OFFICE 365 STUDENT LEARNING TOOLS

The univeral tools listed below will help ALL students access and engage in educational experiences using the Office 365 apps.

Comox Valley Schools
A Community of Learners
INNOVATIVE • INQUISITIVE • INCLUSIVE

Text Suggestions Word Prediction

Suggested words will display right above the cursor when typing in any application.

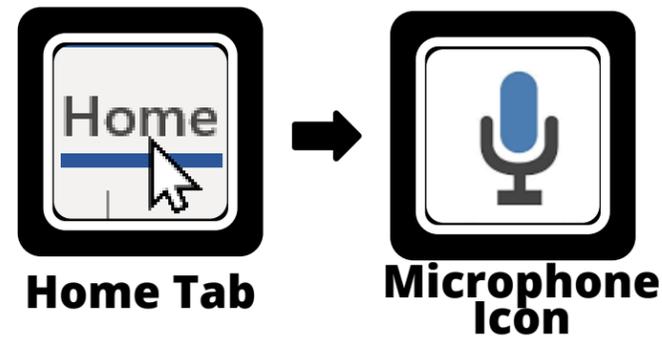**Windows Key** → **Type in Search Bar** (typing settings) → **Enter Key**
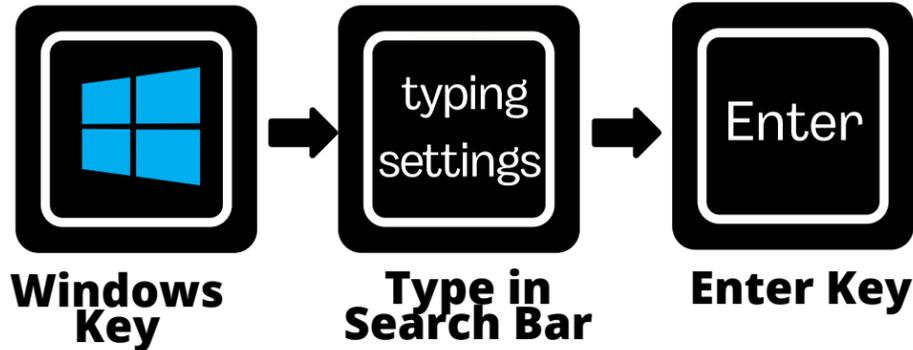
- Scroll to: **Hardware keyboard**
- Toggle ⬤ On "show text suggestions as I type".

https://t.ly/71Windows-word-prediction

Dictate Speech to Text

Students can dictate in any text box in Office 365 apps.

Home Tab → **Microphone Icon**

- Click on "Home" tab.
- Click on Microphone icon -> Dictate.
- Speak.
- Click Microphone icon to stop.

https://t.ly/71microsoft-dictate

Edge Editing PDF Files

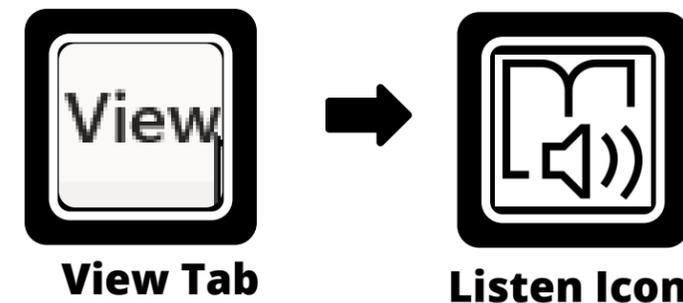Open PDFs in the Edge browser to create text boxes to type in.

Pdf File + **Edge** → **Text Icon**
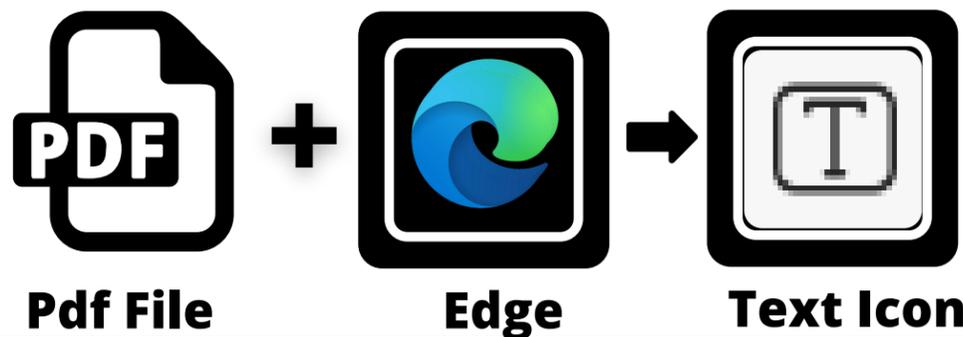
- Right click pdf file -> Open with -> Microsoft Edge.
- Click on Text tool
- Click on location to create text box.
- Type in text.

https://t.ly/71Edge-PDF-Editor

Immersive Reader Text to Speech

Microsoft tool to read text in simplified view.

View Tab → **Listen Icon**

- Click on "View" tab.
- Click on Immersive reader icon.
- Adjust settings.
- Click ▶ to "Play".
- Click <-- to "Exit".

https://t.ly/71microsoft-immersive-reader

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If universal tools aren't helping the student, contact the LST or Inclusive Ed Tech department for other options.