free dog +than a caged lion.

AFTER

Match the text on the left with the text on the right.

1. A dog that barks all the time	a) than a caged lion.
2. A dog shows affection	b) gets little attention.
3. Better to be a free dog	c) even to a poor family.

- **Paragraph Breaker**

Place a plus sign (+) where you want to break a block of text and this macro will shuffle the order of the lines.

For Example:

BEFORE

The reason a dog has +so many friends is that he wags +his tail instead of his tongue.

AFTER

Number the following lines in the correct order:

() so many friends is that he wags

() The reason a dog has

() his tail instead of his tongue.

- **Jumble a Word [Alt+W]**

Place the cursor anywhere within a word and this Macro will randomize the order of the letters

- **Jumble a Sentence [Alt+S]**

Select a sentence with your cursor and this macro will randomize the order of the words.

- **Jumble a List**

Select a vertical list of words, sentences or paragraphs with your cursor and this macro will shuffle the order of the paragraphs, which the students must then number in the correct order.

- **Multi Word Maker**

Select the whole text with your cursor, type in 2, 3 or 4 words and this macro will replace all instances of the words with a multiple choice. Ideal for testing students understanding of Articles (*a, an, the*), Pronouns (*he, she, they*, etc), Relative Pronouns (*Which, What, That*, etc), Prepositions (*of, to, by for, in, on*, etc), and more!

For Example:

Choose the most appropriate underlined word:

There was a/an/the young lady of Riga, who smiled as she rode on a/an/the tiger.

They returned from a/an/the ride, with a/an/the lady inside, and a/an/the smile on a/an/the face of a/an/the tiger.

- **Multi Gap Maker**

Similar to the 'Multi Word Maker', select the whole text with your cursor, type in 2, 3, 4, 5 or 6 words and this macro will replace all instances of the words with gaps.

- **Online Dictionary [Alt+D]**

Double-click on a word and then press Alt+D and (if you are connected to the internet) this macro will find the word's entry in a Learner's Dictionary, including examples of the word in use!

- **Online Multi Word Dictionary**

Hold down the Ctrl button and double-click on several words and (if you are connected to the internet) this macro will find the definitions for all the words at once! Note: The Ctrl double-click method is not available on earlier versions of Word.

- **Online Thesaurus [Alt+T]**

Select a word and (if you are connected to the internet) this macro will give you words with a similar meaning from an online thesaurus!

- **Synonym Question Maker**

Select a word and this macro will place words with a similar meaning at the bottom of the document in the form of a question.

- **Antonym Question Maker**

Similar to the Synonym Question Maker except

this macro will place one word with an opposite meaning at the bottom of the document in the form of a question.

- **Word List Maker**

Hold down the Ctrl button and double-click on each of the words that you want to keep a record of and this macro will move the words to a separate file for storage. Great for keeping track of the words your students have learnt! Note: The Ctrl double-click method is not available on earlier versions of Word.

- **Word Mover [Alt+M]**

Hold down the Ctrl button and double-click on several words that you want to remove from a text and this macro will copy all the selected words to an alphabetically ordered list at the bottom of the document. Note: The Ctrl double-click method is not available on earlier versions of Word.

- **Word Remover [Alt+R]**

Similar to the Word Mover except that this macro will replace the words in the text with blank spaces, thus making a gap filling exercise.

- **Multi Choice Question Maker**

Select a word or a phrase with your cursor, run the macro and then type in 4 definitions for the word/phrase, only one of which should be correct, and a multiple-choice question will be created at the bottom of the document.

- **Punctuation Remover**

Select a text with your cursor and this macro removes all the punctuation from the text, which your students must then replace!

- **Space Remover**

Select text with your cursor and this macro will remove all the spaces, making it a tricky exercise for the students to read.

For Example:

"I meant what I said, and I said what I meant. A neph-ant's faithful, one hundred percent." Dr. Seuss

- **Vowel Remover**

Select text with your cursor and this macro will remove all the vowels, making another tricky exercise for the students to read.

For Example:

Fill in the missing vowels:

P _ s s y c _ t , p _ s s y c _ t ,

Where have you been?

I've been to L _ n d _ n

To visit the Q _ _ _ n .

- **Pronunciation Practice**

Type in a letter combination that your students have difficulty pronouncing and this macro will highlight them, making a useful reading exercise.

For Example:

Read the following text out loud, paying extra attention to the underlined text:

The Hungarians who are learning English think this exercise is very helpful.

• Undo Last Macro [Alt+Z]

Simple, but effective! This macro enables you to undo the previous macro in a single click.

Do you like what you see?

The Teacher's Pet costs me time and money to maintain and develop. If you like what you see, you can help me by making a small donation at the PayPal.com web address below. **Thank you!**



If you are connected to the internet, press the Ctrl button and click on this link...

https://www.paypal.com/xclick/business=chris@teachers-pet.org&item_name=Teachers-Pet.org&no_note=1&tax=0¤cy_code=USD

Keep Updated...

The text tool will soon have new exciting features for teachers added. If you'd like to be kept informed of developments, email me at chris@teachers-pet.org with the words UPDATE PLEASE in the subject box. I'm also keen to hear what you think, so don't hesitate to drop me an email with your comments and suggestions. I'm all ears!

Want to locate teaching material to work on?

At www.teachers-pet.org you'll find a unique *Teaching Resource Search Tool* with which you can locate:

- Flashcards
- Worksheets
- Lesson Plans
- News articles
- Idioms
- Famous Quotes
- Proverbs
- Thesaurus
- Dictionary
- Slang
- Debate Topics
- Pop Song Lyrics
- Kids' Songs
- Pictures
- Poems

..and other teaching materials on a theme of your choice with a single click.

Having Problems?

Can see the toolbar but the buttons don't work...

Microsoft Word should be set to enable Macros. To ensure this is the case, click on 'Tools', then 'Macro', then 'Security' and set 'Macro Security' to Medium. After this you must close Microsoft Word and then reopen the document.

NOTE: This will **not** compromise the security of your computer in any way. In future, when you open a document which contains Macros (which can potentially carry a virus) you will be asked whether or not you want to enable the Macros. Simply choose NO if you are unsure whether the document is safe, which will disable the Macros, as was the case before.

Can't see the Teacher's Pet toolbar...

Click on 'View' then click on 'Toolbars' and you should see 'TeachersPet'. If you cannot, then you need to get a new copy of the Teacher's Pet text tool the website. If you *can* see 'TeachersPet', make sure there is a tick beside it. If there is not, click on it and a tick will appear.

Still having problems...

This text tool only works in Microsoft Word 2000 or above. If you are using Microsoft Word 2000 or above and are still having problems, please drop me an email at chris@teachers-pet.org, stating your problem including which Operating System (e.g. which version of Windows) and which version of Microsoft Word you are using and I'll try my best to help you.

Warning: If you have received this tool from anywhere other than www.teachers-pet.org, be aware that Macros can carry viruses. If you are at all unsure about the security of this document, download a fresh copy from the website for free.