

The background is a dense, abstract pattern of interlocking 3D blocks in various colors including blue, purple, orange, green, and pink. The blocks have a slight shadow, giving them a three-dimensional appearance.

Accessibility Tools

Microsoft Office Online

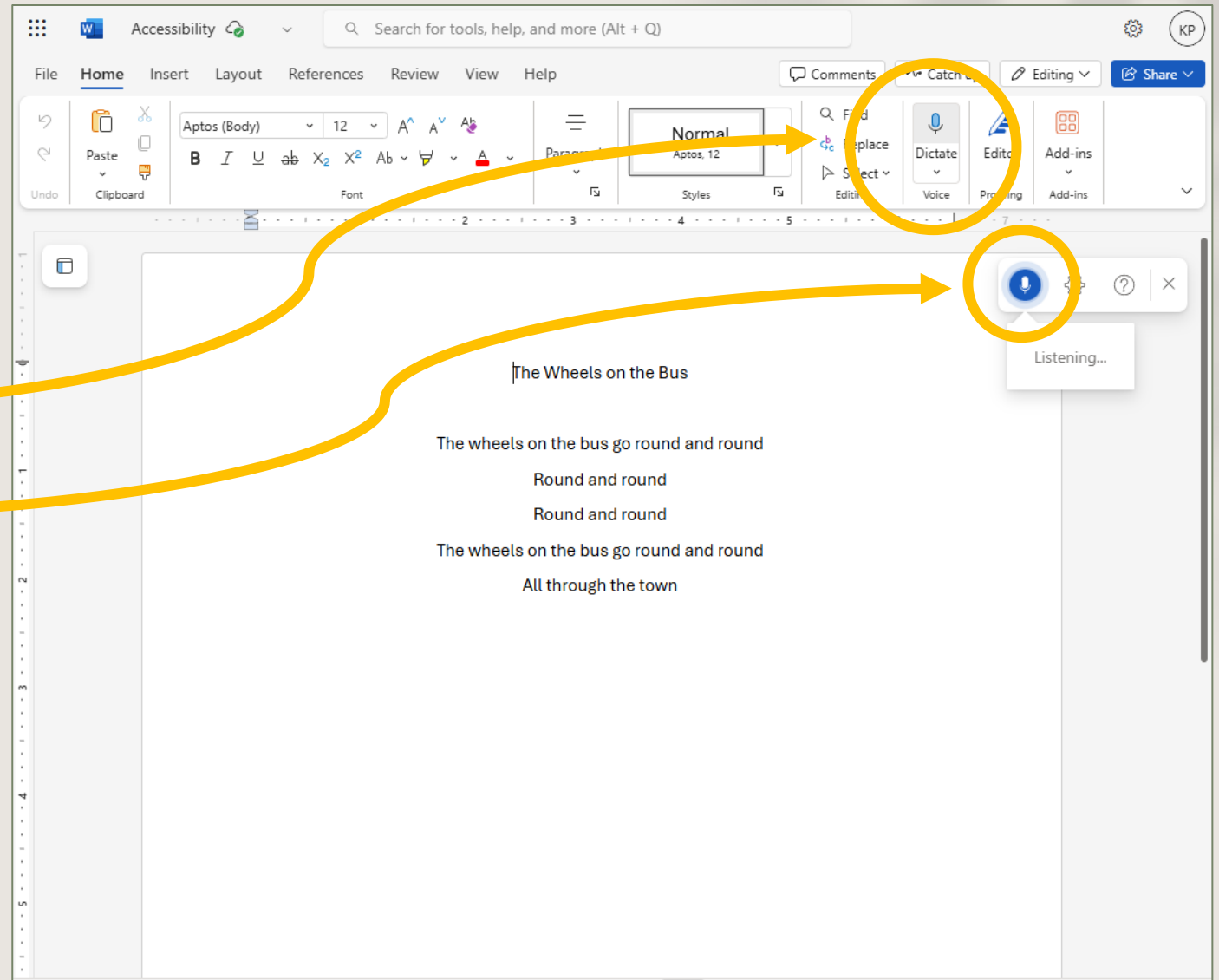
Speech to Text

Accessing Speech to Text in Microsoft Office Online is simple!

1. Click the "Dictate" button
2. Click the microphone picture to turn the tool on or off

Tip: You can use various voice commands to insert punctuation and perform other tasks.

[Click here](#) to see the full list of voice commands!

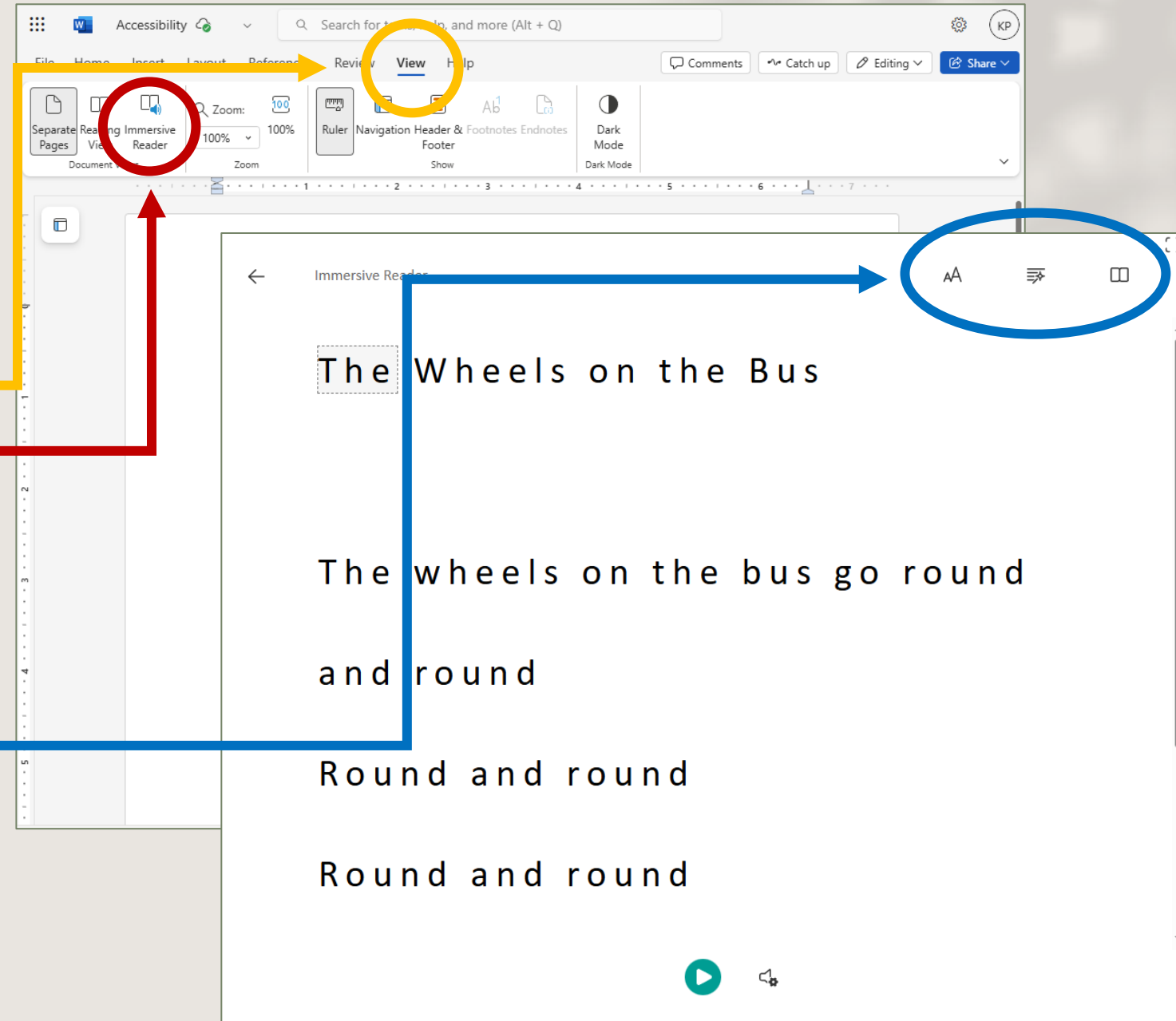


Text to Speech

You can listen to a Word document by using the Immersive Reader tool.

1. Click the "View Tab"
2. Select "Immersive Reader"
3. The format will change and allow you to listen to the document.

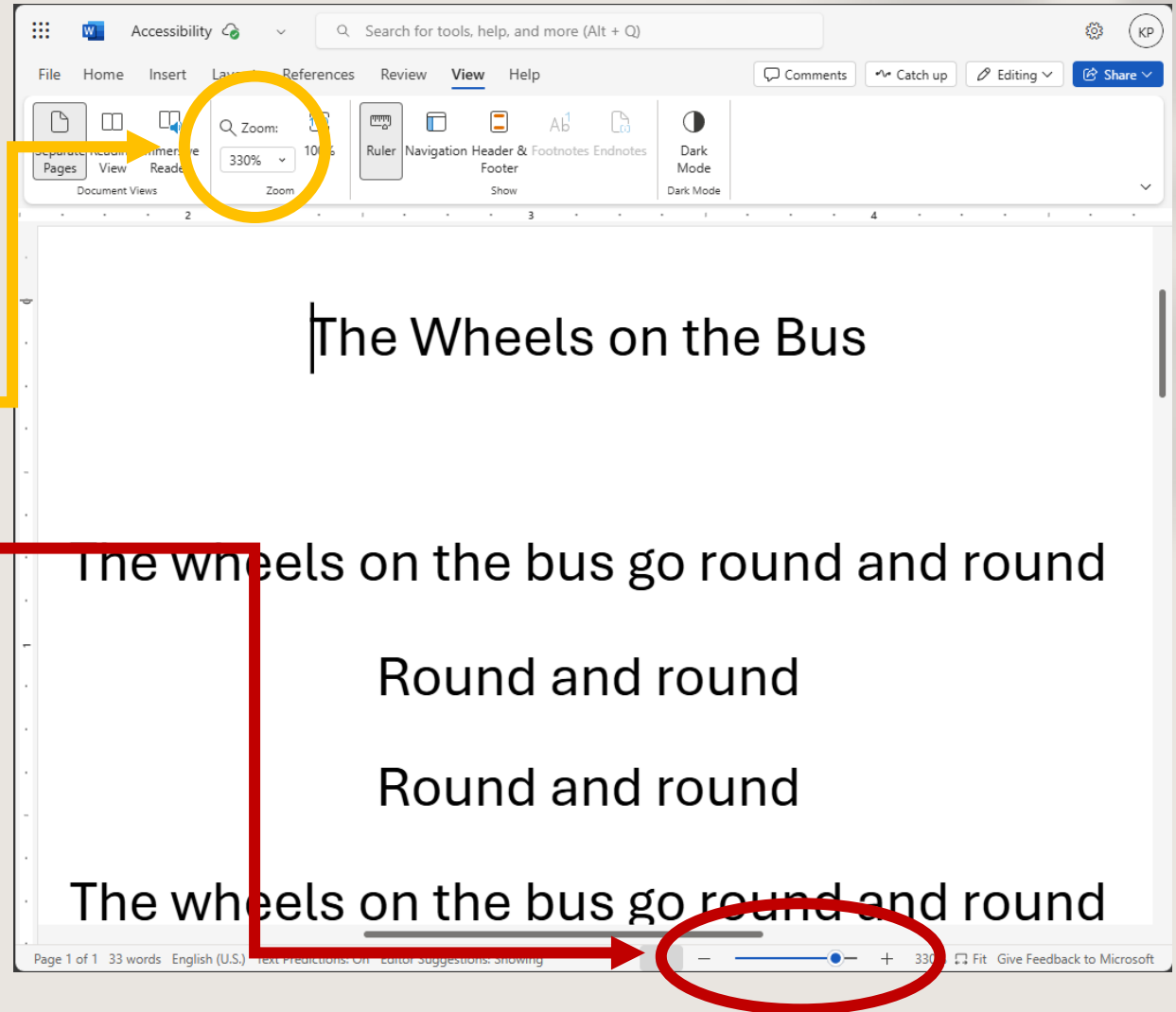
Tip: You can change the settings, like font, size, and spacing, by using the menus on the upper right corner.



Magnification

You can enlarge the size of the document in different ways:

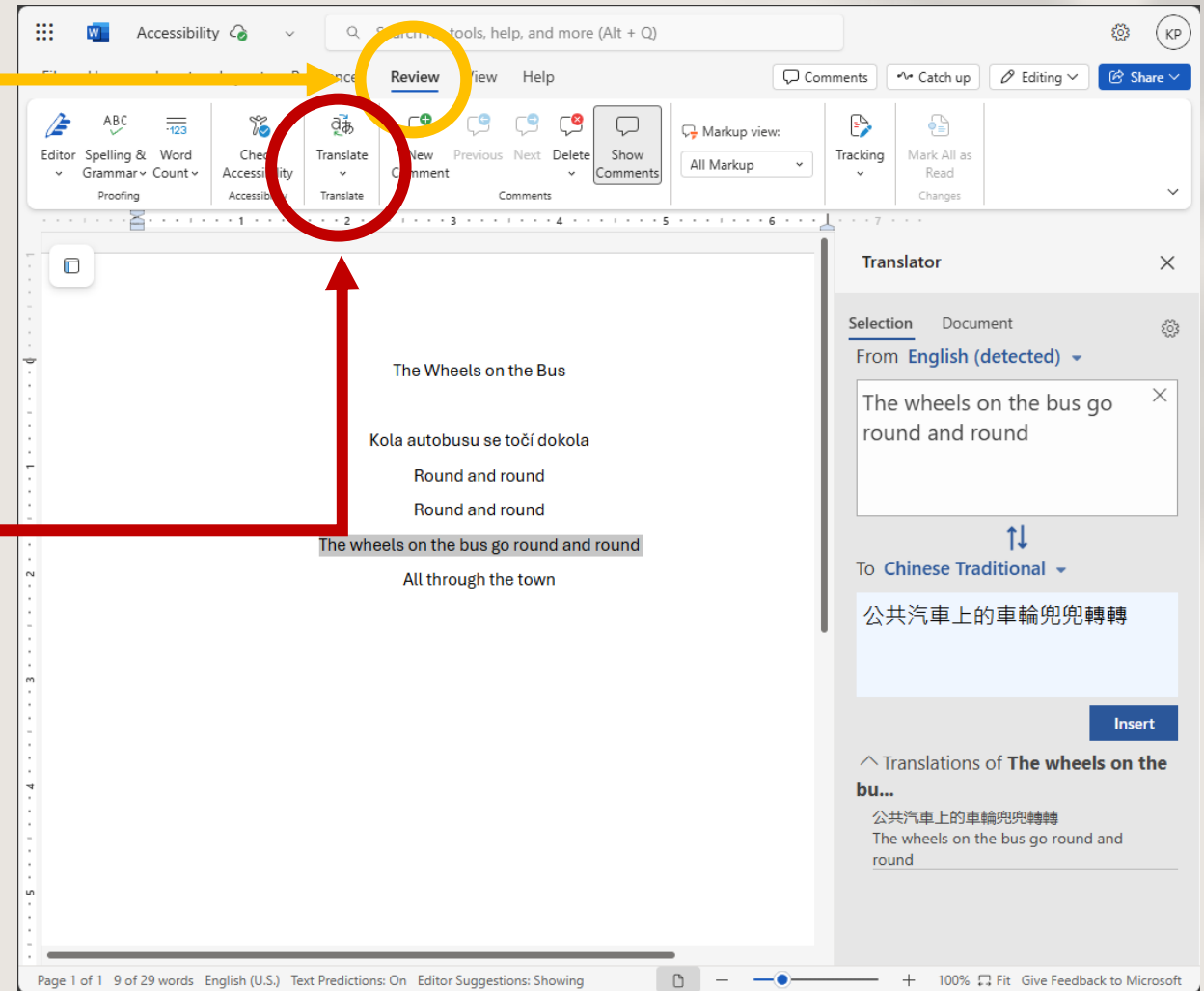
1. Click the "View" tab and adjust the settings under "Zoom"
2. Adjust the slider on the bottom right of the page.
3. Press and hold the Control (ctrl) key and scroll with the mouse.



Translation

Open the Translator to have Office Online translate your document to one of several languages.

1. Click on the "Review" tab.
2. Select Translator.
3. Choose to have either a selection or the entire document translated.
4. Choose the language to translate the text.
5. Press insert to insert the translated text into the document.



Still Need Help?

If you're still not sure about what to do, there is more help available!

1. Visit the website for video tutorials on how to use these features!
2. Reach out to one of the TICs (not sure who that is? [Find out here!](#))
3. Contact Kevin Poettcker, SD22 Inclusion Specialist for more assistance



<https://sd22learns.bc.ca/inclusive-education>