

The recent update of Office 365 on computers with Windows 10 added some very exciting new Accessibility features for both the Desktop apps and Online tools.

Office 365 Desktop applications

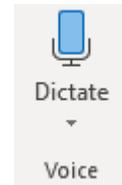
Dictate (Speech to Text or Voice to Text)

In the Office 365 Desktop applications Word, PowerPoint, One Note and Outlook the Dictate tool is now included which provides Speech to Text. You can find Dictate...

1. (Word and PowerPoint)

On the Home Tab

2. (OneNote) In Learning Tools Tab
3. (Outlook) On the Message Tab



To change the language, click on the down arrow on the Dictate tool and select your language. You can find more information on this tool at this link

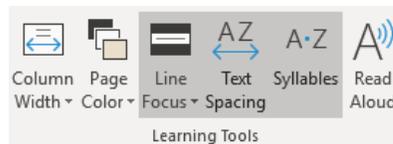
<https://support.office.com/en-us/article/Dictate-with-your-voice-in-Office-d4fd296e-8f15-4168-afec-1f95b13a6408>

Learning Tools / Immersive Reader (Processing and Text to Speech Support)

Learning Tools/ Immersive Reader provides several options for processing, decoding and hearing text read out loud. These include Column Width, Page Colour, Line Focus, Text Spacing, Syllables and Read Aloud tools. Learning Tools can be accessed on the Desktop Apps in ...

1. (Word) On the View Tab > Learning Tools

- Column Width,
- Page Colour
- Line Focus
- Text Spacing
- Syllables
- Read Aloud



2. (OneNote) In Learning Tools Tab > Immersive Reader

- Text size
- Text Spacing
- Font
- Theme
- Comprehension



- Syllables
- Nouns, Verbs, Adjectives
- Read Aloud

3. (Outlook)Home Tab, only the Read Aloud support tool is available



Office 365 Online

Immersive Reader

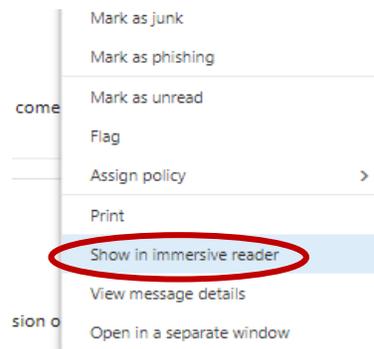
Immersive Reader provides several options for processing, decoding and hearing text read out loud. These include Text Size, Increased Spacing, Font, Themes, Syllables, Nouns, Verbs, Adjectives, Adverbs, Line Focus, **Picture Dictionary** and Read Aloud tools. Learning Tools can be accessed on the Desktop Apps in ...

1. (Word and One Note) On the View Tab > Immersive Reader

- Text Size
- Increased Spacing
- Font
- Theme (Page Colour)
- Syllables
- Nouns, Verbs, Adjectives, Adverbs
- Line Focus
- Picture Dictionary
- Read Aloud



2. In the Reply Pull down select Show in Immersive Reader (Outlook)



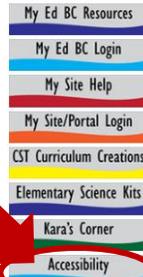
To find out more information on these support tools there is a great course available online through Microsoft.

Online course <https://education.microsoft.com/courses-and-resources/courses/empower-every-student-with-an-inclusive-classroom>

Tip sheets on these tools/ supports will soon be added to our Accessibility section on Learn71



Home



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