

Accessibility in your online platform

Microsoft for Education

Thank you to NCCE course [Creating an Inclusive Classroom: Approaches to Supporting Learners with SEND in Computing](#) for signposting the possibilities.



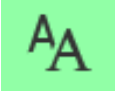


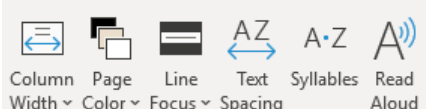
Word Online

(Type what you are looking for in



Tell me what you want to do

if you cannot see it on the menu bar.)

- **Speech to text:** Use dictation tool in **Edit** mode 
- **Text to speech:** Use **Immersive Reader**  Immersive Reader **(View tab)**
 - Content is displayed in full-screen with minimal distractions.
 - Each word is highlighted as text is spoken (click the play button at the bottom of the page).
 - **Text Preferences:** change size of text, increase spacing between letters, change font, change background colour using themes. 
 - **Grammar Options:** show the syllables in each word, change the text colour of different parts of speech (nouns, verbs, adjectives and adverbs). 
 - **Reading Preferences:** line focus to see one, three or five lines at a time, turn on the picture dictionary (click on a word to see symbol), translate to selected language 
 - Microsoft Immersive Reader is built into Word, OneNote, Outlook, Office Lens, Microsoft Teams, Forms, Flipgrid, Minecraft Education Edition and the Edge browser. Right click in Edge to select 'Read aloud', click X top right to stop reading.
- For Word in desktop version, select View for immersive reader, picture dictionary not available. 

PowerPoint Online

- **Speech to text:** Use dictation tool
- **Live captions** (as you present): Slide Show tab on the ribbon, tick Use Subtitles, Subtitle Settings to select spoken language and subtitle language

More information:

- <https://aka.ms/AllAboutImmersiveReader>
- <https://www.microsoft.com/en-gb/Accessibility>
- <https://www.onenote.com/learningtools>
- [Building an inclusive classroom](#)
- [Online courses](#) to build your knowledge and to consider appropriate ways to support your learners