INCLUSIVE CLASSES

Office 365 Tools for Accessibility

ALLY SHARP – CTI – LANGSTON UNIVERSITY

ABOUT ME

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OFFICE 365 – WITH SCHOOL PARTICIPATION

Free download at office.com

- PC and Mac
- Smartphone and Tablet

Sign In

- Use your Office 365 University email and password

1

General Principles

Basics of Accessibility

2

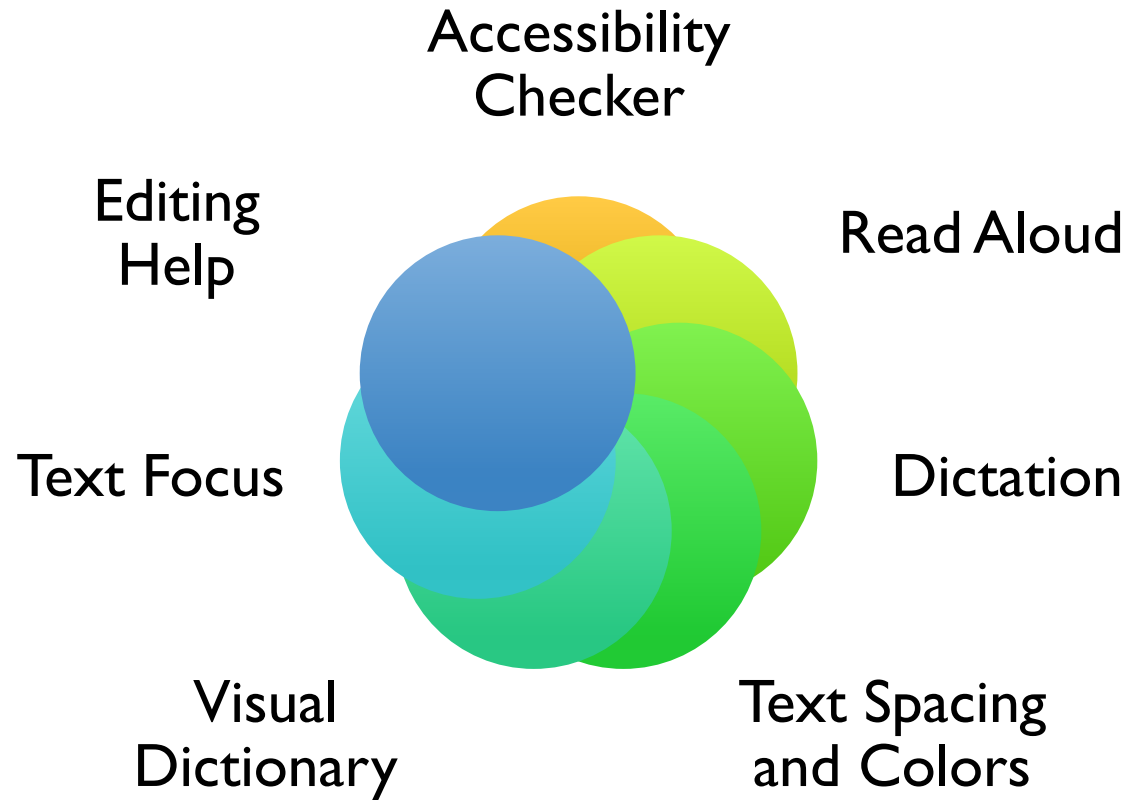**Edge Browser**

Read Web and PDF

3

Office Apps

Common Learning Tools in Office 365

4

Accessibility Checker

Find and Fix Errors

OVERVIEW OF TODAY

WHAT ARE MICROSOFT LEARNING TOOLS?

PRINCIPLES OF ACCESSIBLE DESIGN

The easier it is for students to access and understand your content, the easier it is for students to engage in and learn from your course.

PRINCIPLES OF ACCESSIBLE DESIGN: INCLUSIVITY
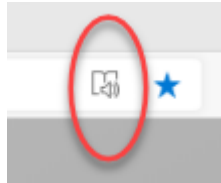
Consider these students when designing your lessons:

May have limited vision

May have limited hearing

May not use a mouse

MICROSOFT EDGE BROWSER

View in Immersive Reader
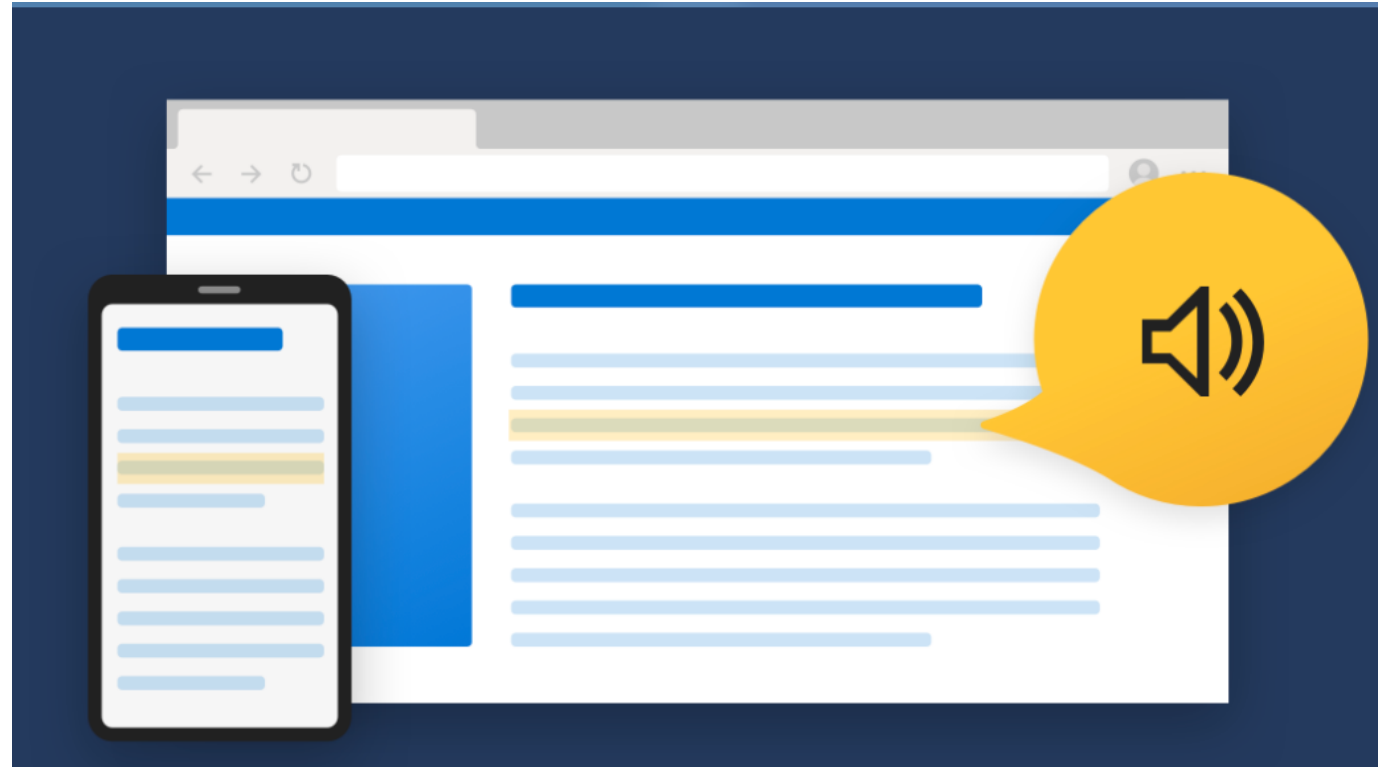by right clicking or choosing the icon on the toolbar

- change font size
- change spacing
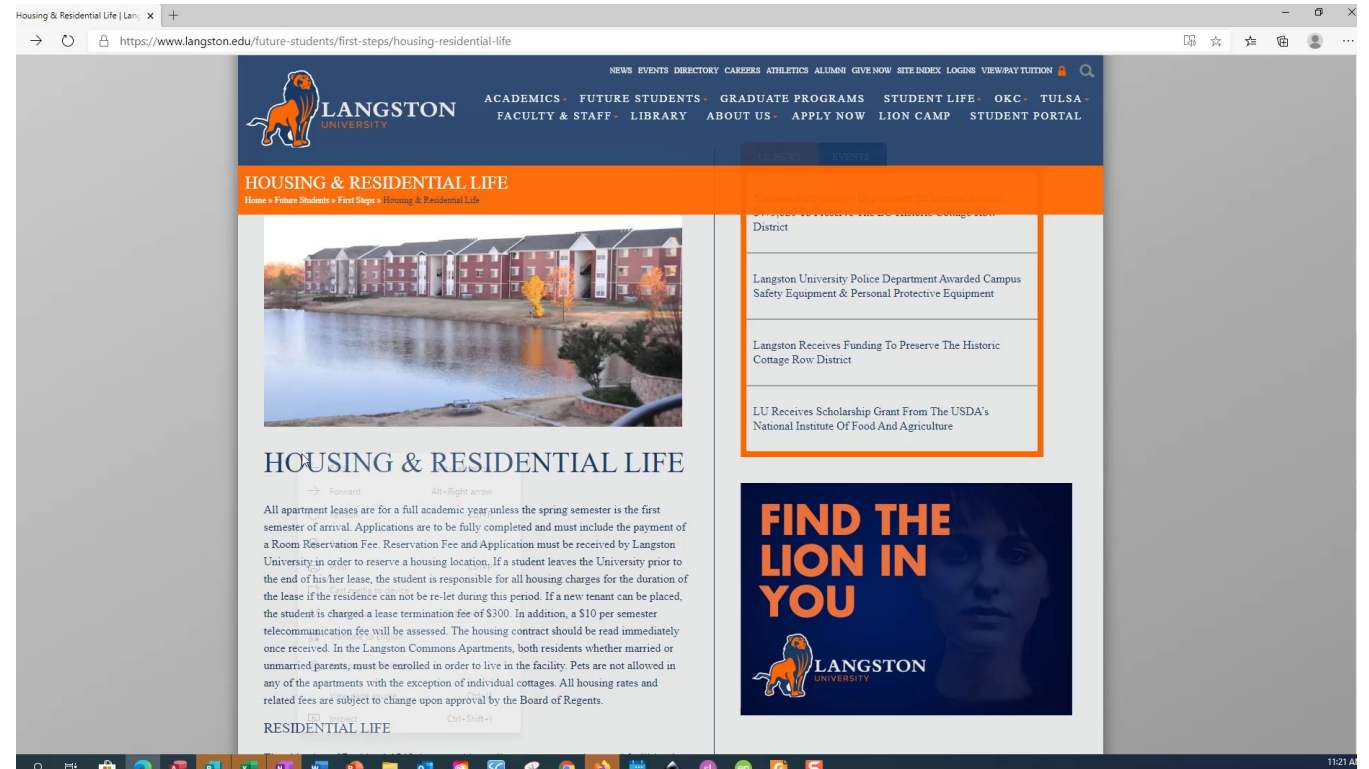- change colors

MICROSOFT EDGE BROWSER

- Have PDFs Read Aloud
- Annotate a PDF in the browser

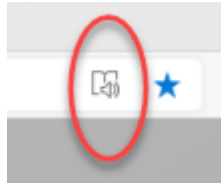For some students – dot three places, pause and check what you have read helps them focus.

MICROSOFT EDGE BROWSER: READ ALOUD

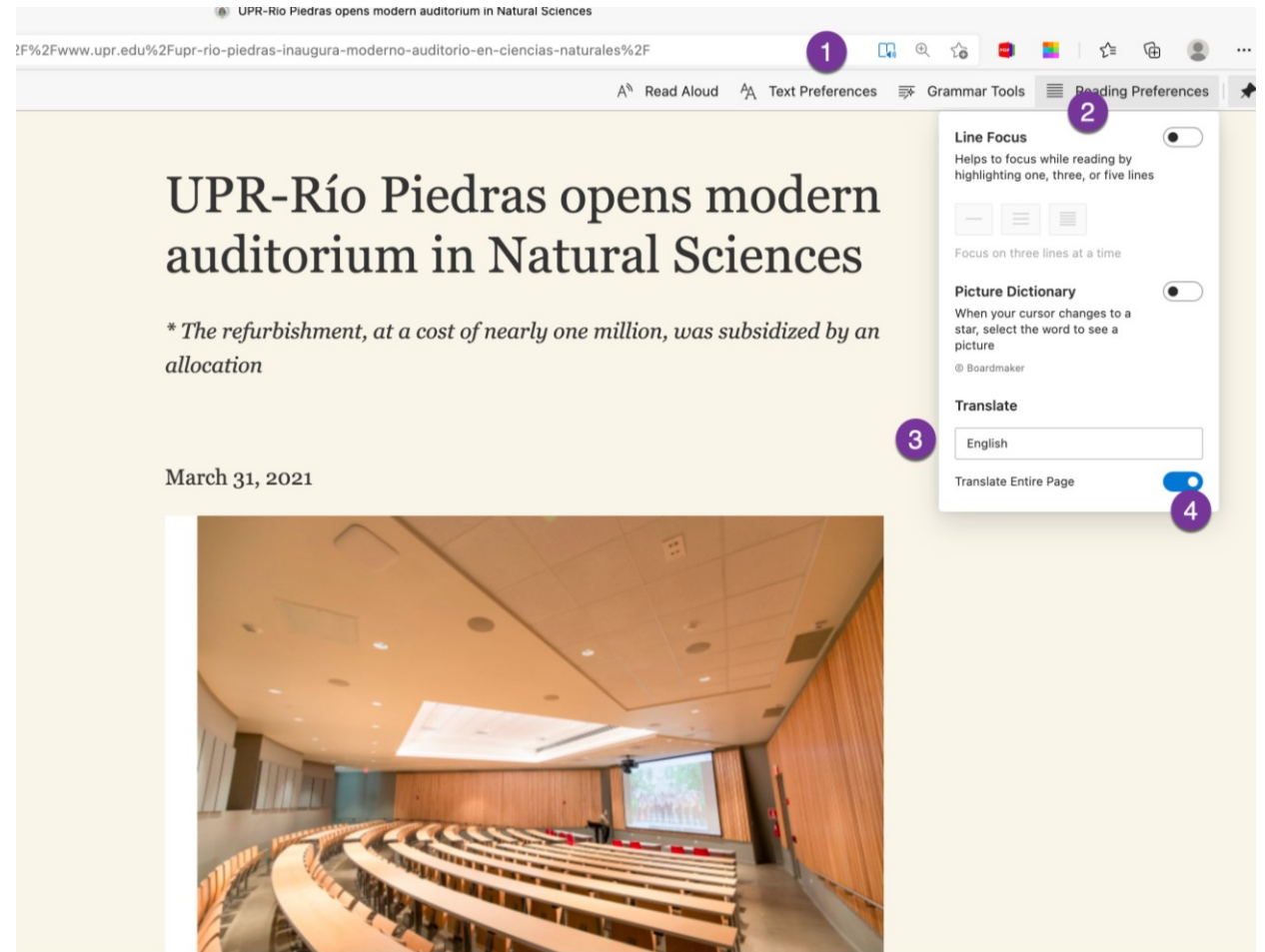Right click on a website or pdf and hear the text read out loud.

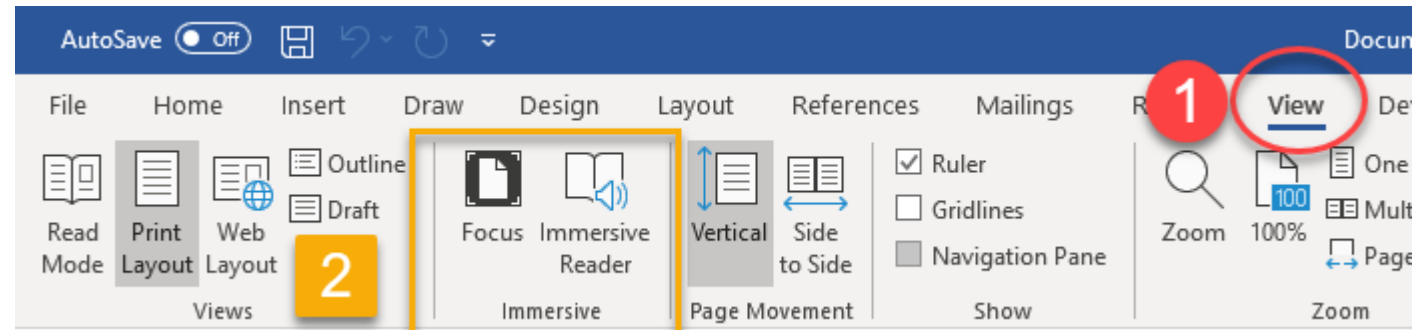Click the icon on the URL and view in Immersive Reader

- Reading Preferences
- Translate
- Whole Page

MICROSOFT OFFICE LEARNING TOOLS

View tab ⊖ Immersive
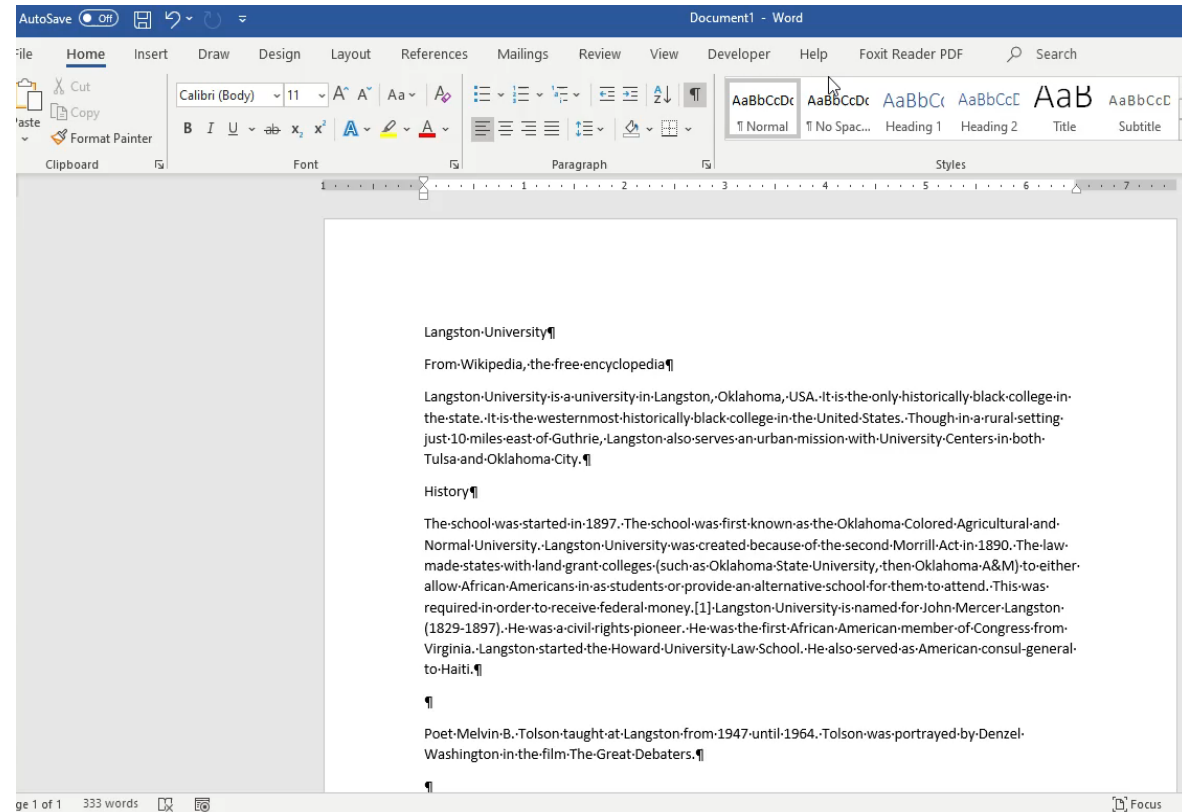
- Focus
- Read Aloud
- Immersive Tools

- Available on Mac, PC, Web, and iPad.

MICROSOFT WORD IMMERSIVE READER

View tab ➔ Immersive

- Focus
- Read Aloud
- Immersive Tools

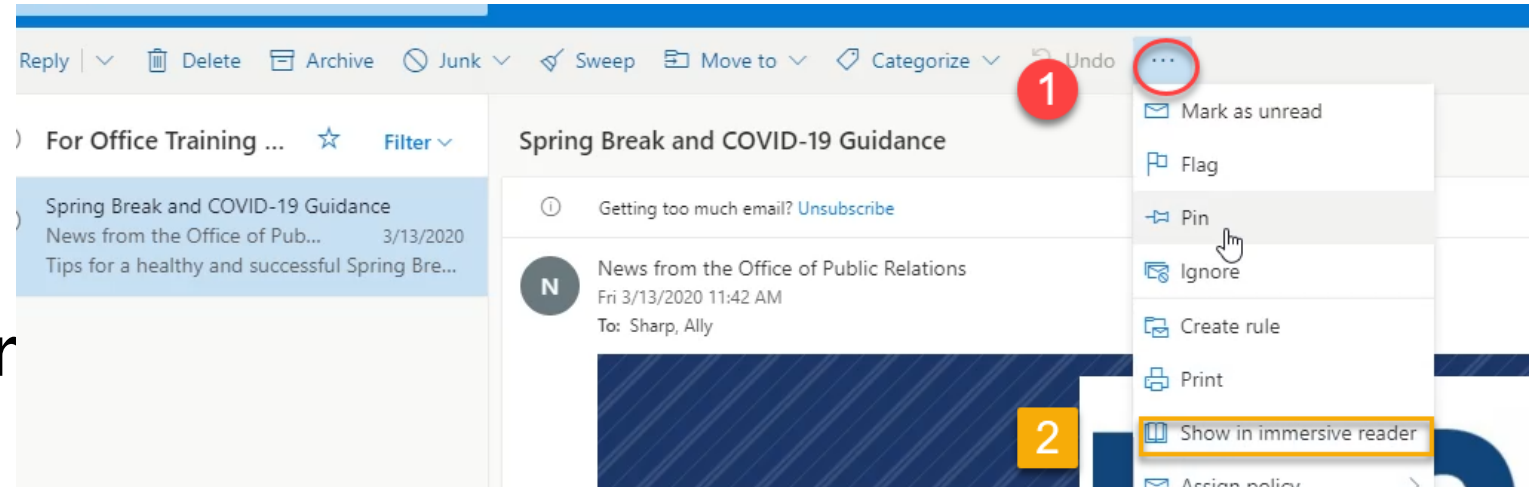# MICROSOFT OUTLOOK LEARNING TOOLS
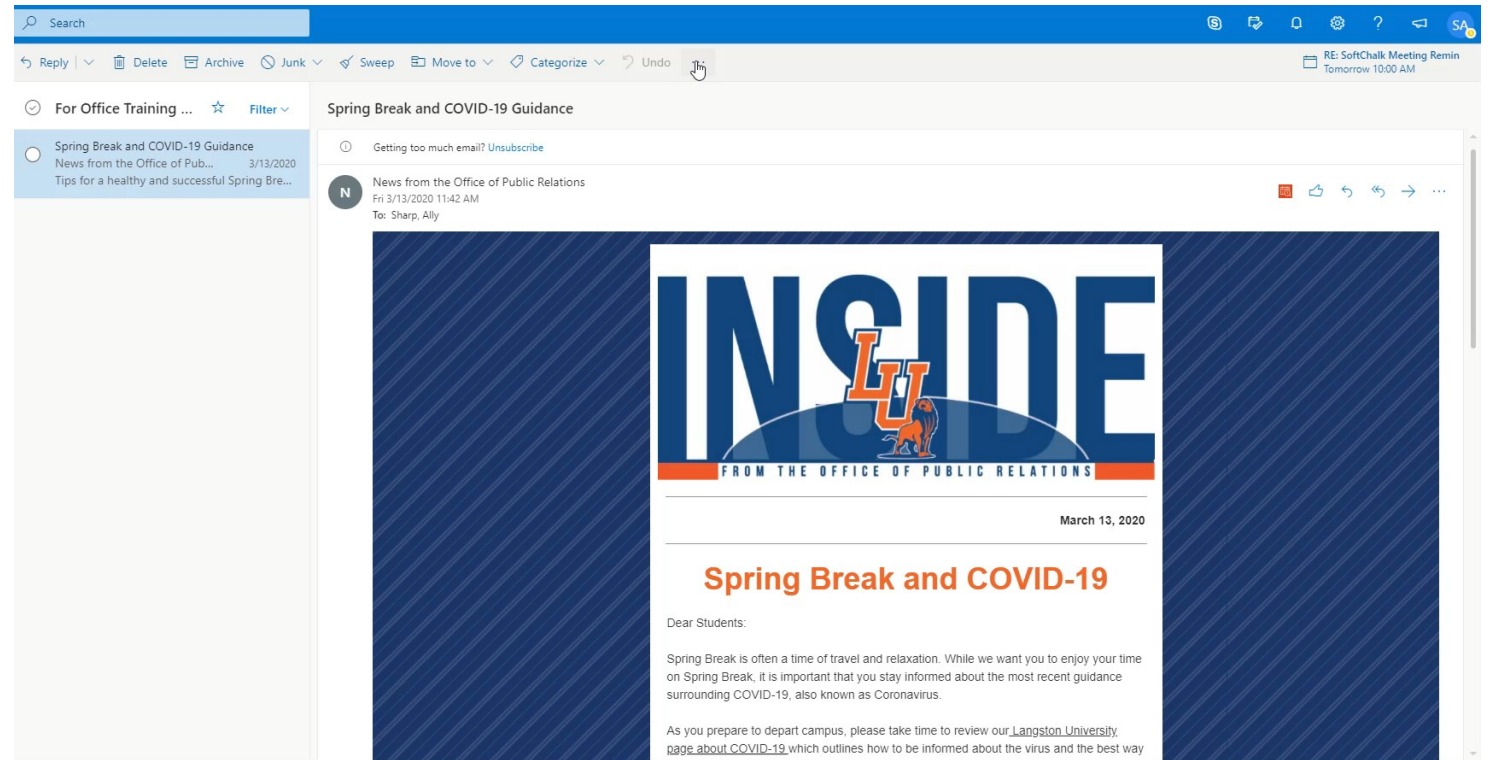
View Message
… on menu
Show in
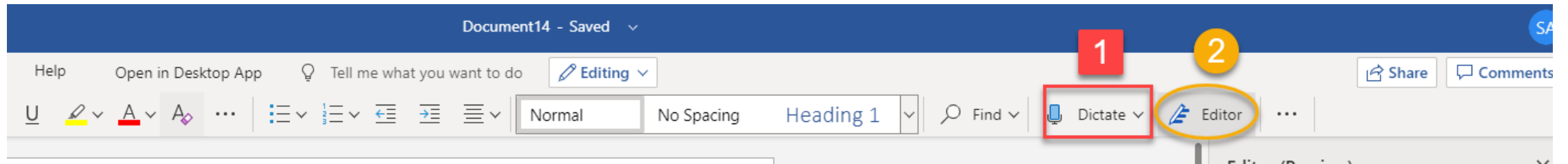 Immersive Reader

- Available on Web

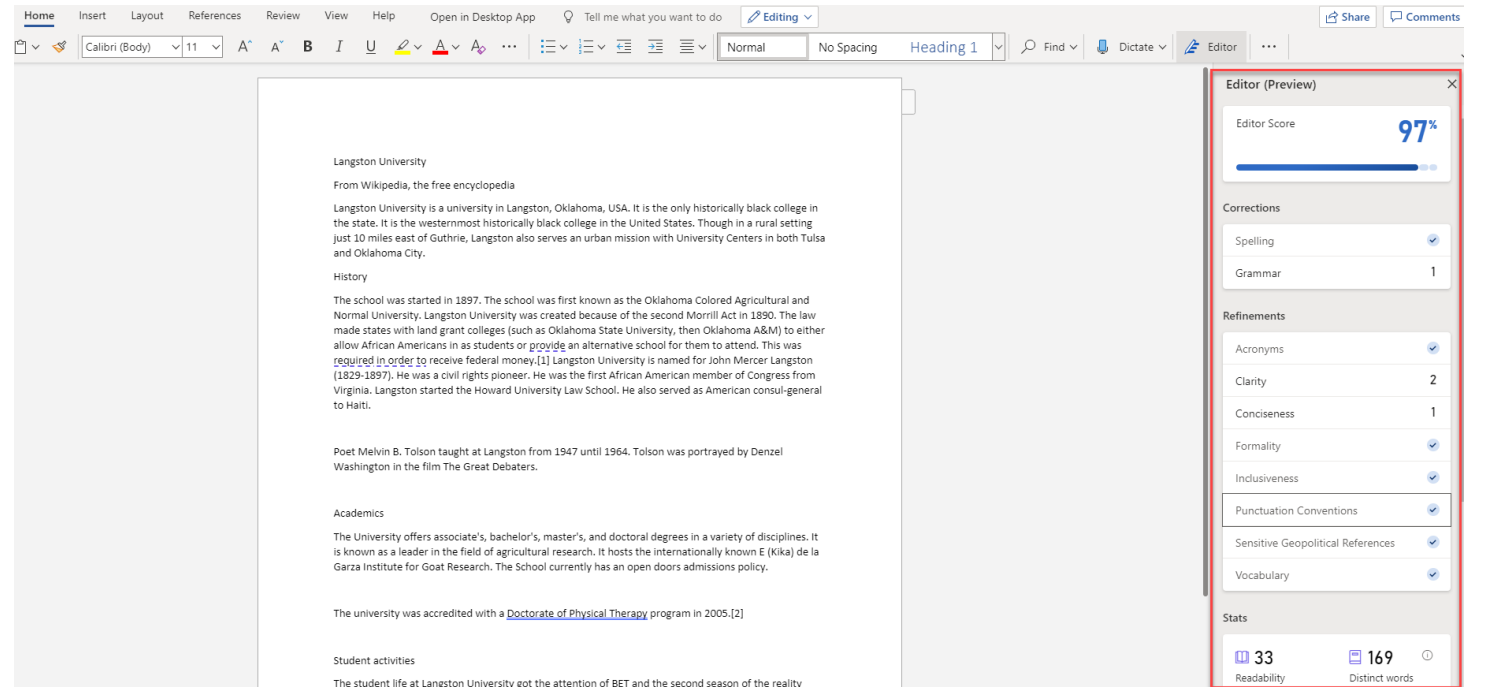# OUTLOOK ONLINE IMMERSIVE READER

- Read Aloud
- Immersive Tools
- Parts of Speech
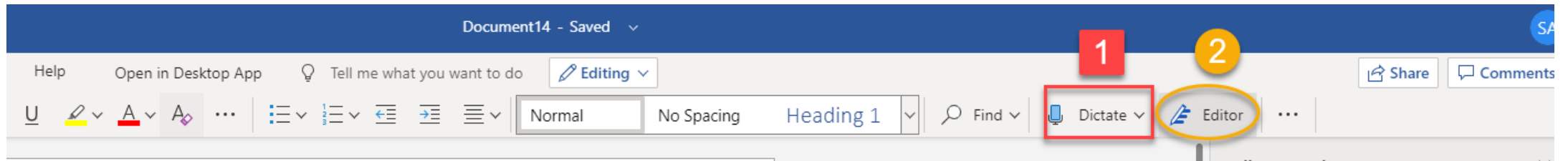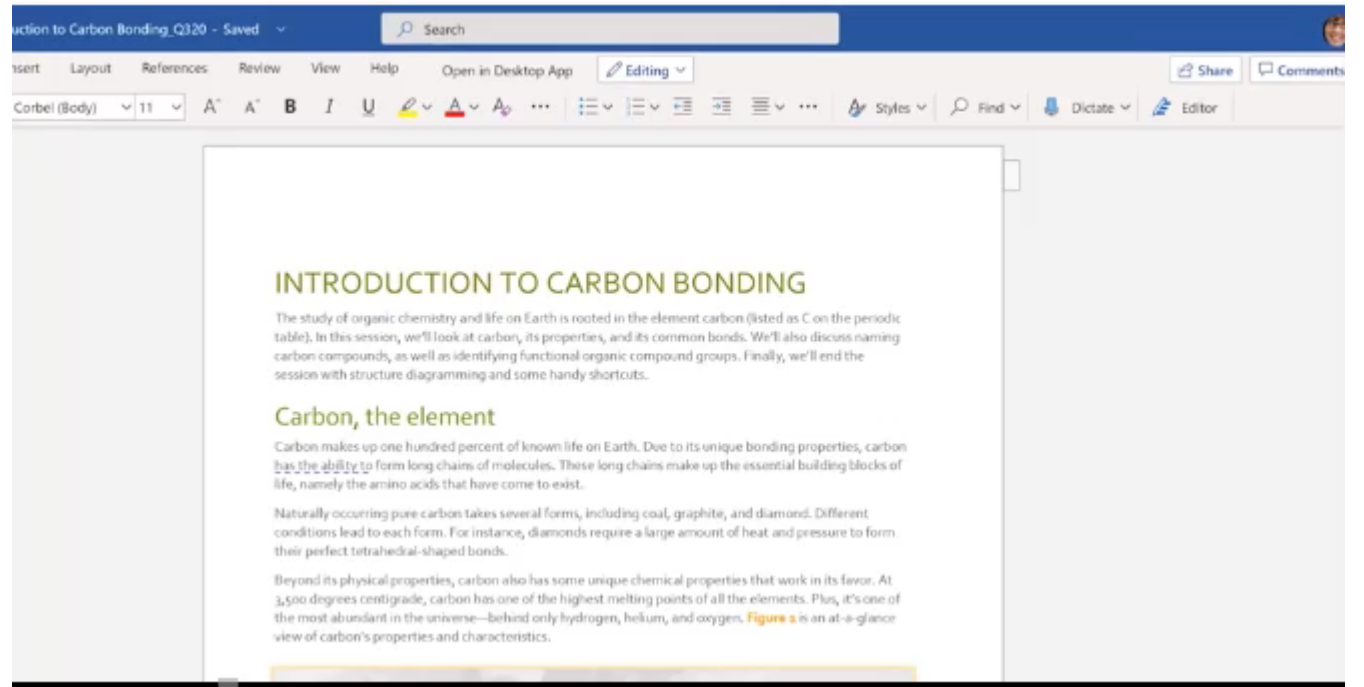- Translate
- Picture Dictionary

WORD WRITING SUPPORT

1. Dictate Text
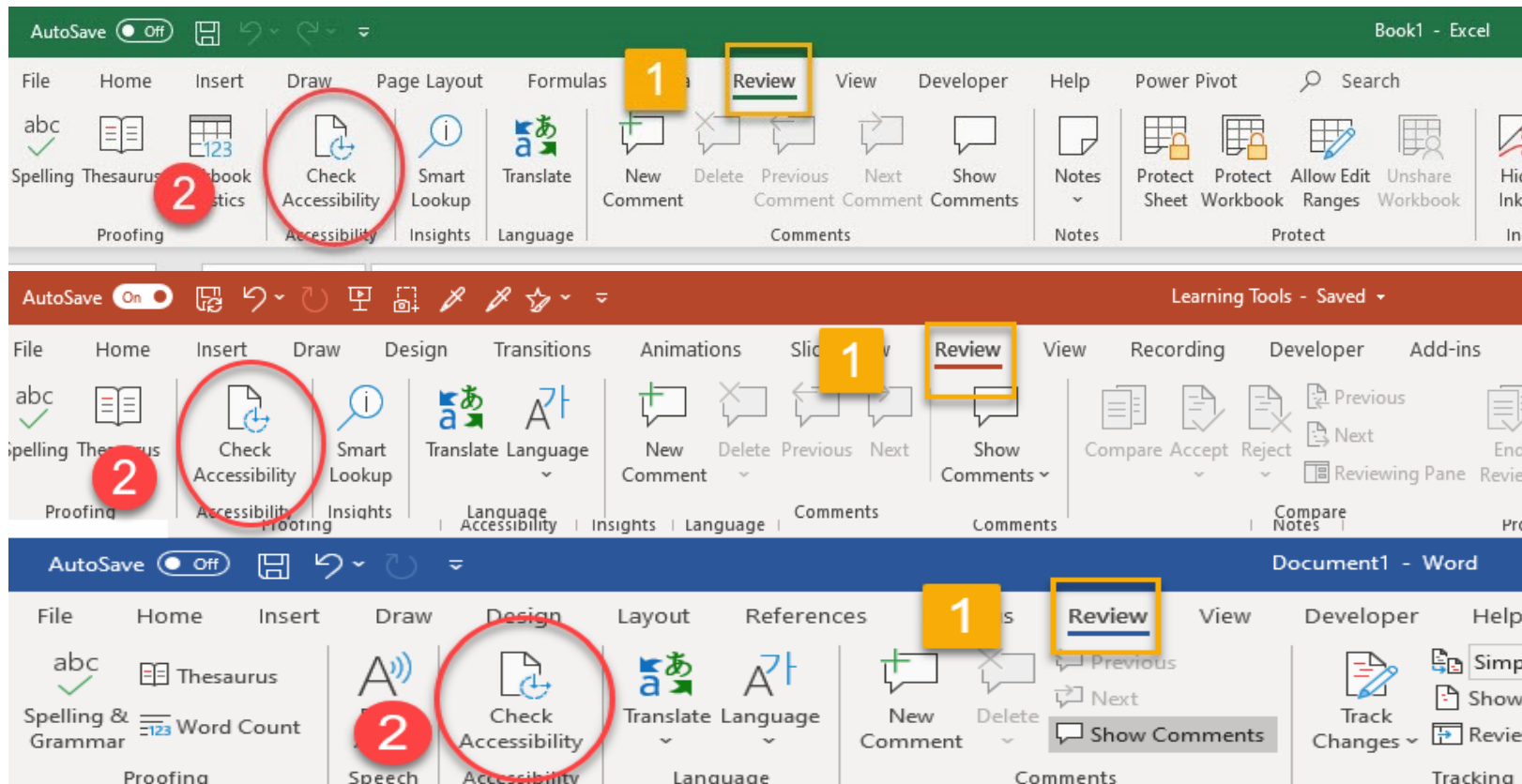2. Editor Suggests Corrections

WORD WRITING SUPPORT

- Word Online
- Editor Suggests Corrections

ACCESSIBILITY TOOLS IN OFFICE

Review⊖ Check Accessibility

Excel

PowerPoint

Word

ACCESSIBILITY TOOLS IN OFFICE: POWERPOINT
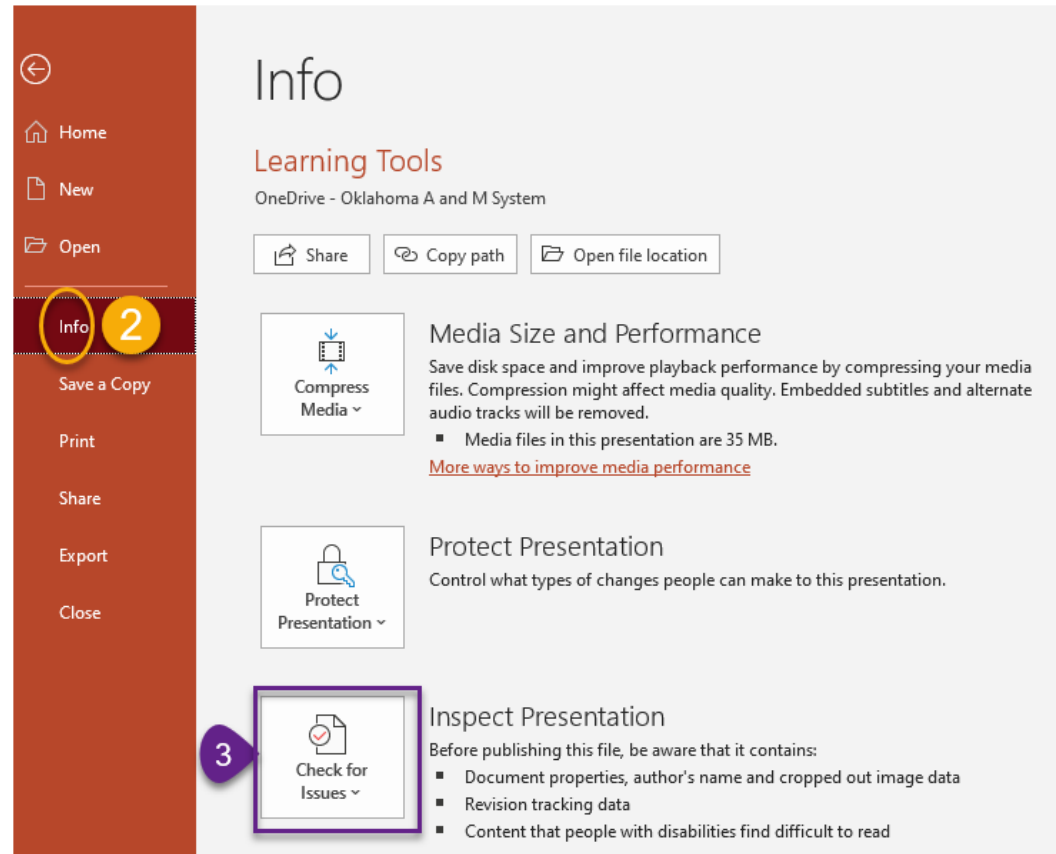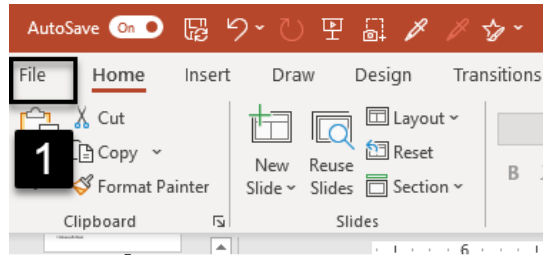
Review⊖ Check Accessibility

ACCESSIBILITY TOOLS FROM THE INFO MENU

File ⊕
Info ⊕
Inspect Presentation

"Treating different things the same can generate as much inequality as treating the same things differently."
Kimberlé Crenshaw

THANK YOU!

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