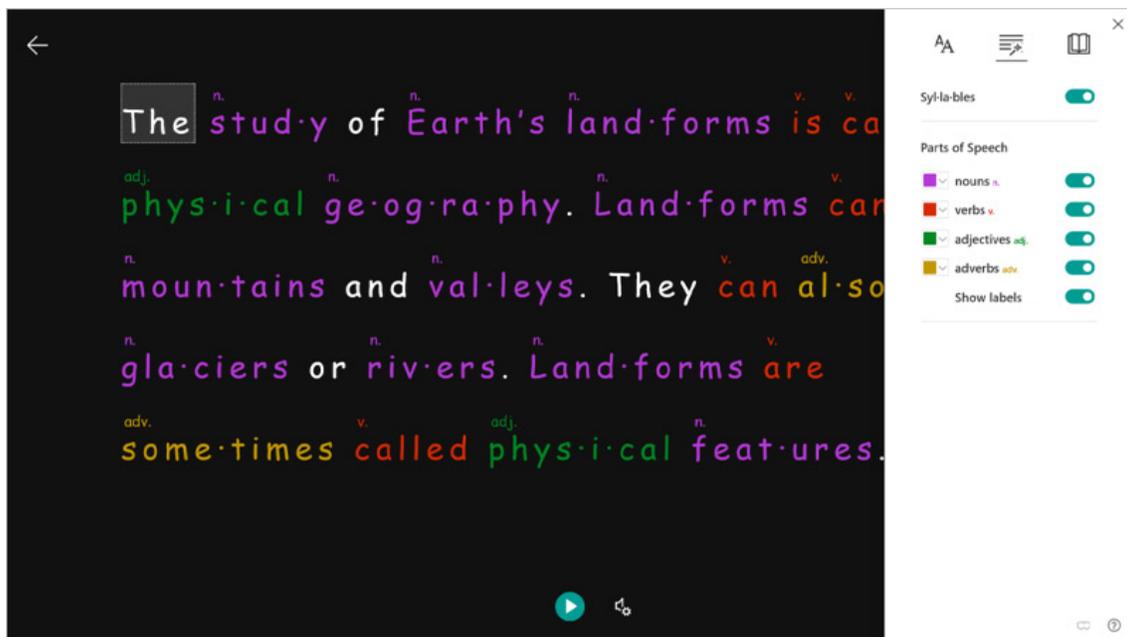


Learning Tools in Word Microsoft 365

Jessica Masson Guerette, Occupational Therapist, January 2022

Improve reading for all learners with Immersive Reader

Immersive Reader is a free tool that implements proven techniques to improve reading and writing for people, regardless of their age or ability. Immersive Reader can improve reading comprehension and increase fluency for English language learners. It can help build confidence for emerging readers learning to read at higher levels and offer text decoding solutions for students with learning differences such as dyslexia.



Go to **View > Immersive Reader** and  select your options. Immersive Reader lets you:

- **Column Width** changes line length to improve focus and comprehension.
- **Page Color** can make text easy to scan with less eye strain.
- **Text Spacing** increases the spacing between words, characters, and lines.
- **Syllables** shows breaks between syllables, to improve word recognition and pronunciation.
- **Read Aloud** lets you hear your document as each word is highlighted.

Watch the [following video](#) for a summary of the Immersive Reader options.

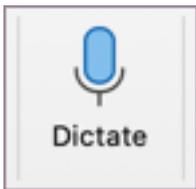
Browse the [research](#) here to learn more about the research behind Immersive Reader, one of Microsoft's Learning Tools for inclusive classrooms.

Strengthen Writing Skills with Build-In Dictation

With features like Dictation and Editor, students can conquer the blank page using the power of their voice and strengthen their writing with advanced editing suggestions.

Dictation lets you use speech-to-text to author content in Office with a microphone and reliable internet connection. It's a quick and easy way to get your thoughts out, create drafts or outlines, and capture notes.

Go to **Home** > **Dictate** while signed into Microsoft 365 on a mic-enabled device.



Wait for the **Dictate** button to turn on and start listening.

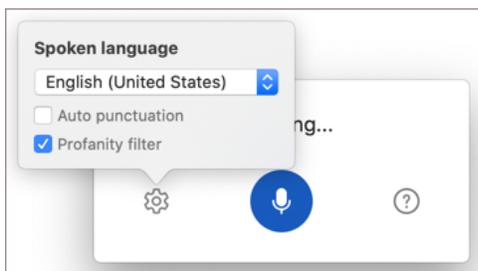
Start speaking to see text appear on the screen.

Insert punctuation at any time by saying them explicitly.

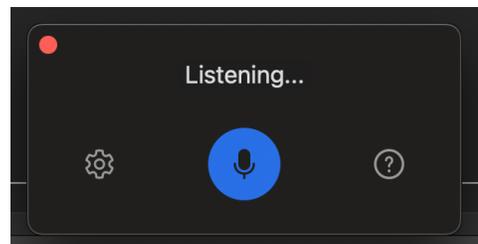
Fix mistakes with your keyboard without having to toggle the mic icon off.

Click on the gear icon to see the following settings:

- **Auto Punctuation:** Toggle the checkmark on or off, if it is available for the language chosen.
- **Profanity filter:** Mask potentially sensitive phrases with ****.
- **Spoken Language:** View and change languages in the drop-down.



Watch the [following video](#) for a summary of the Dictation feature.



Editing text with Read Aloud

There are many reasons to listen to a document, such as proofreading, multitasking, or increased comprehension and learning. Word makes listening possible by using the text-to-speech (TTS) ability of your device to play back written text as spoken words.

Listen to your Word documents with Read Aloud

1. Click or tap at the beginning of the passage you want to hear.

Place your cursor at the beginning of the document to read the whole document aloud.

2. Select **Review > Read Aloud**.



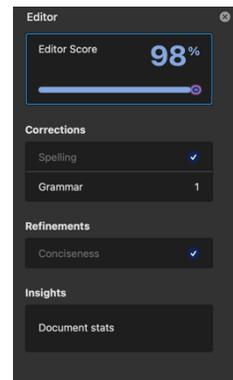
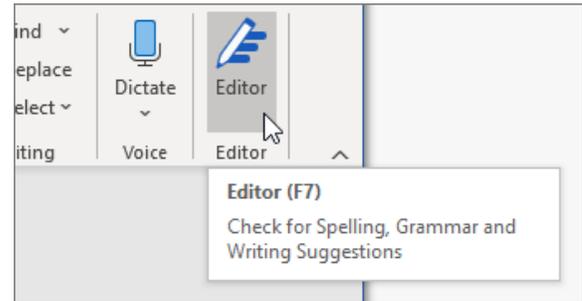
Watch [this video](#) to activate Read Aloud.

Microsoft Editor checks spelling and grammar, and more in documents, mail, and the web.

Microsoft Editor runs in Word for Microsoft 365 to analyze your document and offer suggestions for spelling, grammar, and stylistic issues, like making sentences more concise, choosing simpler words, or writing with more formality.

To use Editor, on the **Home** tab choose **Editor**.

Editor is available as a browser extension for Edge and Chrome, and it's being added to Word and Outlook apps. The free service lets you nail the basics of grammar and spelling. Additionally, with your Microsoft 365 subscription, Editor offers advanced grammar and style refinements like clarity, conciseness, formality, vocabulary suggestions, and more. Bring out your best writing anywhere you write with [Microsoft Editor](#).

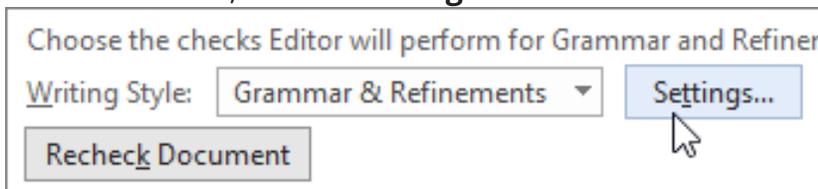
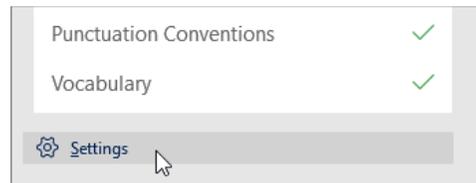


Watch [this video](#) for an overview of Microsoft Editor.

Tailor what Editor checks for

By default, Editor checks for several categories of issues, and the suggestions may or may not suit your writing style. To finely tune Editor for suggestions you want, do the following:

1. In the Editor pane, choose **Settings**.
2. In the Word Options dialog box, next to **Grammar & Refinements**, choose **Settings**.



3. Scroll through the list of options. Select issues you want Editor to check and clear the issues you want Editor to ignore.

Note: Choosing **Reset All** returns to the default settings.

4. Choose **OK**.