

Microsoft Accessibility tools

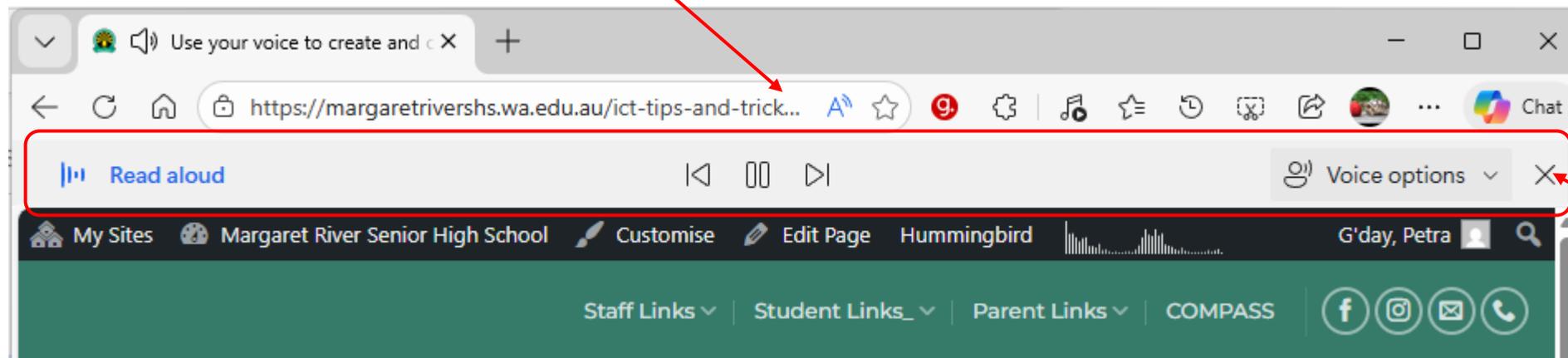
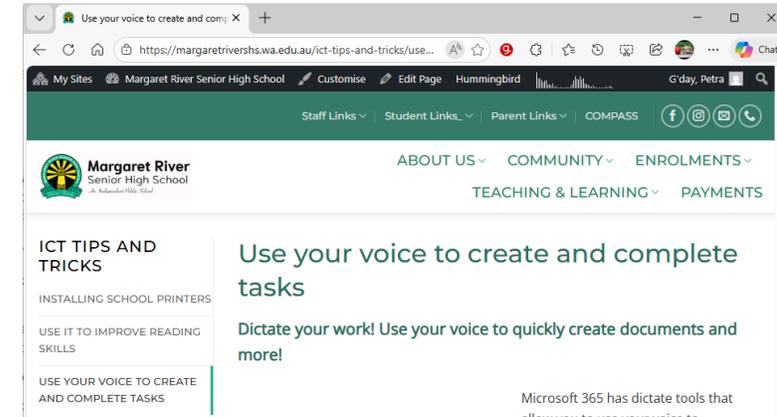
- Read Aloud – Outlook, Microsoft Edge
- Immersive Reader- [Quick Guide](#)
available in Word, PowerPoint, Outlook, OneNote, Teams, Outlook, Forms, Edge
- Dictation –
available in Word, PowerPoint, OneNote, Outlook
- Translator – [Translate Quick guide](#)
available in Word, Outlook, PowerPoint, OneNote

- [Use IT to Improve Reading Skills - Margaret River Senior High School](#)
- [Use your voice to create and complete tasks - Margaret River Senior High School](#)

Read aloud in Microsoft Edge Web browser



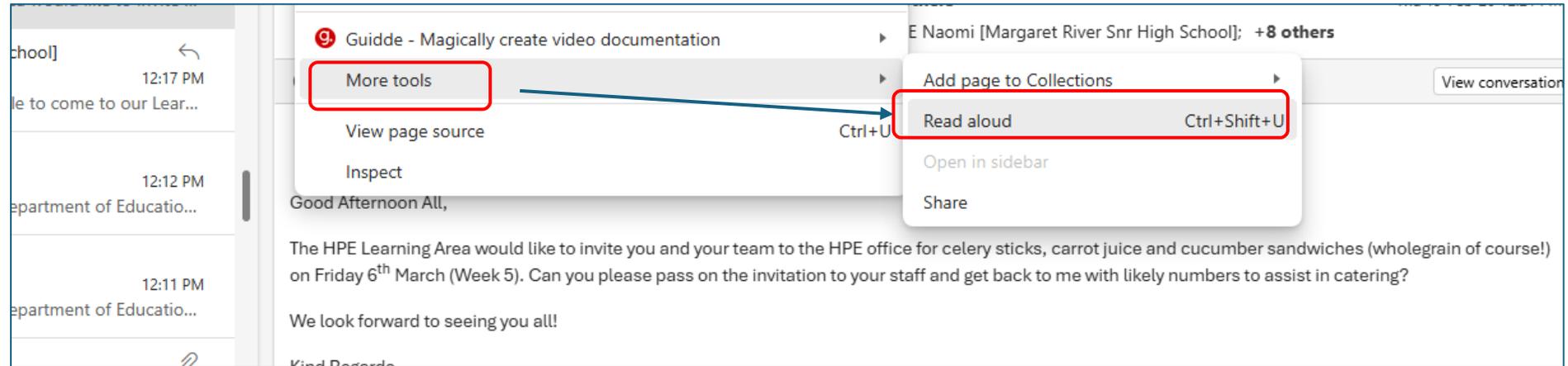
Ctrl + Shift + U



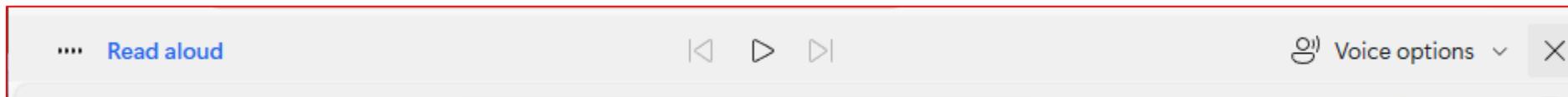
X to close

Read aloud in Outlook for Web

- Right mouse click – more tools – read aloud or CTRL + SHIFT + U
- Right mouse click - close read aloud



Controls at top of screen:





A QUICK GUIDE TO

Created by @miss_aird

IMMERSIVE READER

WHAT IS IMMERSIVE READER?



Immersive Reader can improve reading skills and comprehension through the use of the Read Aloud function and grammar options to adjustable reading and text preferences.

Immersive Reader has 3 main menus - **Text Options / Grammar Options / Reading Preferences**

It also has a **voice settings** feature to allow you to hear the text.

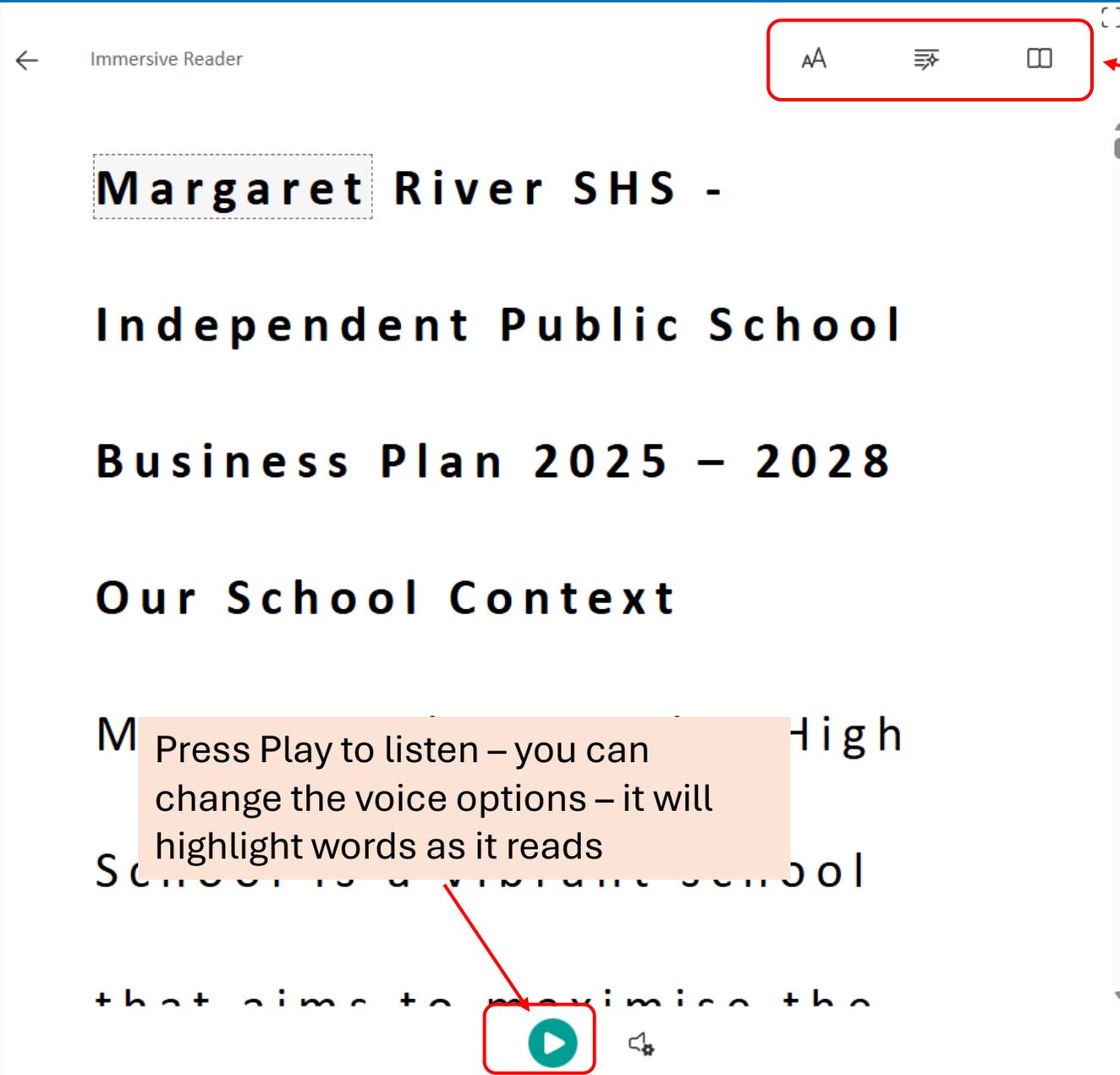
Immersive Reader – In Word and PowerPoint

Choose View > Immersive Reader

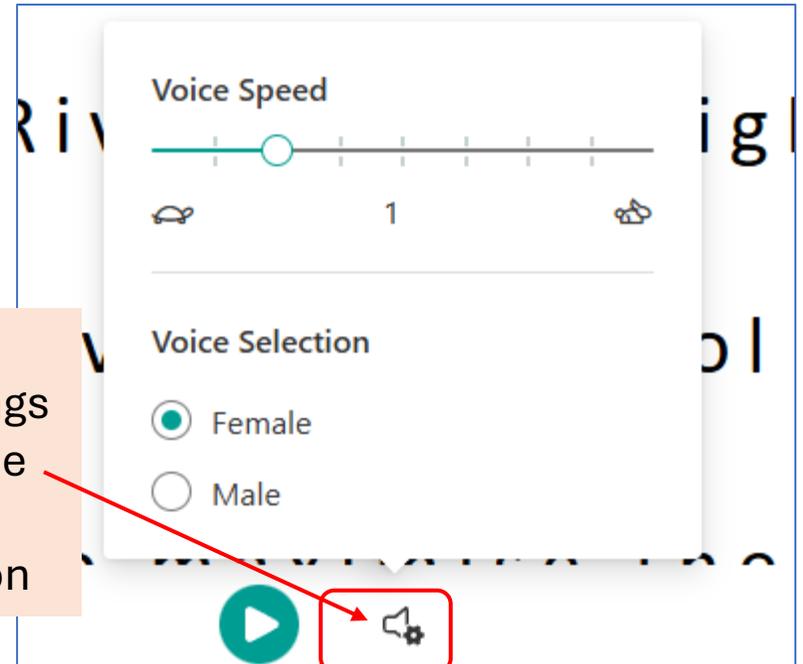
The image displays two overlapping screenshots of Microsoft Office applications. The top screenshot shows the Microsoft PowerPoint interface. The title bar reads "ICT Skills Staff PD 19 feb 2026". The ribbon includes "File", "Home", "Insert", "Draw", "Design", "Transitions", "Animations", "Slide Show", "Review", "View", and "Help". The "View" tab is selected, and the "Immersive Reader" button is highlighted with a red box. A red arrow points from the "View" tab to the "Immersive Reader" button. The main slide area shows a slide titled "ICT Skills Staff PD".

The bottom screenshot shows the Microsoft Word interface. The title bar reads "26 delete onedrive storage request through ikon ict support". The ribbon includes "File", "Home", "Insert", "Layout", "References", "Review", "View", and "Help". The "View" tab is selected, and the "Immersive Reader" button is highlighted with a red box. The main content area shows a document with the text "OFFICIAL" and "Please delete these files – they are work samples from a teacher I went on Prac with:". Below this, there is a link: "My Files/Teaching and Learning/Year 9 Media/2.2 Game Review Case Study/ 2.2a Case Study/ Previous Years Examples". At the bottom, there is a notification: "Your storage is full (100%) You need space for new files and changes. Download and delete files, and empty the recycle bin to free space."

The document will open in Immersive Reader



These tools give additional options as outlined in the next pages



Click on the sound settings to change the Voice speed and Selection

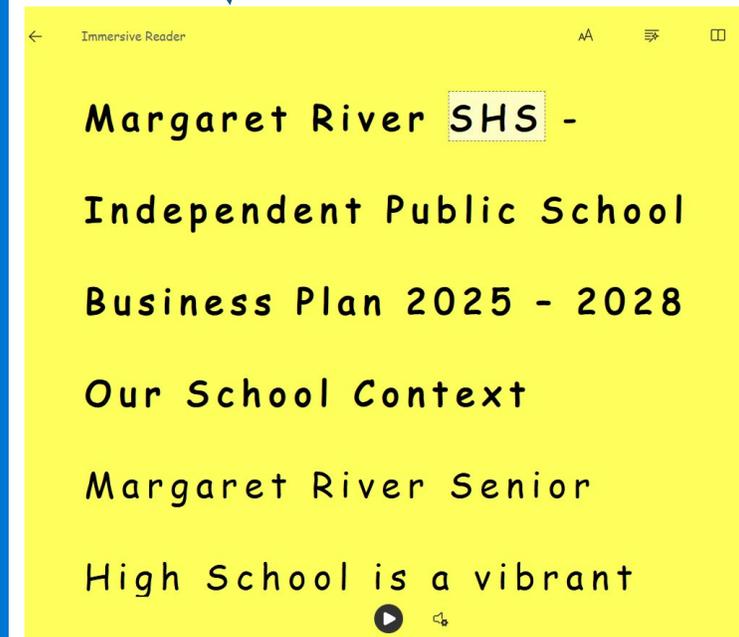
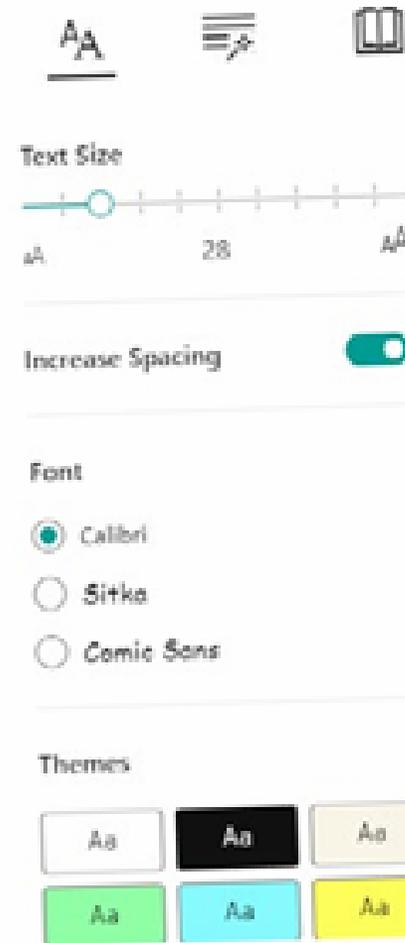
TEXT OPTIONS

You can increase or decrease **text size**.

You can increase the amount of **spacing between letters and words**.

You can change the **font** of the whole document.

The Theme color you select becomes the **background color** of the document.



GRAMMAR PREFERENCES

You can select one or more of the following options to show:

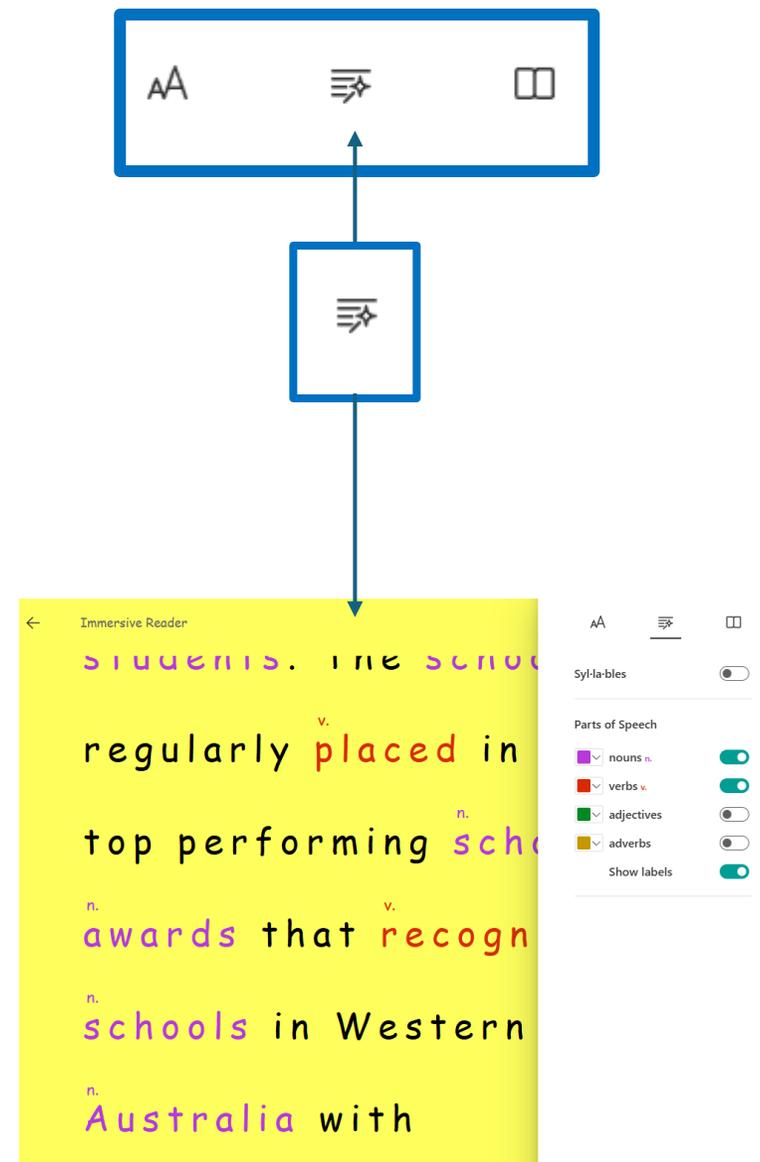
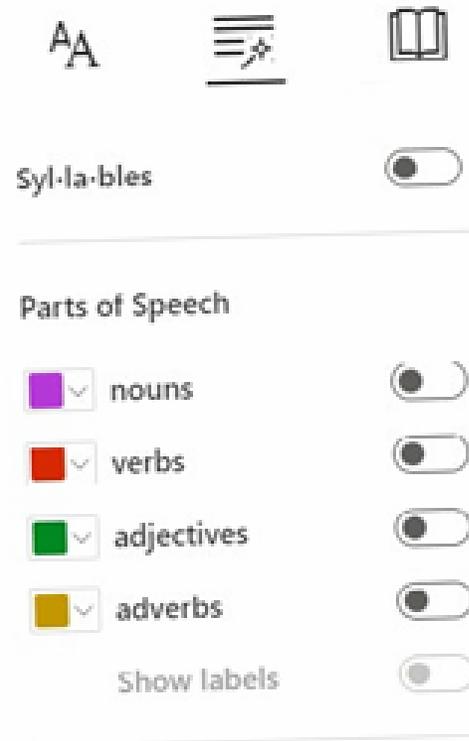
Syllables to break words into syllables.

Nouns to highlight nouns in your document in purple.

Verbs to highlight verbs in your document in red.

Adjectives to highlight adjectives in your document in green.

Adverbs to highlight adverbs in your document in gold.

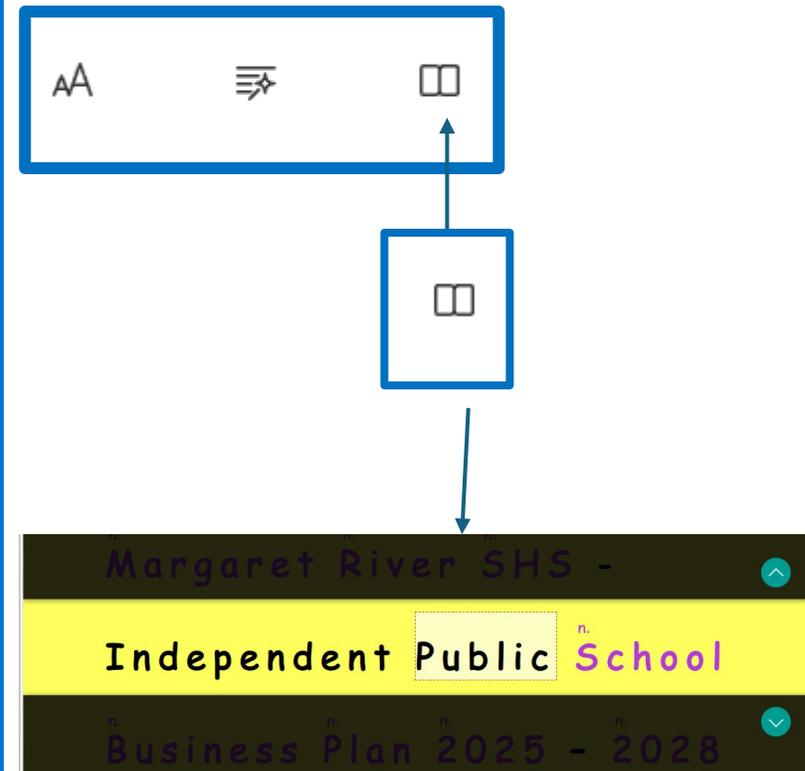
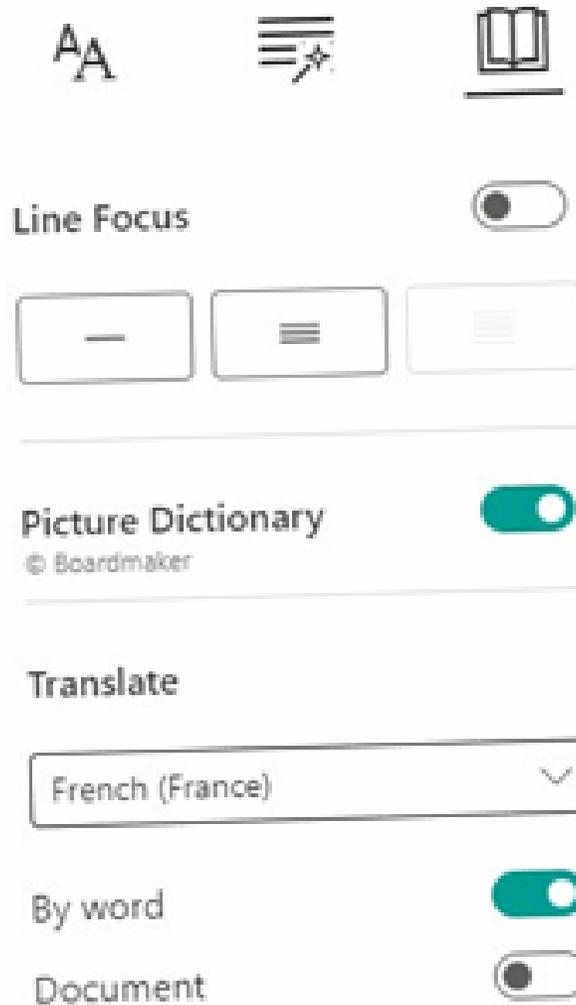


READING PREFERENCES

Line Focus enables you to narrow the focus by highlighting sets of one, three, or five lines.

Picture Dictionary gives you the ability to click on any single word and have it read aloud.

Translate gives you the option to change the language of the text.





A QUICK GUIDE TO

Created by [@miss_aird](#)

SPEECH TO TEXT (DICTATE)

WHAT IS SPEECH TO TEXT (DICTATE)?



Dictation lets you use **speech-to-text** to author content in Office with a microphone and reliable internet connection. Use your voice to quickly create documents, emails, notes, presentations, or even slide notes.

Make sure that you have configured your audio and sound settings first – this will change in different devices!

Dictate

START DICTATING

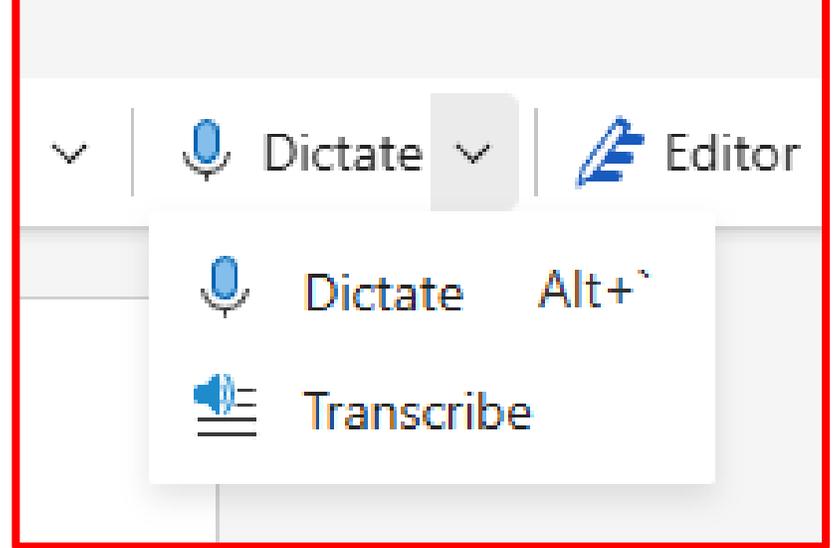
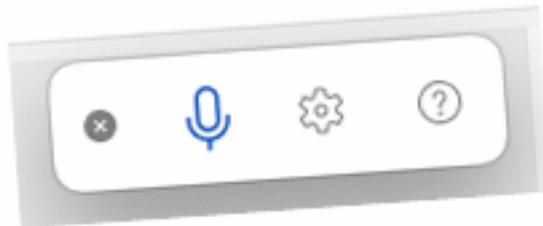
Go to **Home Tab > Dictate**. First-time users will be prompted to enable microphone permissions.

A **microphone icon** will appear—wait for it to turn on to be sure it started listening.

Click on the **gear icon** to see the following settings:

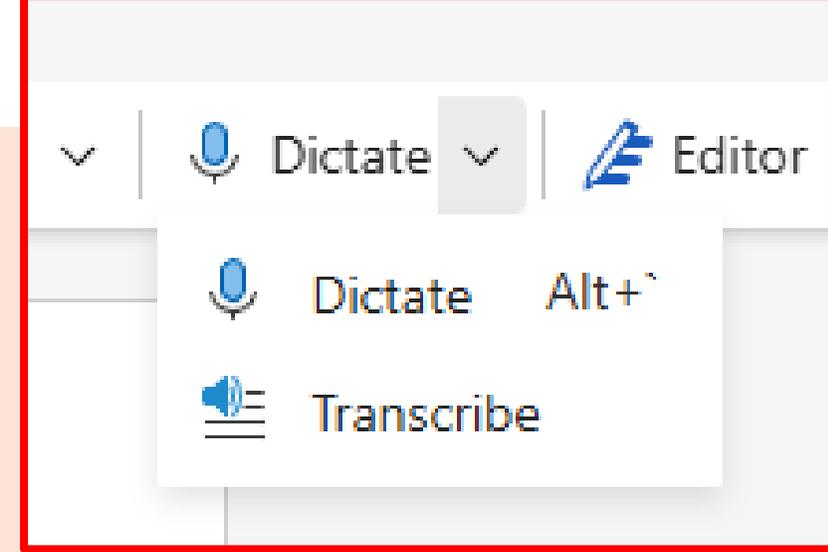
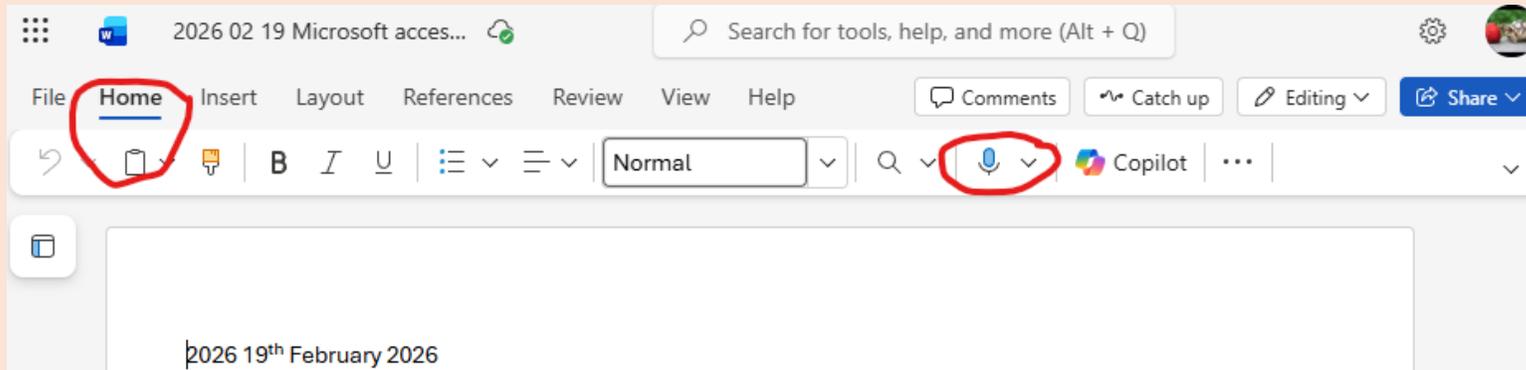
Auto Punctuation

- Profanity filter
- Spoken Language
- Auto Punctuation

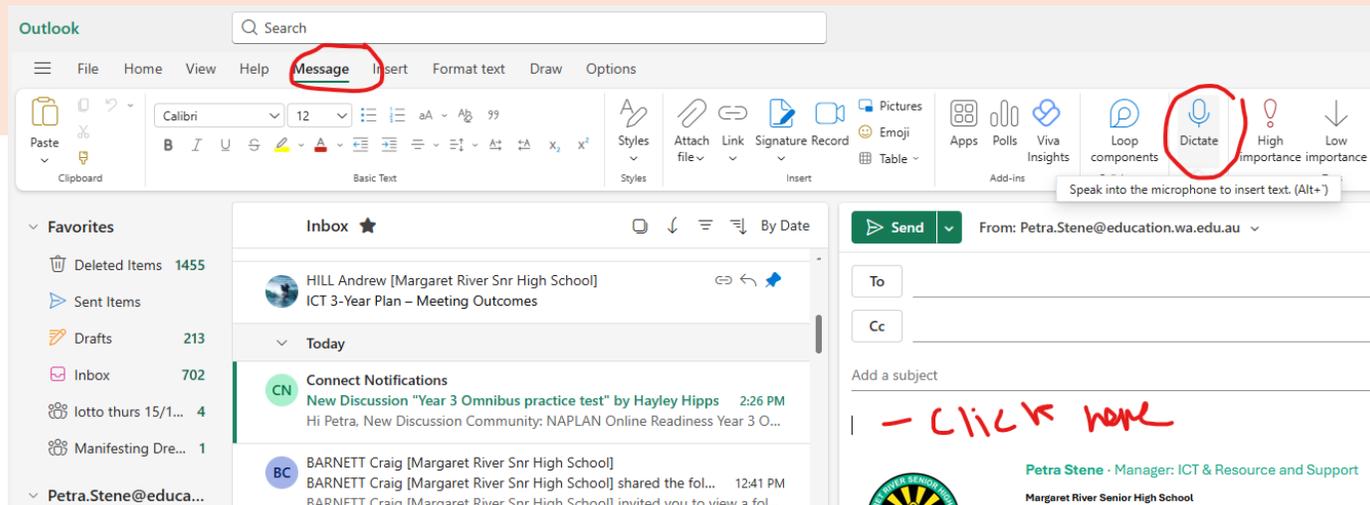


Dictate

- In Word (web app)
Choose **Home – Dictate**



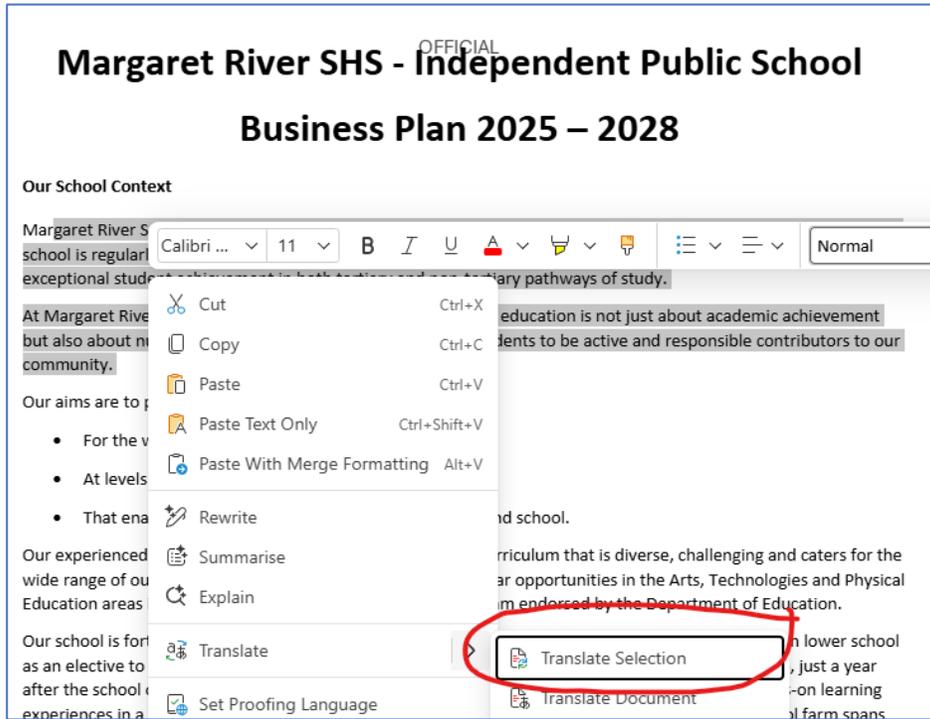
- In Outlook (web app)
Open a new Message – click in the body of the message
Choose **Message - Dictate**



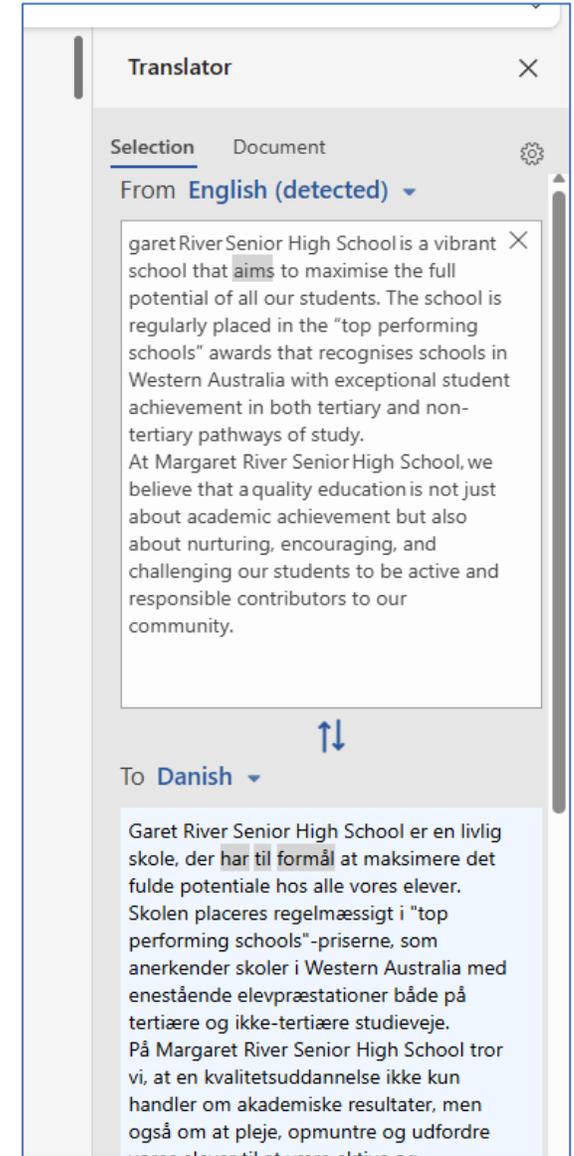
You may need to expand your toolbars to see the Dictate button click on ... the scroll down to find it

Translate in Word–

Highlight - Right Mouse click – Choose **Translate**



It will open a panel to the right where you can change the languages



Reading Coach

You can add passages for students to practice - Sign in with your account – Choose Teacher – add passages

- [Coach.Microsoft.com](https://coach.microsoft.com)

The screenshot shows the Reading Coach home page for a teacher. The browser address bar displays <https://coach.microsoft.com/webapp>. The page header includes the Reading Coach logo, a 'Student' button, a 'Teacher' button, and a user profile for 'SP STENE Petra [Margaret River Snr High School]'. The main heading is 'Let's practise reading!' with a sun icon. Below this are navigation links for 'Home', 'My progress', and 'My practices'. The main content area features three large buttons: 'JUMP BACK IN! Toymakers' Secret Adventure' (with a dog image), 'Create a story using AI' (with a plus icon), and 'Read a passage from our library' (with a book icon). At the bottom is an 'Add your own passage' button (with a notepad icon).

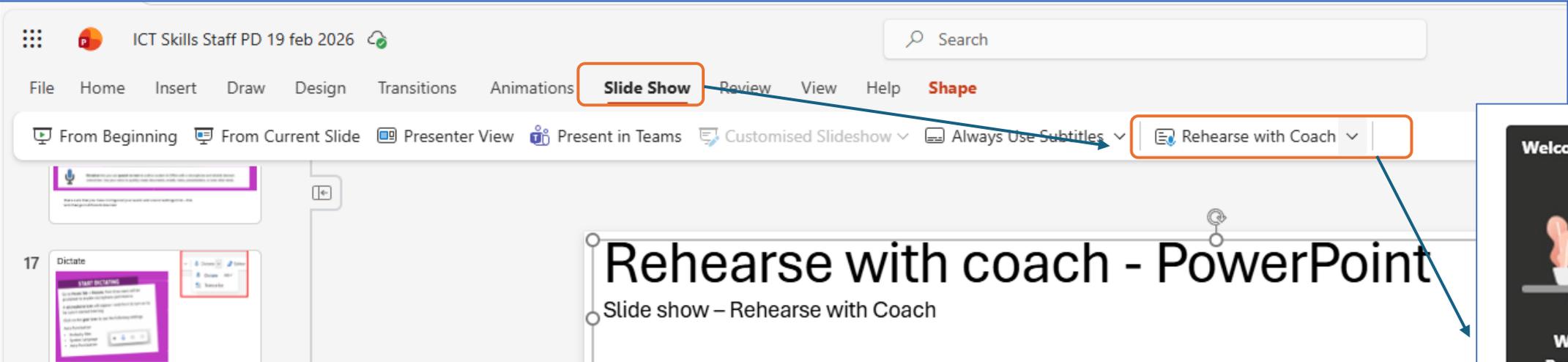
The screenshot shows the Reading Coach 'Practices' page for a teacher. The browser address bar displays <https://coach.microsoft.com/webapp/practices>. The page header includes the Reading Coach logo, a 'Student' button, a 'Teacher' button, and a user profile for 'SP STENE Petra [Margaret River Snr High School]'. The main heading is 'Practices'. Below this are filter buttons for 'All', 'Current', 'Past', and a 'New' button. A table lists the practices:

Practice	Due	Length	Students	Completed
Example Reading Coach	Jun-13	95 words	0	0
norwegian	Jun-12	20 mins	0	0

Rehearse with coach - PowerPoint

Choose **Slide show – Rehearse with Coach – Start Rehearsing**

[Rehearse your slide show with Speaker Coach - Microsoft Support](#)



Your Rehearsal Report (Preview)

Rehearse for more than one minute for Coach to better understand your speech and give recommendations.

Summary
Good job rehearsing! Keep up the hard work.
0:10 total time spent
2 slides rehearsed

Pace
130 words/min
Your pace is just right! Keep it up!

Fillers
Fantastic! You didn't say too many filler words in your speech!

Repetitive Language
Nice work! Your variety of word choice will help keep your audience engaged.

Pitch
Good pitch variation increases liveliness in your speech and keeps the audience engaged.

Originality
You avoided reading slide text aloud. That's good for keeping the audience engaged with your message.

[Rehearse your slide show with Speaker Coach - Microsoft Support](#)

Welcome

Welcome to PowerPoint Presenter Coach (Preview)

As you rehearse, we'll give you feedback about how you're presenting. At the end, you'll see a numerical summary and our suggestions.

Start Rehearsing

Show real-time feedback