Learning Tools

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Learning Tools Guide

For Accessibility tools for Office365 go to Microsoft Support

Web Browser with Help for Reading and Focus
Link to download Edge

The Edge browser has tools to help improve focus.
- Have web and pdf text read aloud
- Have text translated
- Have text defined
- Adjust text size, text spacing, and the page background
- Annotate PDF
- Right click on any text and open immersive reader

Quick Tips for Students using Word
This uses the Learning Tools Tab (Office 365)
Go to **View** > **Learning Tools**, and select your options:
- **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
- **Read Aloud** lets you hear your document as each word is highlighted.
  Go to **Home**> **Dictate**, and turn on the microphone to have your voice automatically transcribed on the page as words.
  Go to **Home>Editor** for help with writing conventions and suggestions.

Keyboard shortcuts for Read Aloud
 In the desktop version of Word:
- Start or exit Read Aloud: Ctrl+Alt+Space
- Pause or play Read Aloud: Ctrl+Space
- Go to Review – Read Aloud