# Overview of Microsoft Learning Tools

Thursday, December 3, 2020   4:19 PM

Microsoft Learning Tools are part of Office 365 and designed to help reading, focus, writing, and learning.

Students with a Langston University email address and password can use Office 365 learning tools. Be sure to sign in to Office.com to access these tools. You can also install them on PC, Mac, and mobile devices as part of your student benefits. On a Chromebook, you should use Word Online.

Learning Tools in Microsoft Office 365
MSFTEnable
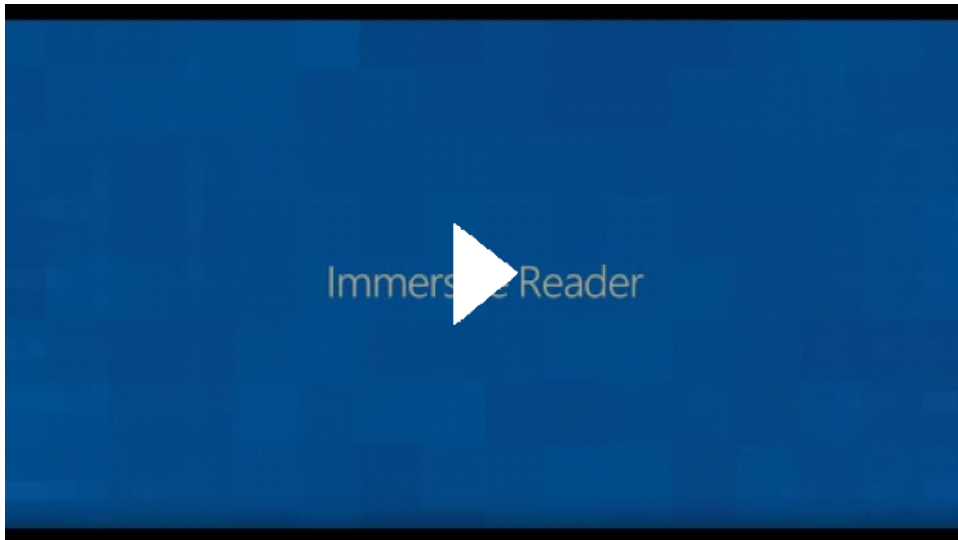
Immersive Reader

Thursday, December 3, 2020   4:24 PM

What is Immersive Reader?

[Immersive Reader](#) is a free tool that implements proven techniques to improve reading for people regardless of their age or ability.

Ready to try it out right away?

First, we will look at Immersive Reader. This tool has reading and focus tools on the top right, and read aloud tools in the bottom center. Press the back arrow on the top left to exit immersive reader.

1. Click on the **View** tab in One Note.
2. Click on I**mmersive Reader.**
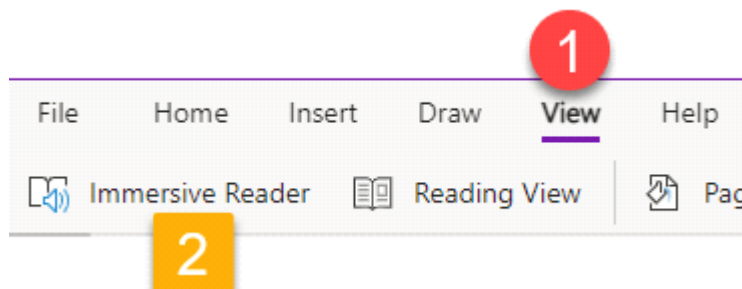
You will find Immersive reader in One Note, Word, the Edge Browser, and Outlook on the web.

From <https://support.microsoft.com/en-us/office/learning-tools-eff7f7e3-7e21-42f0-a6f1-da7027f98261?ui=en-US&rs=en-US&ad=US#id0eaabaaa=reader&ID0EABAAA=Immersive_Reader>

Writing Links

Dictate your documents in Word, PowerPoint, Outlook, and OneNote
Use dictation to talk instead of type on your PC
Editor is your writing assistant in Word
Check spelling, grammar, and clarity in Word
Introduction to making documents accessible in Word
Introduction to using a screen reader in Word
Using Word Prediction for inclusive classrooms
Dictation doesn't record

From <https://support.microsoft.com/en-us/office/learning-tools-eff7f7e3-7e21-42f0-a6f1-da7027f98261?ui=en-US&rs=en-US&ad=US#id0eaabaaa=reader&ID0EABAAA=Writing>
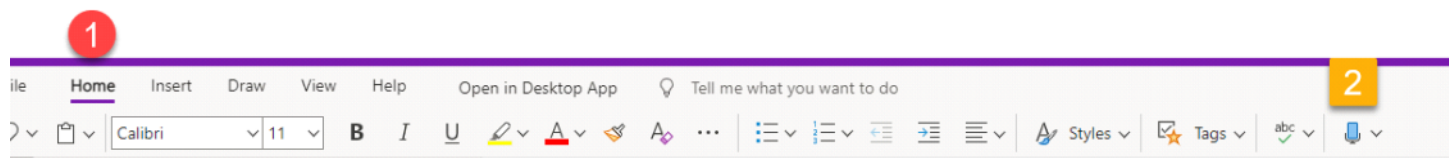
Dictation & Communication

Thursday, December 3, 2020   4:21 PM

Dictation records a voice and types it as text.

Ready to try it?
1. Cick on Home tab
2. Choose the microphone.

You try it:

click your mouse below in the empty space and start talking.

This will also record nearby communication, so you can record a professor's lecture.

A tip to do this is to make a new One Note (this program) by going to File – New and make a section for each class.   Then you can make a page and record lectures in each class.

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.

Available Help Articles by App

 Dictate your documents in Word

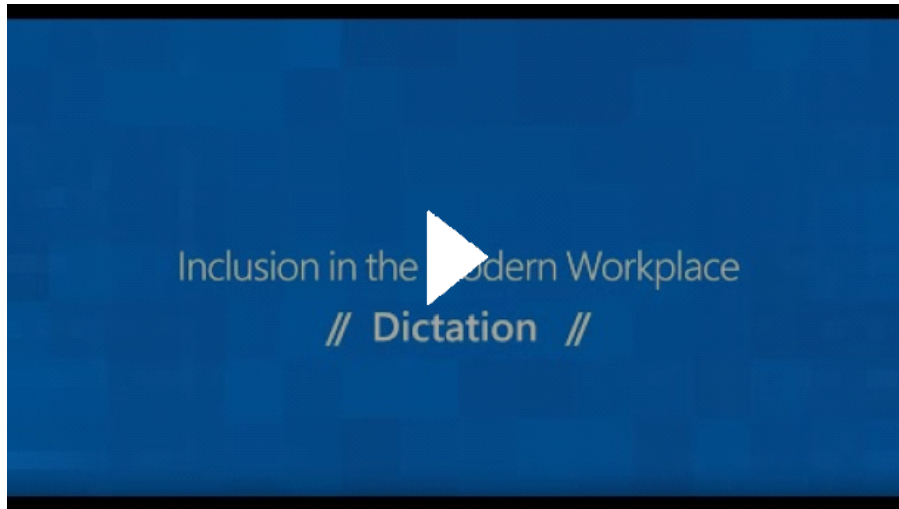 Dictate your emails in Outlook

 Dictate your notes in OneNote

 Dictate your presentations and slide notes in PowerPoint

To get a sense of how it works, see the video below:

[Dictation in Microsoft Office 365](#)
MSFTEnable

[Inclusive presenting and practice with Presenter Coach in PowerPoint](#)
[Microsoft Translator for Education - training videos](#)
[Use Translator in the Edge browser](#)

From <https://support.microsoft.com/en-us/office/learning-tools-eff7f7e3-7e21-42f0-a6f1-da7027f98261?ui=en-US&rs=en-US&ad=US#id0eaabaaa=reader&ID0EABAAA=Communication>
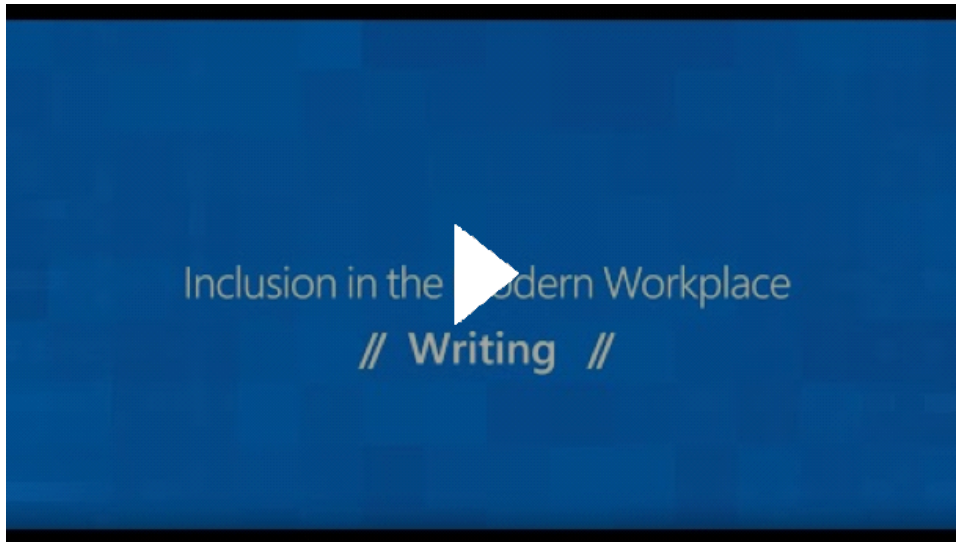
Math Links

[Inclusive math interactive training](#)
[Create math equations using ink or text in OneNote](#)
[Create equations in OneNote using Equation Tools](#)
[Insert a math equation in OneNote for Mac](#)
[Write an equation or formula in Microsoft 365](#)
[Solve math equations with Math Assistant](#)
[Draw graphs of math functions with Math Assistant](#)
[Problem types supported by Math Assistant](#)
[Change settings for Math Assistant](#)
[Draw straight lines or measure with the ruler in OneNote](#)

From <https://support.microsoft.com/en-us/office/learning-tools-eff7f7e3-7e21-42f0-a6f1-da7027f98261?ui=en-US&rs=en-US&ad=US#id0eaabaaa=reader&ID0EABAAA=Math>
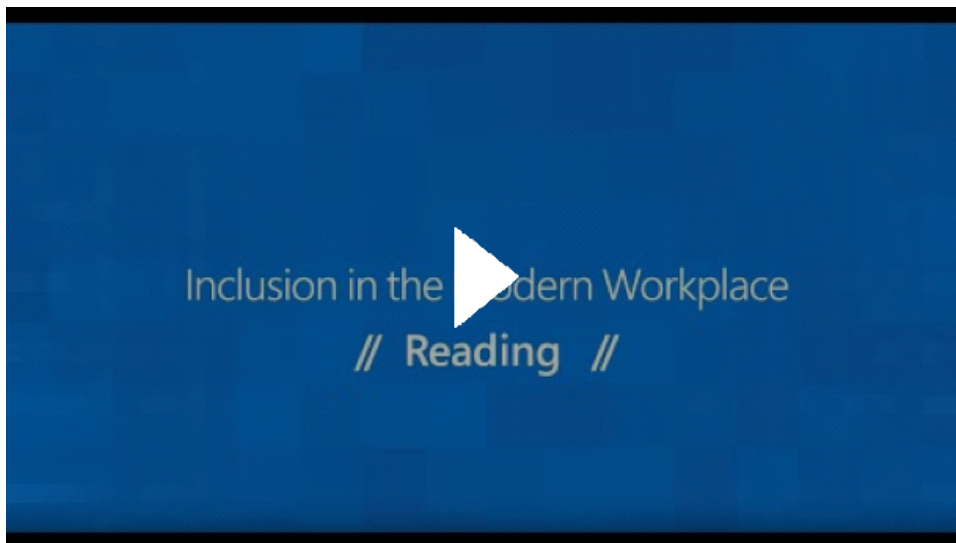
Word Learning Tools Videos

[Writing in the Modern Workplace](#)
MSFTEnable

[Reading in the Modern Workplace](#)
MSFTEnable

Word for iPad

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**Use Learning Tools in your Word document on your iPad**

Sign in to your Microsoft Word app with your Langston email and Password.

Learning Tools in Word for iPad has a set of tools to assist with reading, fluency, and comprehension. In Word, find learning tools under the **View** tab.
Slide the toggle to the right to launch the **Learning Tools** tab.
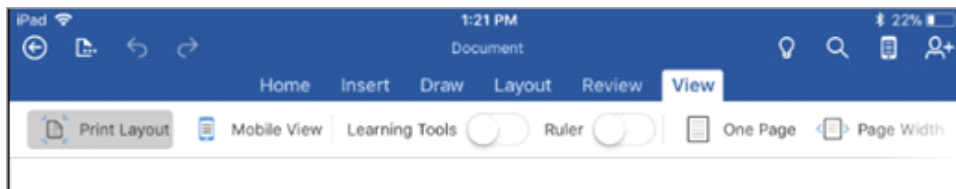
On the **Learning Tools** tab you have the following tools that can assist you while you read or edit your document.

- **Column Width** can be used to change the width of the line length. This helps to reduce the adverse effects of visual crowding and allows improved focus and comprehension on words and characters in a text-rich document.
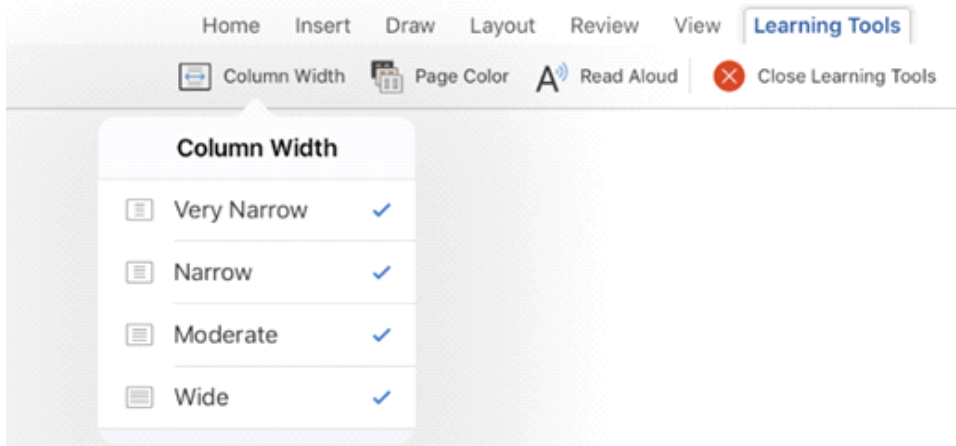
- **Page Color** can be set to be Sepia (pale yellow page with print feel), Inverse (black background with white text) which makes the text easy to scan and consume, or left at None.
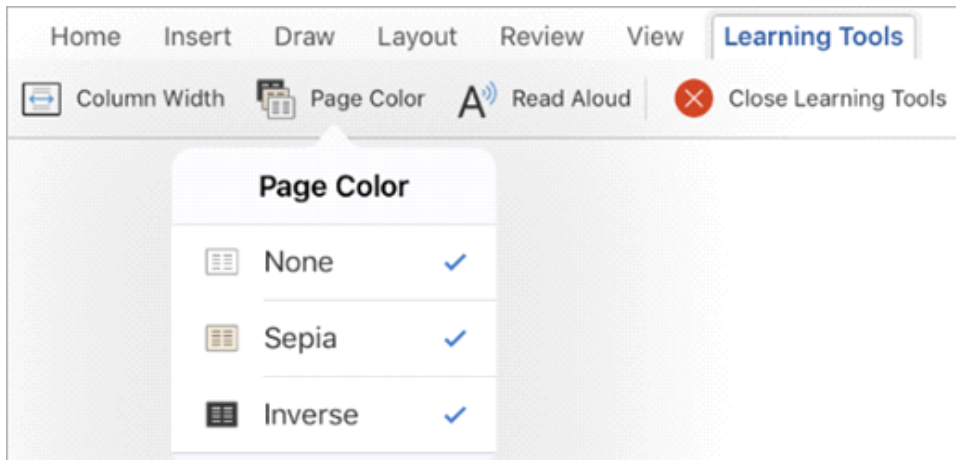
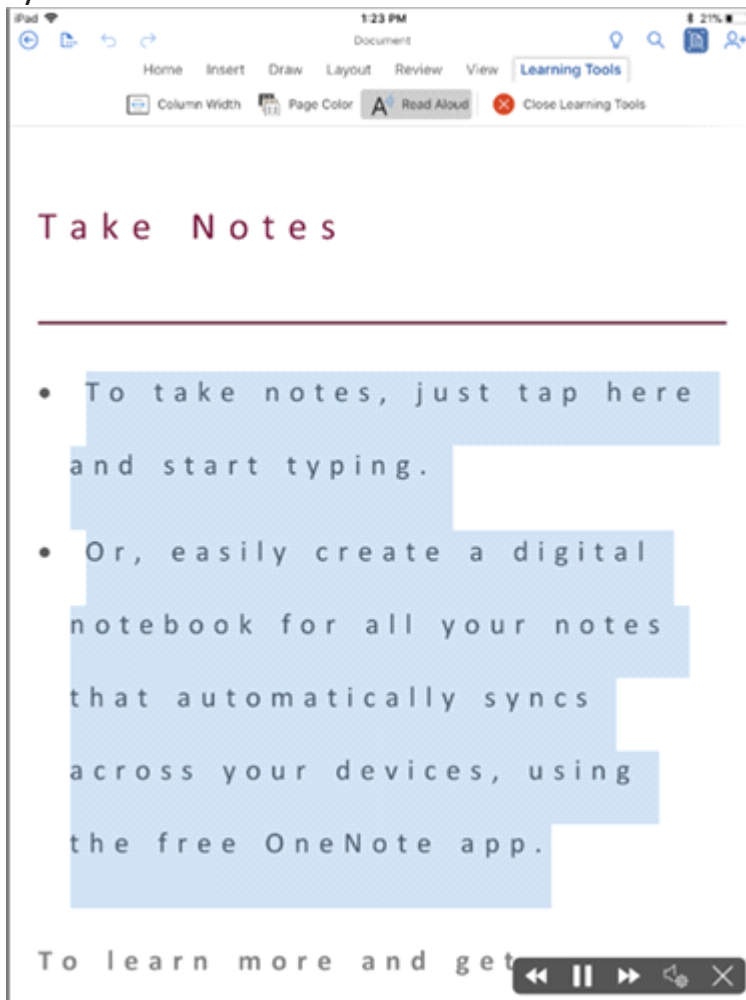- **Read Aloud** lets you hear your document and see each word highlighted simultaneously in your document.

  Note: Read Aloud reads text in the default speech language of your operating system.

You can use the buttons that appear on the bottom right corner of your screen to control the reading. Choose the **Play/Pause** icon to start/stop the narration. Select the **Next** icon if you want the narrator to skip the current sentence and start reading from the next paragraph. Select the **Previous** icon if you want the narrator to skip the current sentence and start reading from the previous paragraph. You can change the reading speed using the **Settings** icon.

From Microsoft Support

Dictation in Word

Friday, December 4, 2020   9:28 AM

How to use Dictation

These instructions are for the web. [Microsoft has instructions for PC and Mac on their website.](#)

1. Sign in to your Microsoft account using your Langston email and password on Edge, Firefox, or Chrome.

2. Go to **Home** > **Dictate**. First-time users will be prompted to enable microphone permissions.
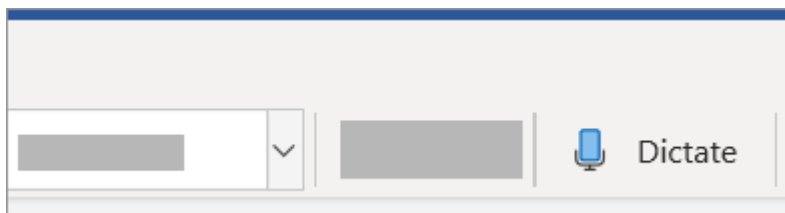
3. A mic icon will appear - wait for it to turn on to be sure it started listening.

Tip: On Windows, use **Alt + `** (backquote) to toggle the mic.

4. Insert punctuation any time by saying them explicitly.

5. Fix mistakes with your keyboard or Dictation suggestions without having to turn off the mic icon.

6. Exit dictation with **Close** (**X**) in the Dictation toolbar or pressing the button in the ribbon again.

Try saying "new line", "delete", "bold that", and "start list". Other supported punctuation, commands, and symbols are below.

Punctuation

Phrase(s)	Output
period, full stop	.
comma	,
question mark	?
exclamation mark/point	!
new line	new line
apostrophe-s	's

colon	:
semicolon	;
open quotesclose quotes	" "
hyphen	-
ellipsis, dot dot dot	...
begin/open single quoteend/close single quote	' '
left/open parenthesesright/close parentheses	( )
left/open bracketright/close bracket	[ ]
left/open braceright/close brace	{ }

Editing

undo

delete*

delete that*

delete last [1-100] words/sentences

delete [word or phrase]*

insert space

backspace

backspace [1-100]

*Tips

- Saying "delete" by itself removes the last word or punctuation before the cursor.
- Saying "delete that" removes the last spoken utterance.
- An example of using [phrase] would be dictating "what a super nice day" and then saying "delete super." You would then be left with the phrase "what a nice day."

Formatting

bold

italics

underline

strikethrough

<format*> [word or phrase]

superscript

subscript

indent

decrease indent

clear all formatting

align [left, center, right]

*Tips

- You can bold, italicize, underline, or strikethrough a word or phrase. An example would be dictating "review by tomorrow at 5PM", then saying "bold tomorrow" which would leave you with "review by **tomorrow** at 5PM."
- Try phrases like "bold last word" or "underline last sentence."

Creating lists

start list

start numbered list

next line

exit list

Adding comments

add comment [your message here]*

*Tips

- Saying "add comment look at this tomorrow" will insert a new comment with the text "Look at this tomorrow" inside it.
- Saying "add comment" by itself will create a blank comment box that can be manually typed into.

While dictating

show help

pause dictation

exit dictation*

*Tips

- To resume dictation, please use the keyboard shortcut (ALT + `) or press the **Mic** icon in the floating dictation menu.

Symbols

Phrase(s)	Output
asterisk	*
backslash	\
forward slash	/
vertical bar sign, pipe character	|

backquote, backtick	`
underscore	_
m-dash	—
n-dash	–
paragraph sign/mark	¶
section sign	§
ampersand, and sign	&
at sign	@
copyright sign	©
registered sign	®
degree symbol	°
caret symbol	^

Mathematics

Phrase(s)	Output
percent sign	%
number/pound sign	#
plus sign	+
minus sign	-
multiplication sign	x
plus or minus sign	±
division sign	÷
equal sign	=
less than sign, left angle bracketgreater than sign, right angle bracket	< >

Currency

Phrase(s)	Output
dollar sign	$
pound sterling sign	£
euro sign	€
yen sign	¥

Emoji/faces

Phrase(s)	Output

smiley face   :)

frowny face :(

winky face   ;)

heart emoji <3

Dictation suggestions

Markings may appear under words with alternates that we may have misheard.
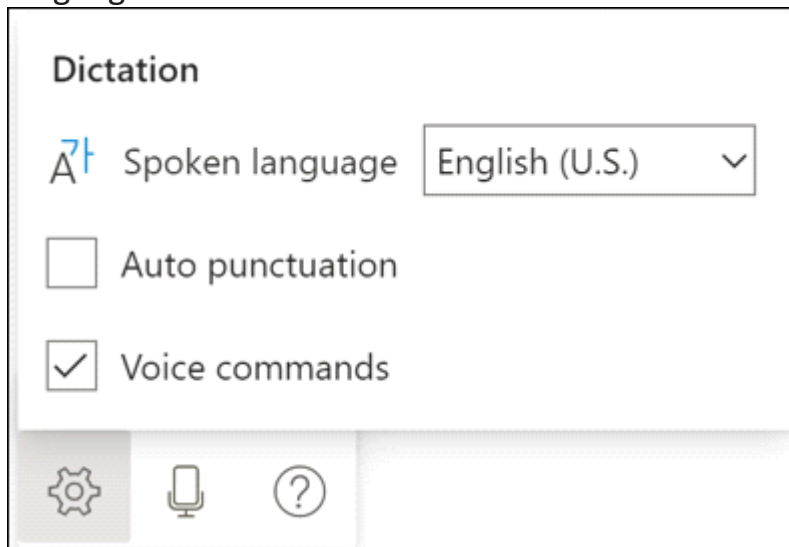
If the marked word is already correct, you can select **Ignore**.

Dictation settings

Click on the gear icon to see the following settings:

- **Spoken Language:** View and change languages in the drop-down.
- **Auto Punctuation:** Toggle the check-mark on or off, if it is available for the language chosen.

Word for Mac

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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, to improve word recognition and pronunciation.
- **Read Aloud** lets you hear your document as each word is highlighted.
  Note: Use the playback controls to start and stop the narration, to change the speed of the reading, and to switch between reading voices.

From Microsoft Support

Word for PC

Thursday, December 3, 2020   4:10 PM

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.
- **Line Focus** removes distractions so that you can move through a document line by line. Adjust the focus to put one, three, or five lines in view at a time.
- **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.
  Note: Use the playback controls to start and stop the narration, to change the speed of the reading, and to switch between reading voices.

Keyboard shortcuts for Read Aloud

Start or exit Read Aloud: Ctrl+Alt+Space
Pause or play Read Alout: Ctrl+Space
Speed up reading speed: Alt+Right
Slow down reading speed: Alt+Left
Read the previous paragraph: Ctrl+Right
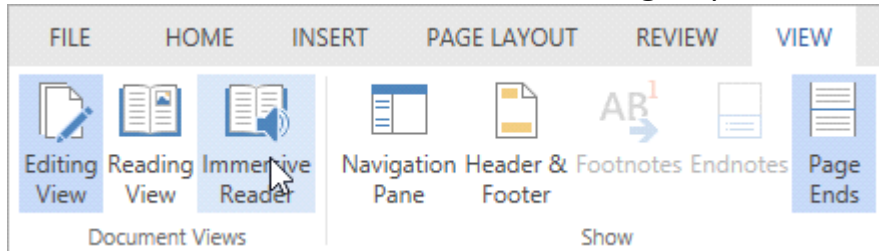Read the next paragraph: Ctrl+Left

From Microsoft Support

Word Online

Thursday, December 3, 2020   4:12 PM

Use Learning Tools in your Word Online document
1. On the **View** tab, in the **Document Views** group, select **Immersive Reader**.

Your document opens within **Immersive Reader**.
2. You can do one or more of the following in **Immersive Reader**, depending on how you want to focus on the content in your document.

- Select **Play** at the bottom of the window to hear your document read aloud and to see the text highlighted simultaneously. The narrator starts reading from the top of your page by default, unless you have selected a word, in which case it will start reading from the selected word. Select **Pause** to stop narration.
Select **Voice Options** on the top right of the document to change the speed of narration.
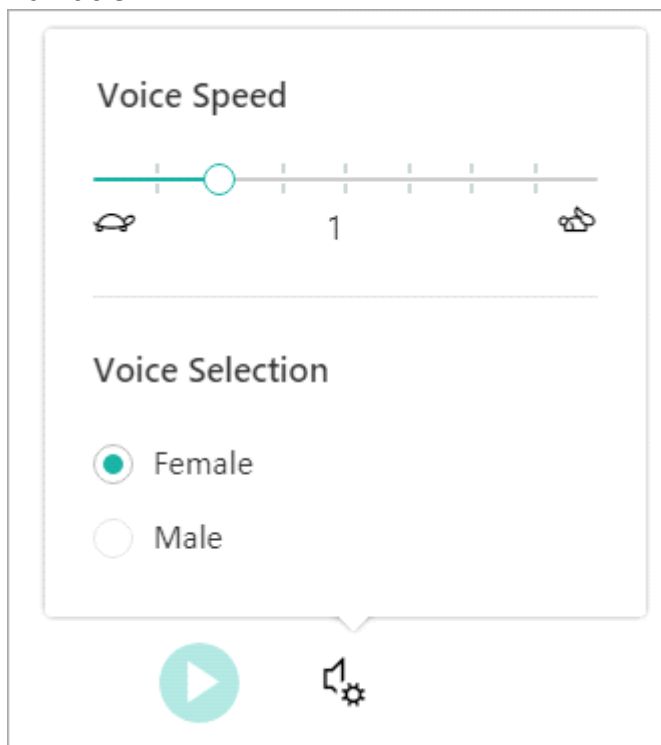

- **Text options**
You can change the appearance of your document by using **Text options**. The choices you make in text options can help bring more attention to the content and remove visual distraction.
Set **Text Size**, **Spacing**, **Font**, and **Themes** that suit your learning needs. You can

increase or decrease text size and the amount of spacing between letters and words. The Theme color you select becomes the background color of the document.
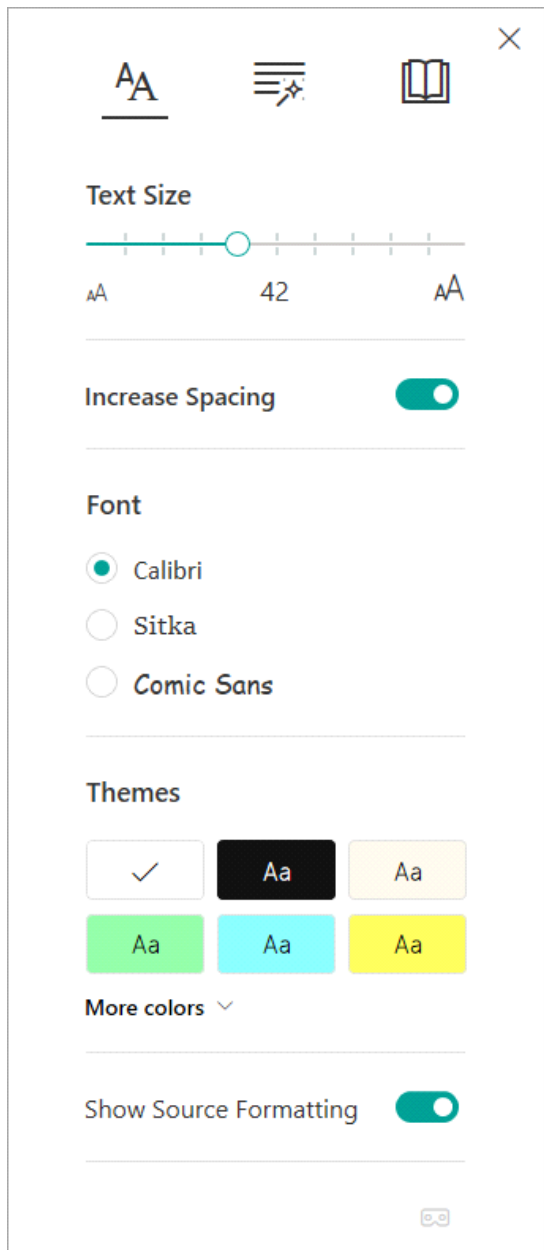

- **Parts of Speech**
  Select one or more of the following options:
- **Syllables** to break words into syllables.
- **Nouns** to highlight nouns in your document in purple.
- **Verbs** to highlight verbs in your document in red.
- **Adjectives** to highlight adjectives in your document in teal.
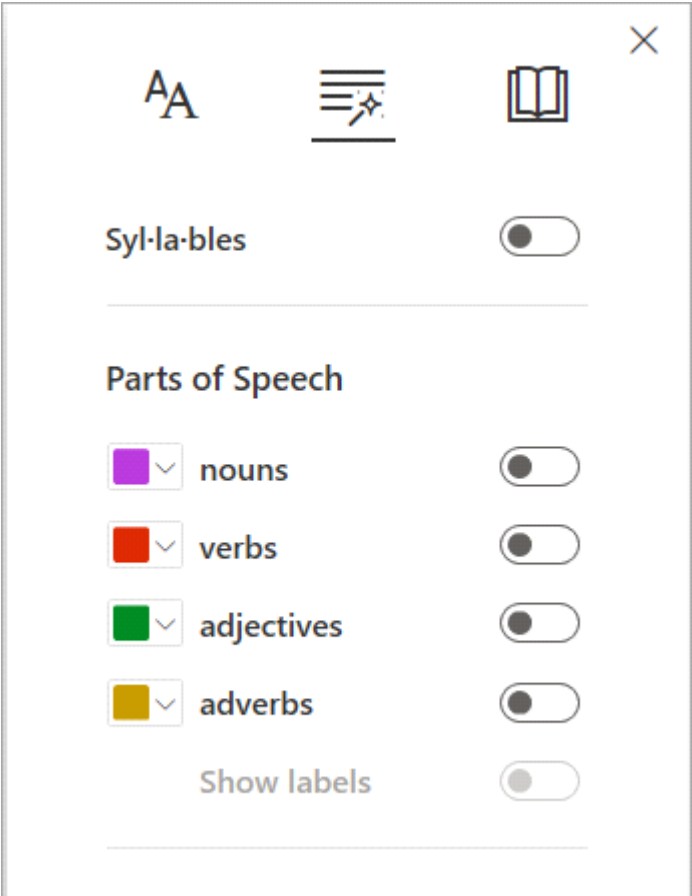
- **Reading preferences**
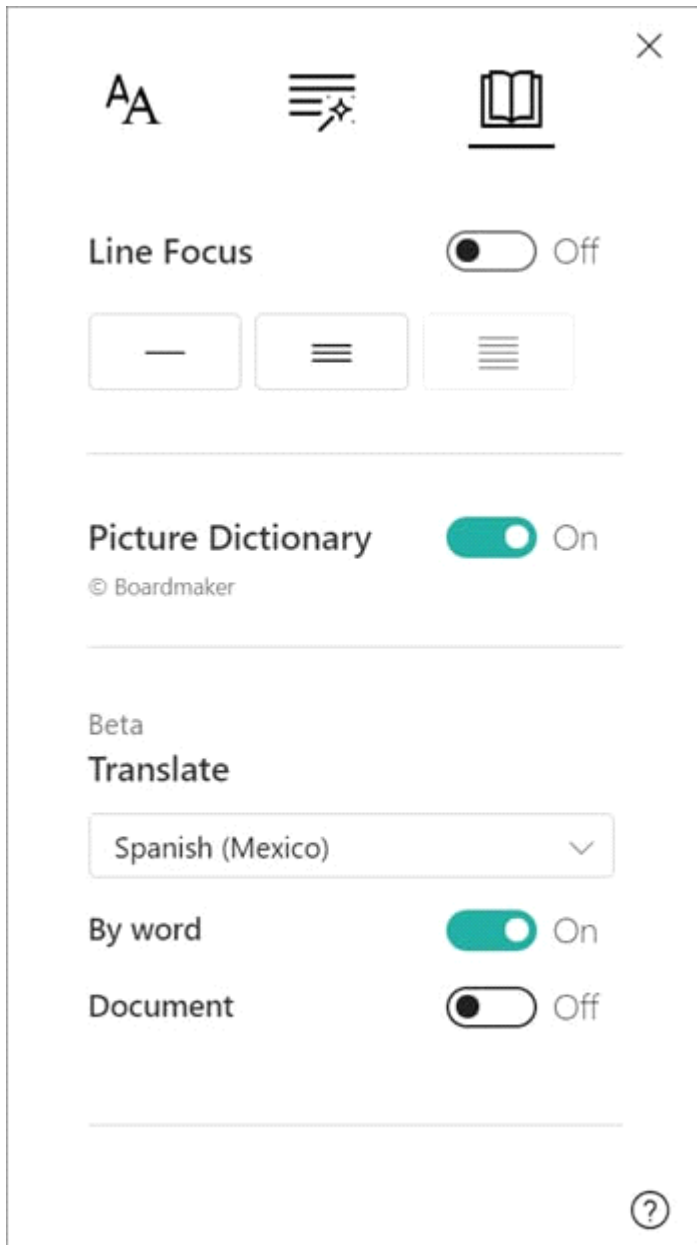
- **Line Focus** enables readers to narrow the focus of their reading experience by highlighting sets of one, three, or five lines within their chosen material in Immersive Reader. Use the toggle to turn it on or off.

Glaciers, lakes, or rivers.

Landforms are sometimes

called physical features.
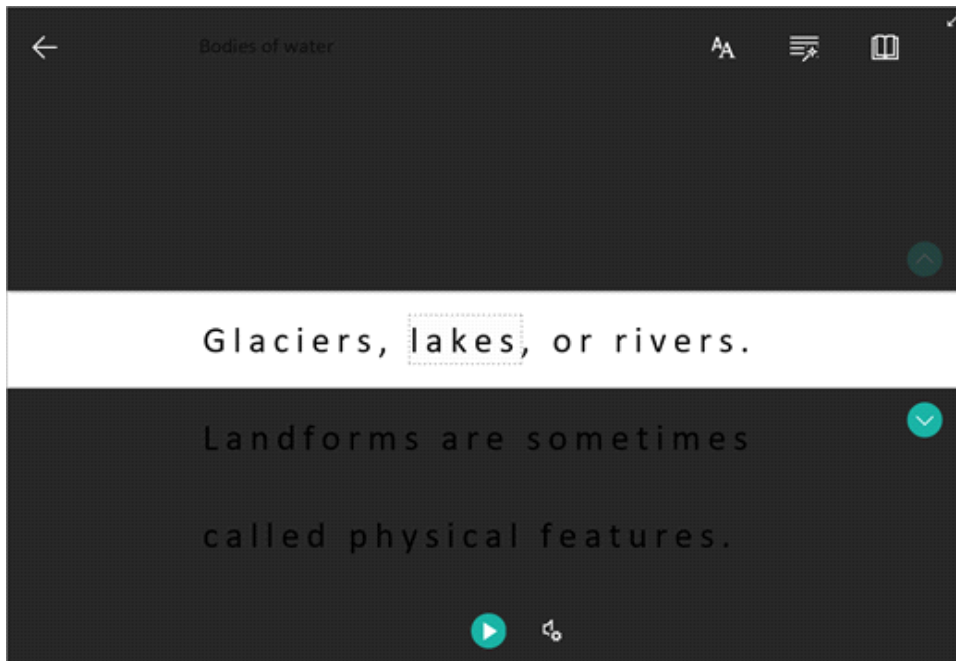
- **Picture Dictionary** gives you the ability to click on any single word and have it read aloud.
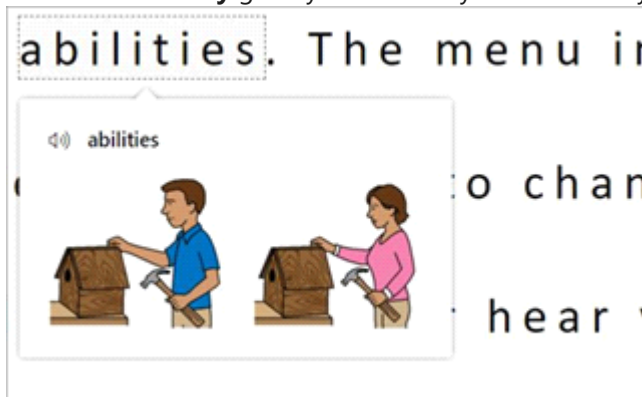
- **Translate** gives you the option to change the language of the text.

3. Click the **Close** icon to exit **Immersive Reader**.

Troubleshooting

Fix text-to-speech reading in wrong language

Related information

[Learning Tools to improve reading and writing skills](#)
[Read documents in Word](#)
[What's new in accessibility for Word](#)
[Make your Word documents accessible](#)

Tell us what you think about Learning Tools in Word Online and suggest improvements

Send your suggestions to wacltcrew@microsoft.com

Language support

Text spacing is available for all languages except those written with complex or connected scripts. For example, Arabic isn't supported.
Syllabification is available for Basque, Brazilian, Bulgarian, Catalan, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, Galician, German, Greek, Hungarian, Icelandic, Italian, Kazakh, Latvian, Lithuanian, Norwegian (Bokmål), Norwegian (Nynorsk), Polish, Portuguese, Romanian, Russian, Serbian, Slovak, Slovenian, Spanish, Swedish, Turkish, Ukrainian, Welsh languages. Text must be set correctly. For more details, see set language preferences. If the text is set to an unsupported language, it won't be syllabified, even if the text should be supported. Example: If English text is copied into a Chinese document, the English text must be selected and set to English; otherwise, the text won't be syllabified.
Read Aloud doesn't support RTL languages. Read Aloud reads text in the default speech language of your operating system. For information about how to add additional text-to-speech voices, see [How to download Text-to-Speech languages for Windows 10](#).

From Microsoft Support

Jaws/Narrator - Word

Screen Reader - Word
Introduction to using a screen reader in Word

Word for Microsoft 365 Word 2019 Word 2016
If you use a screen reader, like Narrator or JAWS in Windows, use your keyboard to navigate Word, and the screen reader will announce to you where you are.

Open a recent document

1. Press Alt+F, and then O.
2. Press Tab once to go to the list of recent documents, and then press Tab twice more to open the list.
3. Press the Down arrow key until you hear the name of the document you want, and then press Enter.

Create a new blank document

4. Press Ctrl+N.
5. You will hear the default name of the document (like, "Document 1"), followed by "Editing."

Save a document

Press Ctrl+S.
Tips:
- Save to a different location by pressing Shift+Tab three times, and then pressing the Up or Down arrow until you hear the location you want. Then press Enter.
- Save the file with a new name by pressing Tab until you hear, "File name," and the name of the file. Type the name you want, and press Enter.

Read a document

With the focus in the main document, use the following keyboard combinations. To stop reading the document, press Ctrl.

To read this...	Press this
From the cursor location to the end	Caps Lock+M
Current paragraph	Caps Lock+Ctrl+L
Next or previous line	Down or Up arrow key
Next or previous word	Ctrl+Right or Ctrl+Left arrow key

Search for a word

6. Press Ctrl+F. You hear: "Navigation, Search a document."
7. Type your search words. The list of search results is updated as you type.
8. Press Tab until you hear, "Search results list," followed by the first result.
9. Press the Down arrow key to move through the list.

Print documents

Press Ctrl+P. To print with the default settings, press Enter.
Tips: To change the print settings, press Tab to move through the options.
- Within each list of options, press Tab and use the Down and Up arrow keys to move from one option to the next. To select an option, press Enter.
- To print with the new settings, press Tab until you hear, "Print button," and then press Enter.

Explore more

For more screen-reader instructions, including steps for using Word in Windows, Mac, iOS, and Android, see Basic tasks using a screen reader with Word
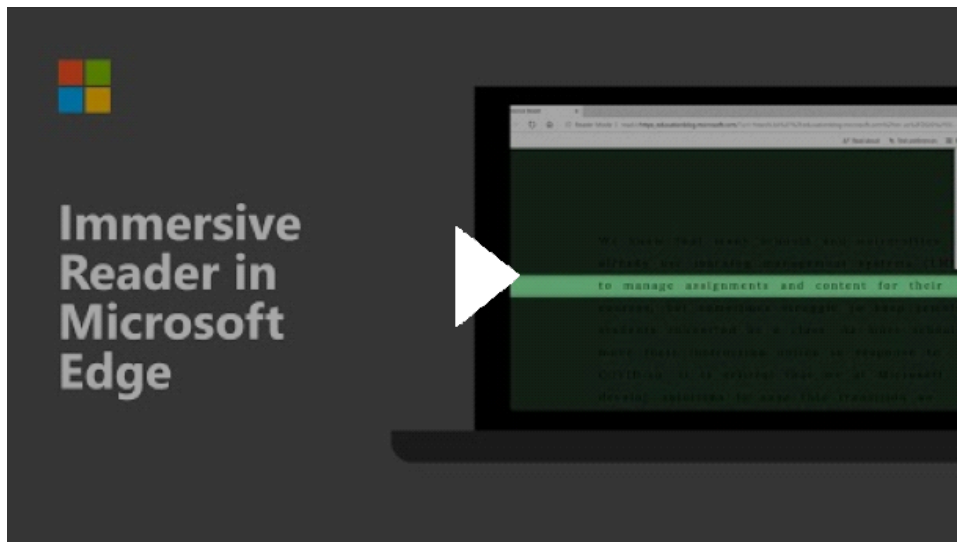
From Microsoft Support

Edge Browser

Use Learning Tools in the Edge browser

How to make the web more accessible with Immersive Reader in Microsoft Edge!

Microsoft Education

Learning Tools are built into the Microsoft Edge browser, adding more options for readers in your class to interact with texts. Use Learning Tools in Microsoft Edge to hear any webpage or PDF read out loud while following along with the words on screen.
Immersive Reader in Microsoft Edge now has Learning Tools features such as **Read aloud**, page themes, text size, syllables, and parts of speech highlighting.

Immersive Reader options

Immersive Reader in Microsoft Edge simplifies the layout of text and images, reducing distractions and allowing students to choose how they want to read online publications. Select Immersive Reader

in the address bar to tap into the following features:

- **Read aloud -** Hear text read out loud. Just right-click (or press and hold) anywhere on the page and select **Read aloud**. Read aloud will begin automatically reading at the word you selected.
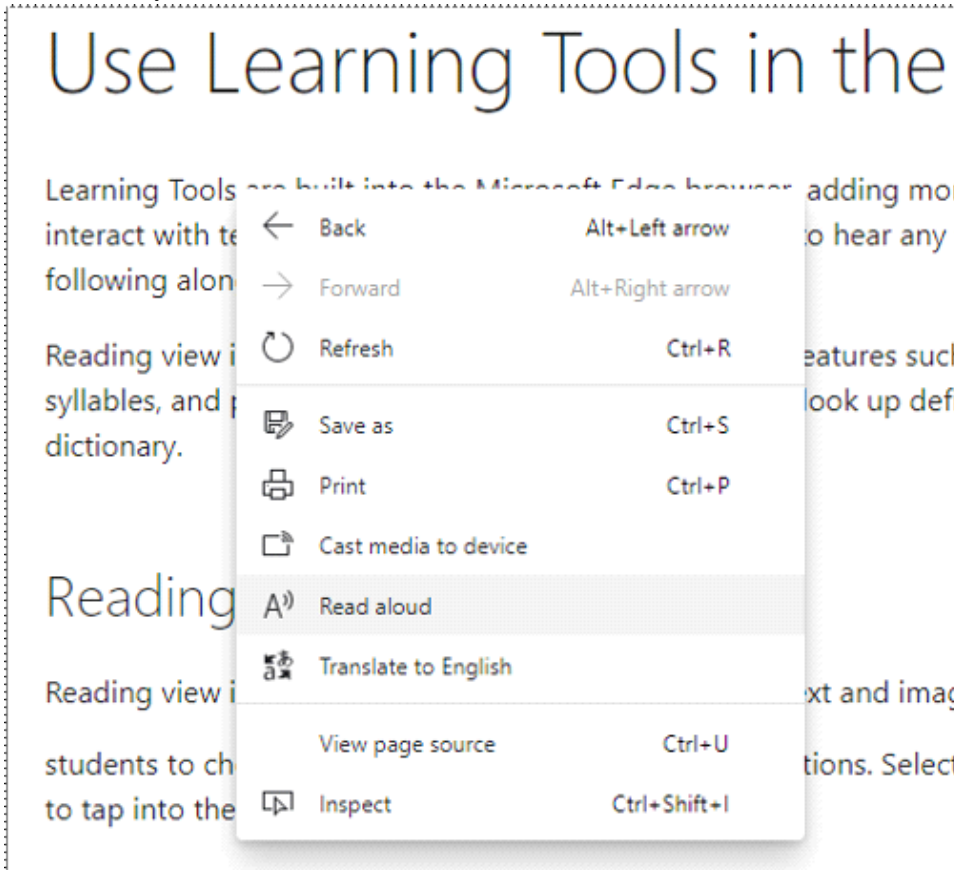
A ribbon toolbar will appear at the top of the page after you launch Read aloud. The toolbar includes the **Play** button, buttons to skip to the next or previous paragraph, and a button to adjust your **Voice options**. Voice options allow you to select from different Microsoft voices as well as change the speed of the reader.
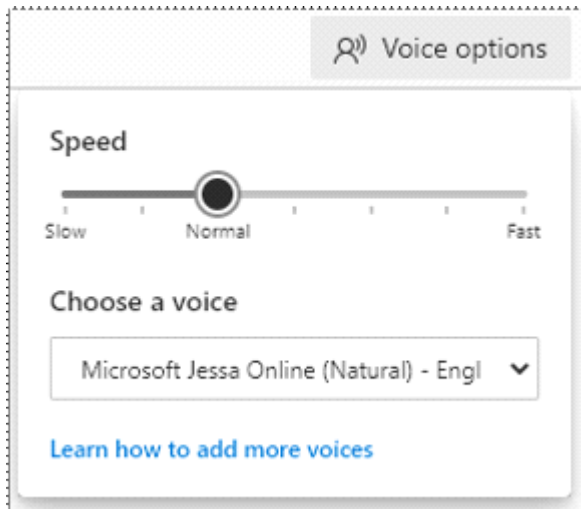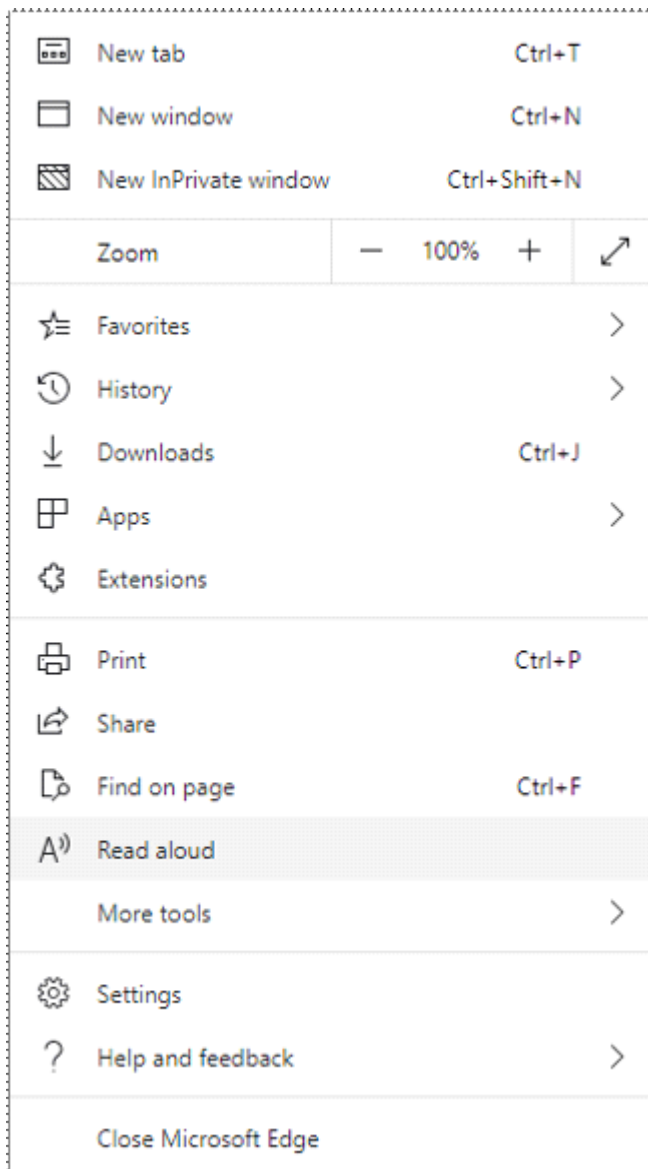
Read aloud highlights each word on the webpage as it's being read. To stop listening, select the **Pause** button or the **X** to close Read aloud.

Tip: Another way to access Read aloud is to select the **Settings and more**

| ● ● ● |

icon, and then select **Read aloud**.

|	New tab	Ctrl+T
	New window	Ctrl+N
	New InPrivate window	Ctrl+Shift+N
	Zoom	— 100% + ↗
	Favorites	>
	History	>
	Downloads	Ctrl+J
	Apps	>
	Extensions	
	Print	Ctrl+P
	Share	
	Find on page	Ctrl+F
	Read aloud	
	More tools	>
	Settings	
	Help and feedback	>
	Close Microsoft Edge	

**Note:** Read aloud is available for both webpages and PDFs.

- **Change page theme, text size, and text spacing**
  Reduce visual distraction by choosing your preferred **Page theme.** Choose from a variety of color options. You can also increase your text size and expand the spacing between letters and words.
  Click anywhere on the page, select **Text preferences**

   A_A Text preferences
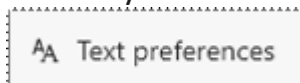
  from the Immersive Reader toolbar, and choose your **Text size**, **Text spacing**, and **Page theme**.
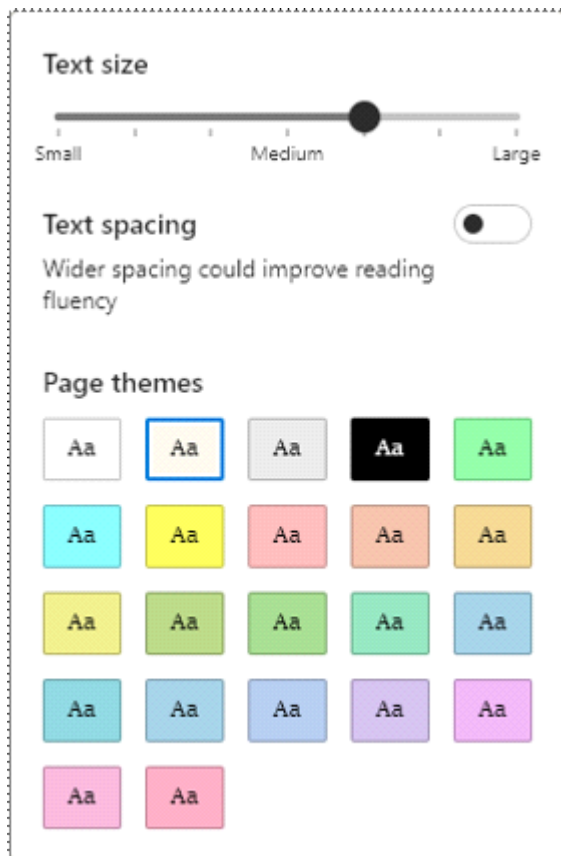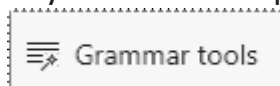
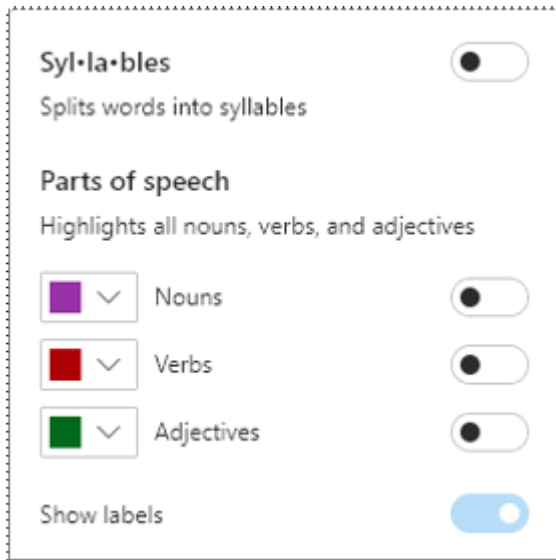**Note:** Text size and spacing options are available for webpages only, not PDFs.

- **Grammar tools**

  Grammar tools can assist in reading comprehension by breaking words into syllables and highlighting nouns, verbs, and adjectives.

  When you're in Immersive Reader in the Microsoft Edge browser, click or tap anywhere on the page, select **Grammar tools**

  from the Immersive Reader toolbar, and then choose your options.

Syl·la·bles ⬤⚪

Splits words into syllables

Parts of speech

Highlights all nouns, verbs, and adjectives

🟪 ⌄	Nouns	⬤⚪
🟥 ⌄	Verbs	⬤⚪
🟩 ⌄	Adjectives	⬤⚪

Show labels ⚪⬤

From Microsoft Support

One Note

Thursday, December 3, 2020   4:23 PM

Are you new to using One Note? Here is an overview by Microsoft.

Use Immersive Reader for OneNote

Immersive Reader, included in OneNote Learning Tools, is a full screen reading experience to increase readability of content in OneNote documents. Learning Tools is designed to support students with dyslexia and dysgraphia in the classroom, but can support anyone who wants to make reading on their device easier.

1. For OneNote 2013 or 2016, open OneNote, then select **Learning Tools > Immersive Reader**.
   For OneNote for Windows 10, Mac, or iPad, open OneNote, then select **View > Immersive Reader**.

   For OneNote for the web, go to OneNote.com, open a notebook, then select **View > Immersive Reader.**

2. To hear the paragraphs read to you, select **Play**.
3. To listen from a certain point on your page, select that word.
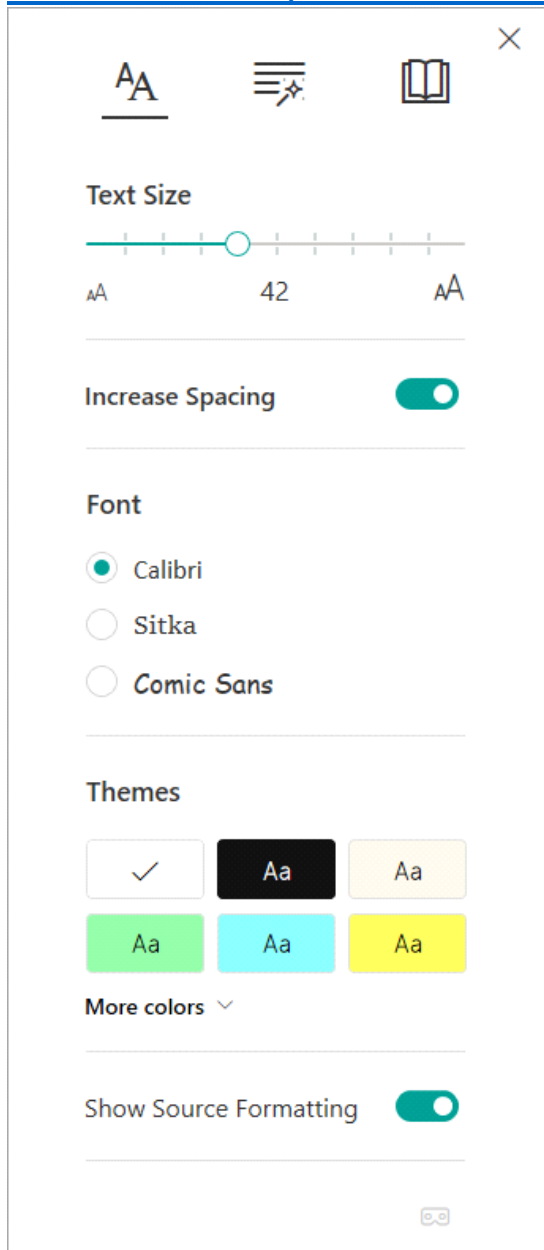   Immersive Reader has several options to make it easier for you to read text from OneNote.

Text options

The **Text Options** menu lets you:
- Change text size
- Reduce crowding between letters
- Change the font

- [Change background color](#)
  Office for the web, OneNote for Windows 10, Mac, & iOSOneNote 2013 & 2016

Parts of speech

Parts of Speech controls grammar highlighting and helps readers understand complex sentences. Learn more: [Highlight parts of speech](#).
Office for the web, OneNote for Windows 10, Mac, & iOSOneNote 2013 & 2016

Reading preferences

Line Focus enables readers to narrow the focus of their reading experience by highlighting sets of one, three, or five lines within their chosen material in Immersive Reader. Learn more: [Turn on line focus](#)

Currently this feature is only available in OneNote for Windows 10, OneNote for the web, Word for the web, and Outlook Online.
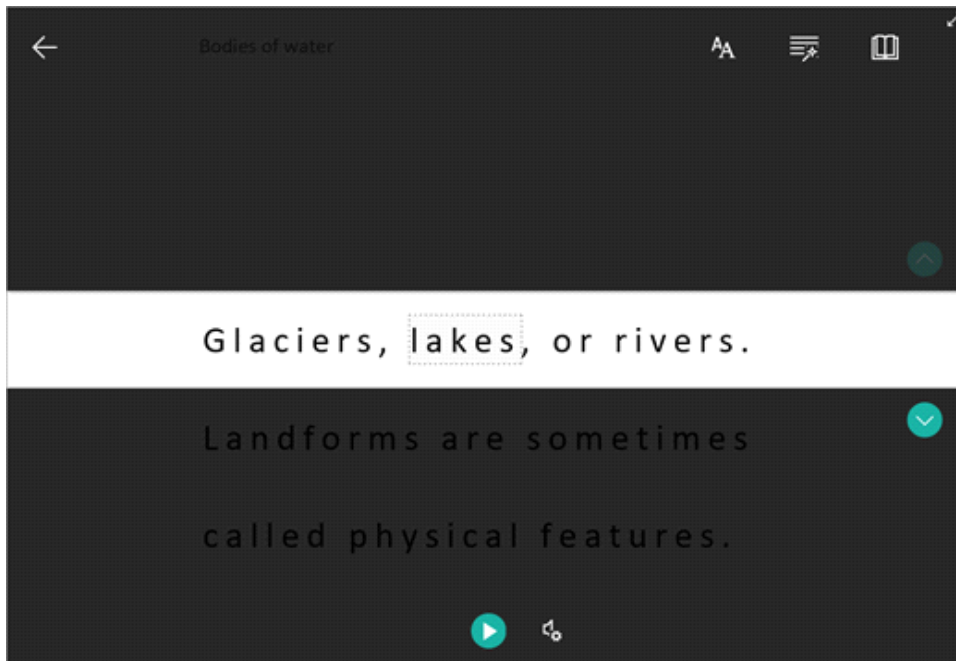
Glaciers, lakes, or rivers.

Landforms are sometimes

called physical features.

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

abilities. The menu in

abilities

o chan

hear
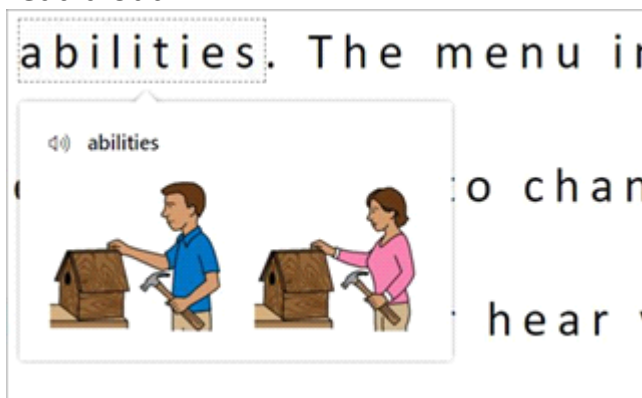
Translate lets you change the language of the text you're reading.

abilities. T

Listen

abilities

Telugu

సామర్థ్యాల

Voice options

Control the voice speed and speaker with **Voice Options**. Learn more: <u>Change the voice in Immersive Reader</u>
<u>Office for the web, OneNote for Windows 10, Mac, & iOSOneNote 2013 & 2016</u>
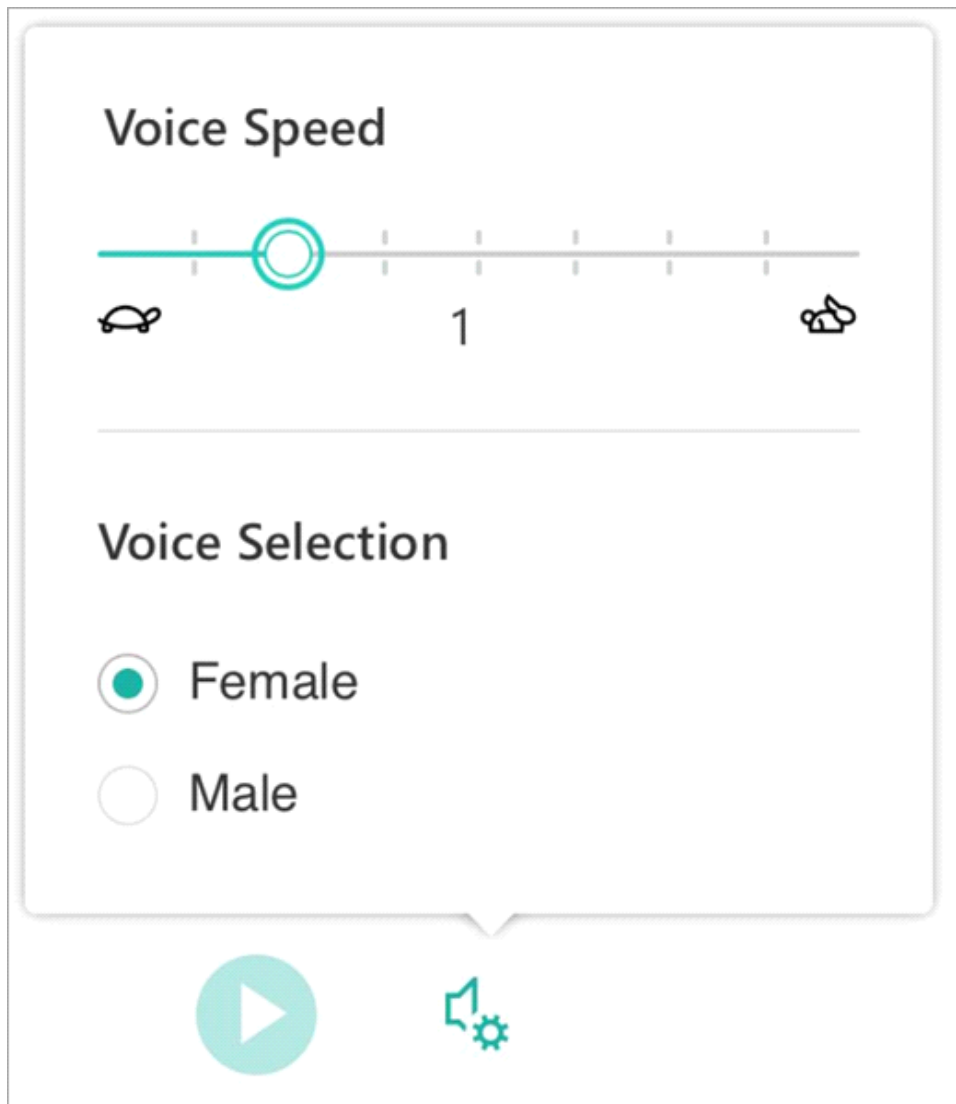
Shortcut keys for Immersive Reader

Use keyboard shortcuts to navigate.
- **Up/Down arrow** scrolls line by line
- **Page Up/Page Down** scrolls screen by screen
- **Left/Right arrow** goes to previous/next page in your OneNote Notebook
- **Esc** key closes the reader or menu
- **Tab** advances to the next control in Immersive Reader settings
- **Space** selects the current tool

How to use Dictation
1. Sign in to your Microsoft account using Edge, Firefox, or Chrome.

2. Go to **Home > Dictate** (the button that looks like a microphone) while signed in to your Microsoft account on a mic-enabled device.

3.
☑ Tags ∨	abc ∨	🎤 ∨

4. Wait for the Dictate button to turn on and start listening.
5. Start speaking to see text appear on the screen.
6. Insert punctuation at any time by saying them explicitly.
7. Fix mistakes with your keyboard without having to toggle the mic icon off.

Punctuation

English

⍰

Punctuation

Phrase(s)	Output
period, full stop	.
comma	,
question mark	?
exclamation mark/point	!
new line	new line
apostrophe-s	's
colon	:
semicolon	;
open quotesclose quotes	" "
hyphen	-
ellipsis, dot dot dot	...
begin/open single quoteend/close single quote	' '
left/open parenthesesright/close parentheses	( )
left/open bracketright/close bracket	[ ]

left/open braceright/close brace {}

Symbols

Phrase(s)	Output
asterisk	*
backslash	\
forward slash	/
vertical bar sign, pipe character	|
backquote, backtick	`
underscore	_
m-dash	—
n-dash	–
paragraph sign/mark	¶
section sign	§
ampersand, and sign	&
at sign	@
copyright sign	©
registered sign	®
degree symbol	°
caret symbol	^

Mathematics

Phrase(s)	Output
percent sign	%
number/pound sign	#
plus sign	+
minus sign	-
multiplication sign	x
plus or minus sign	±
division sign	÷
equal sign	=

less than sign, left angle bracketgreater than sign, right angle bracket

From Microsoft Support

Outlook (Web Email)

Thursday, December 3, 2020   4:27 PM

Immersive Reader for Outlook

Immersive Reader in Outlook for the web and Read Aloud in Outlook desktop allow you to hear the text of an email read out loud while following along. Outlook for the web also offers tools for changing the spacing of lines and words to make them easier to read, as well as tools to highlight parts of speech and syllables.

Use Immersive Reader for Outlook for the web

1. Log in to your account with your Langston email and password at Office.com, and select Outlook.
2. Open an email.
3. Select the **More Options icon (...),** then **Show in immersive reader.**
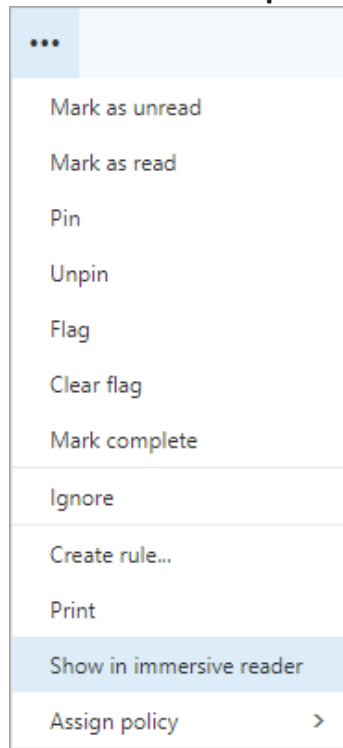
Using Immersive Reader

Once your document opens within **Immersive Reader**, you can do one or more of the following, depending on how you want to focus on the content in your document:

-   To hear the paragraphs read to you, select the **Play** button.
-   To listen from a certain point on your page, select that word.

Voice Options

- Select the gear icon to open **Voice Options**.
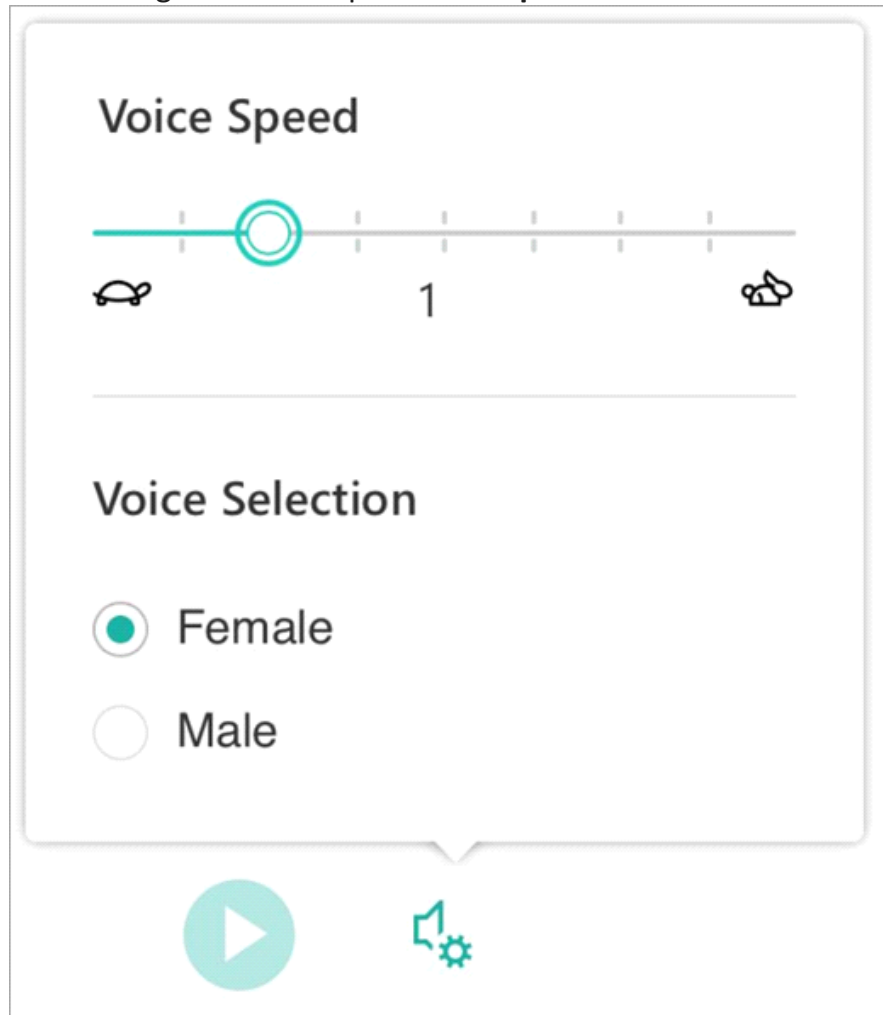
The **Voice Speed** slider controls the playback speed of the reader.
1. Select **Voice Speed**, then drag the control to the right or left. Move to the right to increase speed and to the left to decrease it.
2. Press **Play** to hear the different speeds.

Text options

You can change the appearance of your document by using **Text options**. The choices you make in text options can help remove visual distraction and improve text readability.
The **Text Options** menu lets you:
- Change text size
- Reduce crowding between letters
- Change the font
- Change background color
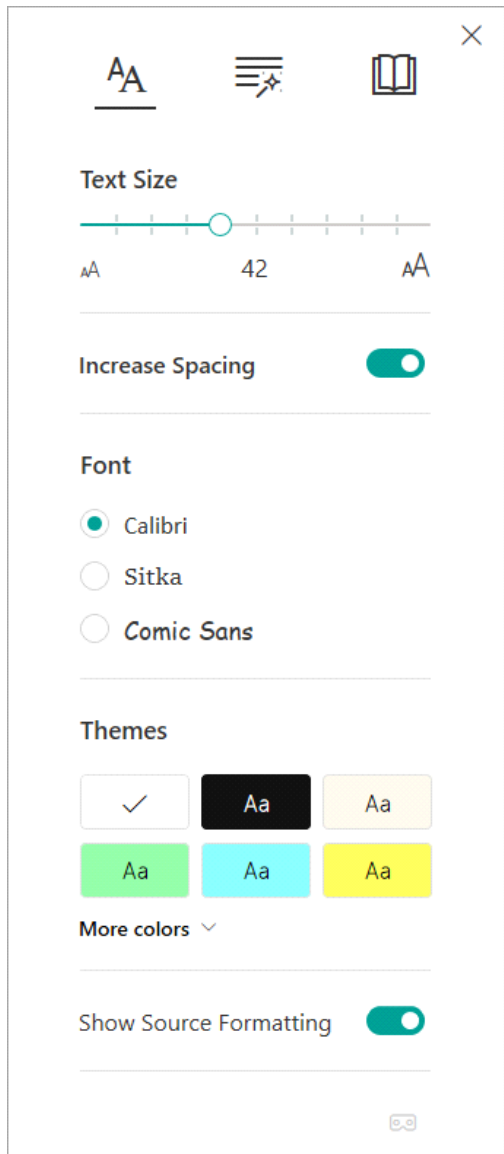
Parts of Speech

Parts of Speech controls grammar highlighting and helps readers understand complex sentences.

- To use, select **Parts of Speech** (looks like three books).
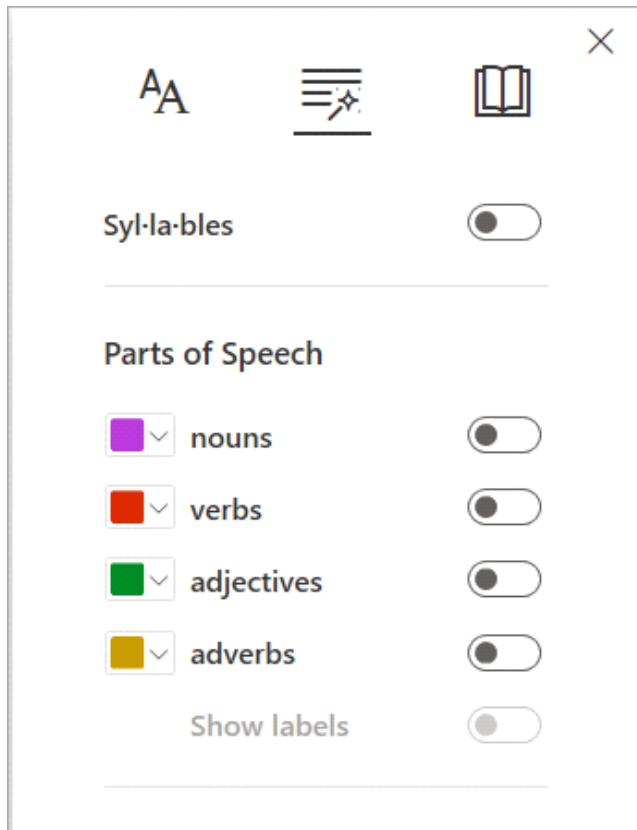
- Choose what to highlight:
- **Syl·la·bles** splits words by showing small dots between syllables.
- Under **Parts of speech**, turn on **Nouns**, **Verbs**, or **Adjectives** to highlight every noun, verb, or adjective on the page in a color that corresponds to the color of the label.
  Click the **Close** icon to exit **Immersive Reader**.

1. Start a **New Email** and go to **Message > Dictate** while signed into Microsoft 365 on a mic-enabled device.

2.
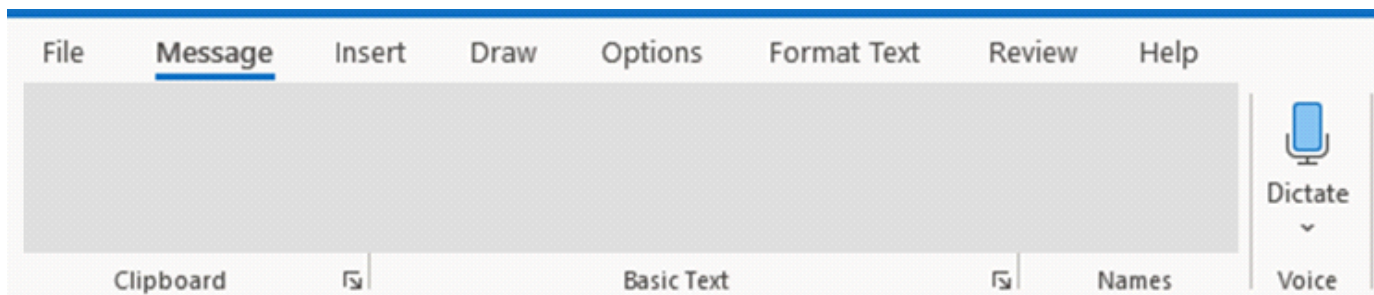
Note that there may be cases where the button is in the overflow menu until you use it for the first time:
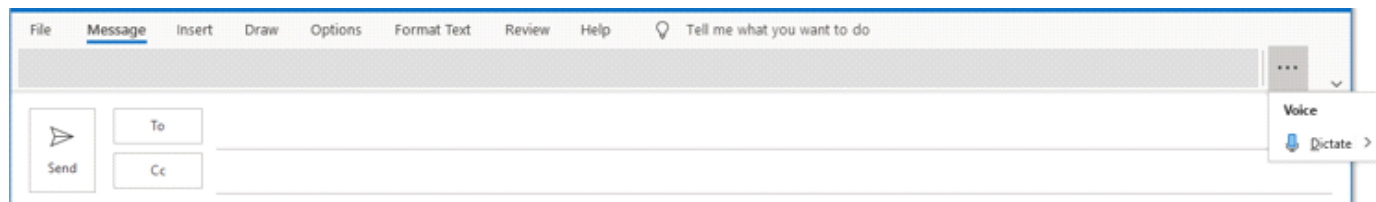
3. Wait for the button to turn on and start listening.

4.

5. Move your cursor to the **Subject line** start dictating.
6. Move your cursor to the **body** of the email and continue dictating your desired message.
7. Insert punctuation at any time by saying them explicitly.
8. Fix mistakes with your keyboard without having to toggle the mic icon off.

Tip: Dictation also works in email replies, forwarded mail, calendar appointments, and meetings in Outlook

From Microsoft Support

Office Lens

Thursday, December 3, 2020   4:28 PM

Office Lens is a great way to capture notes and info from whiteboards, menus, signs, handwritten memos, or anything with a lot of text. You don't need to jot down notes, rely on blurry images or worry about misplacing anything. It's great for capturing sketches, drawings and equations too, and even images without text.

Office Lens gets rid of shadows and odd angles so images are easier to read. You can upload document and whiteboard images to Word, PowerPoint, OneNote, OneDrive, and you can save them as PDFs or send them in mail.

You can get Office Lens on iPhone and Android

From Microsoft Support

As soon as you open Office Lens, you can choose your mode — Photo, Document, Whiteboard, or Business Card — so Office Lens can make the image look its best.

Photo   This is a good mode to use if you're taking pictures of scenery or people.

Document   This mode will help you get the most out of small words and details on a page. It's great for things like posters, fliers, or restaurant menus.

Whiteboard   Use this mode to capture notes. Office Lens will adjust images so the background isn't too bright and the words are easier to read. It's an ideal setting for blackboards and sketches, too.

Business Card   This mode will help you extract contact information and save it into your phone's contacts and into OneNote. This feature currently works best with business cards in English, German, Spanish, and Simplified Chinese.

Take a picture

Choose whether or not to use a flash, and then make sure the frame lines up with the item you want to capture. Use the Camera button to take a picture. If you prefer, you can import an existing image from the local gallery on your device. If you want to retake the photo, tap the Trash button icon to delete it, then tap the Take More button to retake the displayed image. If you want to take more photos, tap the Take More button.

```
                    Fourth Coffee
                  5678 Main Street
                  Concord, NH 87509



        Date:          Sep17'13 10:16AM
        Card Type: Credit
        Acct#:         XXXXXXXX9999
        Card Entry:SWIPED
        Trans Type:PURCHASE
        Auth Code: 12345
        Check:         1234
        Server:        Bill


        Subtotal:                9.47


          Tip:_____
          Total: _____


          _____
                          Signature

             CUSTOMER COPY
```

Review and edit

You can edit your image before you save it so it's exactly the way you want it to be. Tap the Crop icon to trim away any parts of the image that you don't need. You can also add a caption to the image. This caption will be used as the alt text in OneNote and the file title on OneDrive. After you edit an image, tap Save at the bottom. If you take more than two images, Office Lens will show all the images you took in the gallery.

Save

1. When you're happy with your edits, choose where to save the image:
- For captures taken in **Photo**, **Document**, or **Whiteboard** modes, you can save images to OneNote, OneDrive, as a Word or PowerPoint file, or as a PDF. You can also save them to your local photo gallery and edit their titles.
2. Add a title when prompted (optional).

   By default, images saved to OneNote will be in your main notebook, but you can change the location to keep your notes organized in a way that suits you.

Note: If you're new to OneNote, you'll find images in the Quick Notes section of *<Your First Name's>* Notebook. If you've been using OneNote for a while, your notebook will have a different name, like Personal, Personal (web), or My Notebook, and your captured content will be in the Unfiled Notes section.

Additional information

Images saved as Word or PowerPoint files, or as PDFs will be in your Documents folder in OneDrive or OneDrive for Business, so you can access them from any of your devices. Office Lens doesn't just import an image into a Word or PowerPoint file. The final Word and PowerPoint documents are real Office documents.

- For Word, Office Lens recognizes the text, handwritten or printed, and the document layout. All of the text, formatting, and the layout in the Word document it creates is fully editable — just like you authored it at your desk.
- For PowerPoint, all of the handwritten lines and strokes are transformed into PowerPoint drawing objects that can be recolored, resized, moved around, and edited. You can remove the background of drawings as well, which makes it easier to reuse the drawings in other presentations.
- For PDFs, Office Lens extracts the text information. You can search the content in a file with the text and you can highlight or copy part of the page with your PDF reader app.

From Microsoft Support

Dictation in PowerPoint

Friday, December 4, 2020   10:19 AM

Dictate your presentations and slide notes in PowerPoint
PowerPoint for Microsoft 365

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 add content into presentation placeholders and slide notes.

How to use Dictation
1. Sign in to your Microsoft account using your Langston email and password on Edge, Firefox, or Chrome.
2. Go to **Home > Dictate** (the button that looks like a microphone) while signed into your Microsoft account on a mic-enabled device.

3.

4. Wait for the button to turn on and start listening.
5. Move your cursor to a placeholder or to the slide notes and start speaking to see text appear.
6. Insert punctuation at any time by saying them explicitly.
7. Fix mistakes with your keyboard without having to toggle the mic icon off.

For punctuation, just say the punctuation you want, such as period or comma.

[Dictate your presentations and slide notes in PowerPoint - PowerPoint (microsoft.com)](microsoft.com)

Resource Links

Friday, December 4, 2020   10:33 AM

- [OneNote Notebook for students](#)

- [PowerPoint – Office 365 Tools for Accessibility for students](#)

- [Quick Guide to Learning Tools for students](#)

- [Microsoft Learning Tools – Microsoft site](#)

- [Microsoft Accessibility YouTube Playlist](#)

Sources - Microsoft Support
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