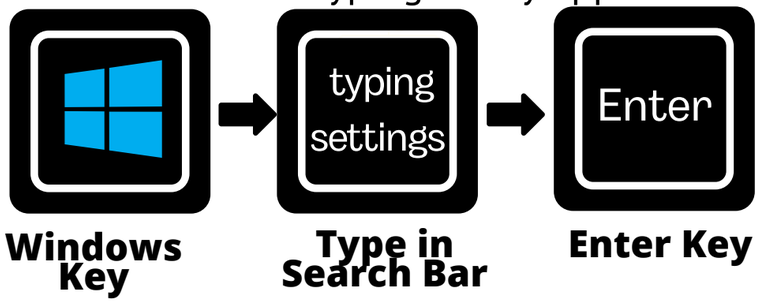
OFFICE 365 STUDENT LEARNING TOOLS

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

Text Suggestions Word Prediction

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

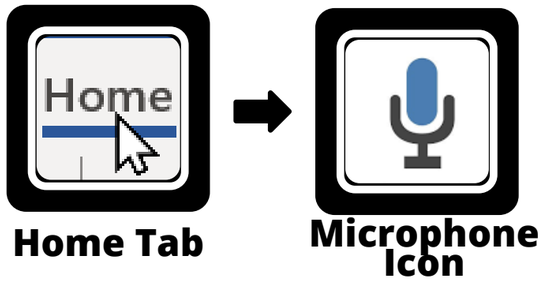


- Scroll to: **Time & Language>Typing**
- Toggle: "show text suggestions when typing on the physical keyboard". On

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

Dictate Speech to Text

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

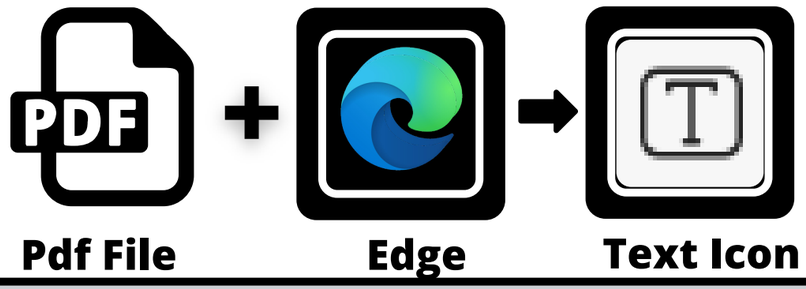


- Click on "Home" tab.
- Click on Microphone icon -> Dictate.
- Speak.
- Click Microphone icon to stop.

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

Edge Editing PDF Files

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

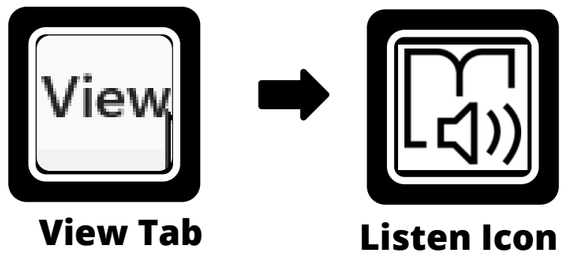


- Right click pdf file -> Open with -> Microsoft Edge.
- Click on Text tool
- Click on location to create text box.
- Type in text.

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

Immersive Reader Text to Speech

Microsoft tool to read text in simplified view.



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

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

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