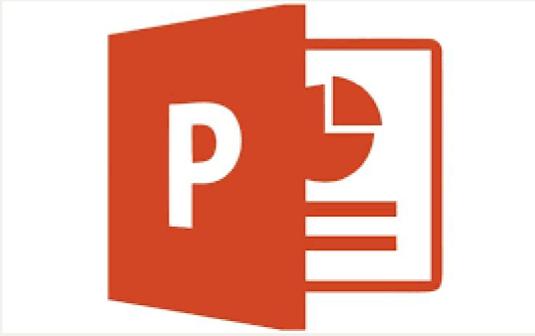


Tips & Tricks for Home Learning - WINDOWS MICROSOFT OFFICE



Difficulty With the Reading?

Difficulty With the Writing/ Typing?

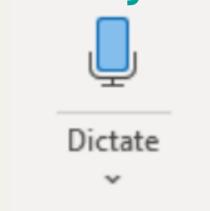
Follow these instructions once, to provide a tab which will speak the text aloud on any Microsoft Power Point downloaded.

Follow these instructions to allow you to say your answers out loud and it will type for you in word document. Don't worry if your voice is misheard - you can type over and change it!

- 1 Open a downloaded Power Point and click on file (top left)
- 2 Scroll down to 'options'*click 'customise ribbon'
- 3 Select 'all commands' from the 1st column. Scroll down to 'speak' and click.
- 4 Click 'new tab' at the bottom of 2nd column, click 'add' in the centre, click 'ok'

Now any Power point will have a tab at the top called 'New Tab' with a speak option. It will read any highlighted text aloud.

- 1 Open Microsoft Word and ensure 'Home' is clicked on the top banner.
- 2 Click 'Dictate' on the top right of the screen -it should look like a microphone symbol (see below).



- 3 You should hear a beep, and the dictate button will change to include a red recording light. It's now listening for your voice. Speak punctuation aloud.
- 4 When you're finished, click "Dictate" a second time or turn it off using your voice by saying, "Turn the dictate feature off."

Tips & Tricks for Home Learning - CHROMEBOOKS



Difficulty With The Reading?

Follow these instructions to speak the text aloud for any highlighted text.

1

Click on the bottom right hand corner and click the clock. Click the settings icon and then click on 'advanced'. Scroll down to 'Accessibility'. Turn on 'Always show in system menu'.

2

Exit settings and go back to the bottom right hand corner and click the clock. Click the 'Accessibility' icon and then click 'Select to Speak'.

3

There will now be a speaker symbol on the bottom left hand side of your screen.

4

Click on the speaker symbol on the bottom right hand of your screen and highlight any text you wish to be read out loud. Click the symbol again to stop.



Difficulty With The Writing/ Typing?

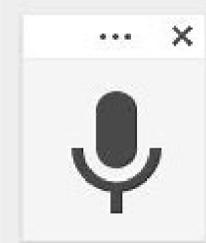
Follow these instructions to allow you to say your answers out loud and it will type for you in a Google Doc. Don't worry if your voice is misheard - you can type over and change it!

1

Open your Google Doc and click 'Tools'. Click on 'Voice Typing'.

2

A microphone icon will appear on your screen (see below). Click on the icon and start speaking.



3

The icon will turn red after it is clicked. It's now listening for your voice. Speak punctuation aloud.

4

When you're finished, click the microphone icon to stop.