SPED Parent "Noon Know How": Assistive Technology
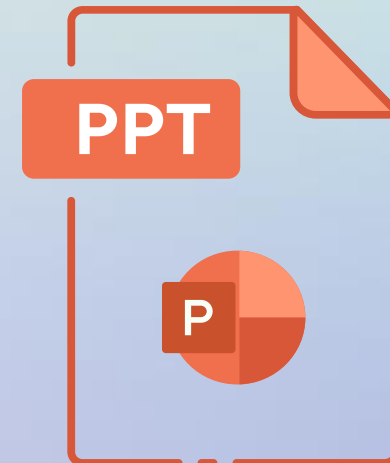
Microsoft Magic:

Unlocking Accessibility Tools for Every Learner

Pause

Open

Learning Tools for Microsoft 365

- **Enhanced dictation**: Improves authoring text
- **Line focus**: Sustains attention and improves learning speed
- **Immersive reading**: Improves comprehension and sustains attention
- **Read Aloud**: Highlights words while reading them out loud
- **Adjustable line and font spacing**: Improves reading speed by addressing "visual crowding"
- **Parts of Speech**: Supports writing instruction and improves writing quality
- **Syllabification**: Improves word recognition
- **Comprehension mode**: Improves comprehension by an average of 10%
- **Picture Dictionary**: Clicking certain words will show a picture signifying the word
- **Reading Coach:** Reading review and targeted testing

Dictation

Dictate is an Office tool you can use in Microsoft Word, PowerPoint, and Outlook. It converts speech into text and supports more than 20 languages for dictation. Dictate gives you more control over the text that you write, while giving you feedback that your speech is being processed.

I.   Use Dictate in Word or PowerPoint

Here are some steps on how to use **Dictate** in either Word or PowerPoint:

1. Turn on your microphone and make sure it works
2. Select **Home** > **Dictate**
3. Wait for the icon to turn red and indicate it is recording.
4. Start talking
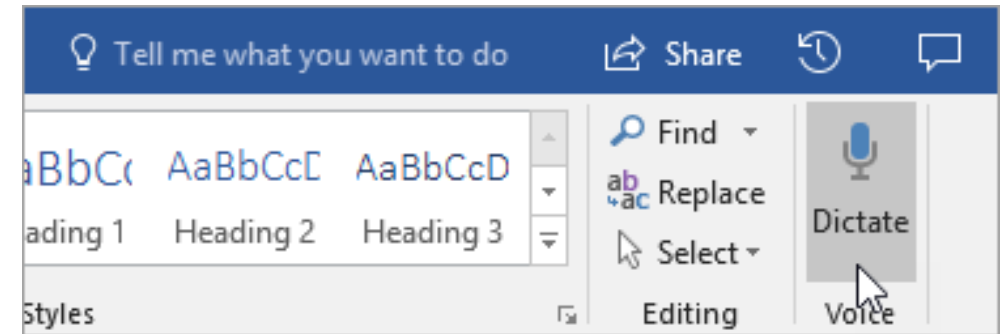
Dictation within Windows Hardware

Use Command Windows + H

Don't type. Talk.

Immersive Reader

Voice Settings:

- Voice Speed
- Voice Selection

Text Preferences:

- Text Size
- Font
- Increase spacing
- Themes.
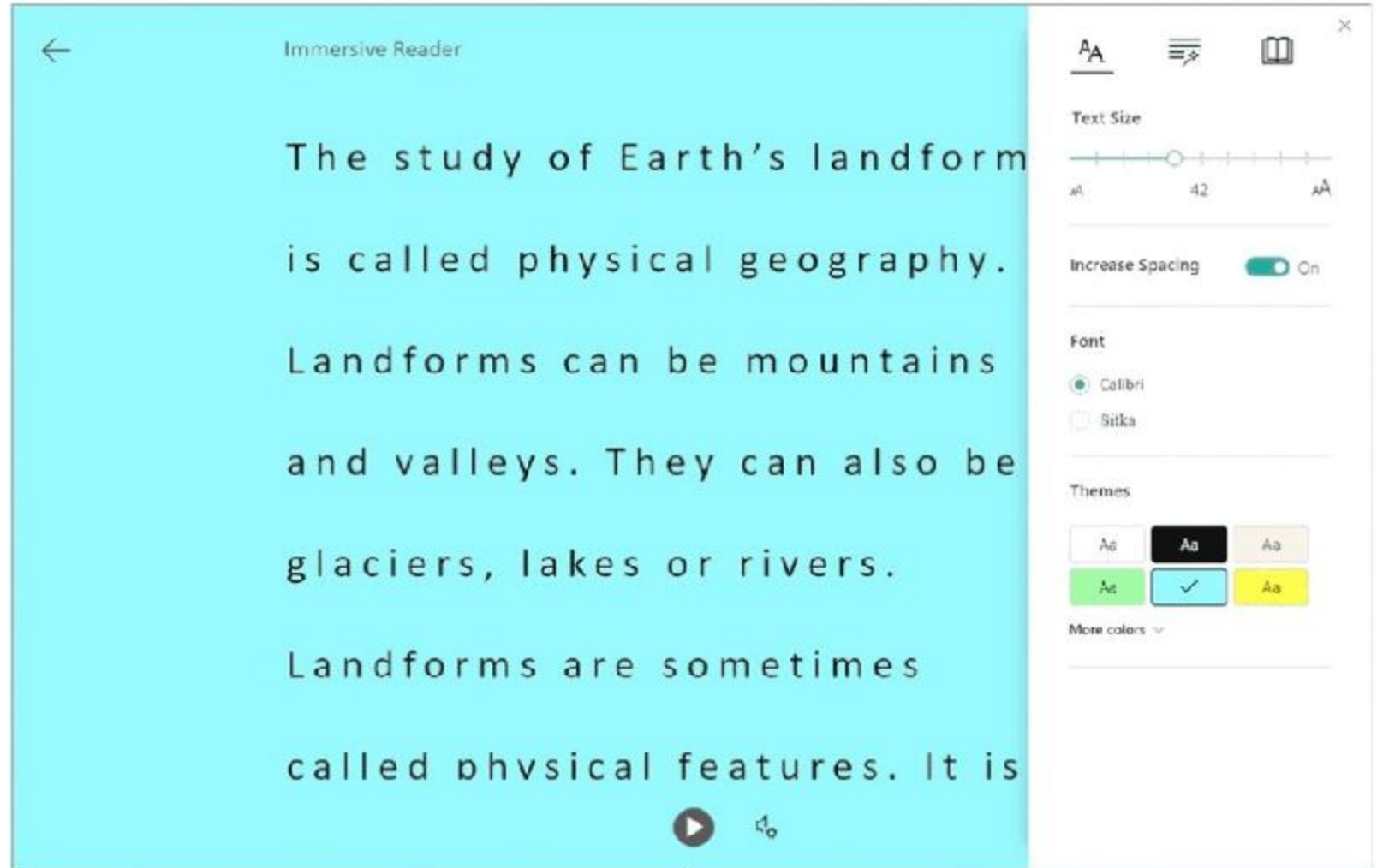
Grammar Options:

- Parts of Speech
- Syl-la-bles

Reading Focus:

- Line Focus
- Picture Dictionary
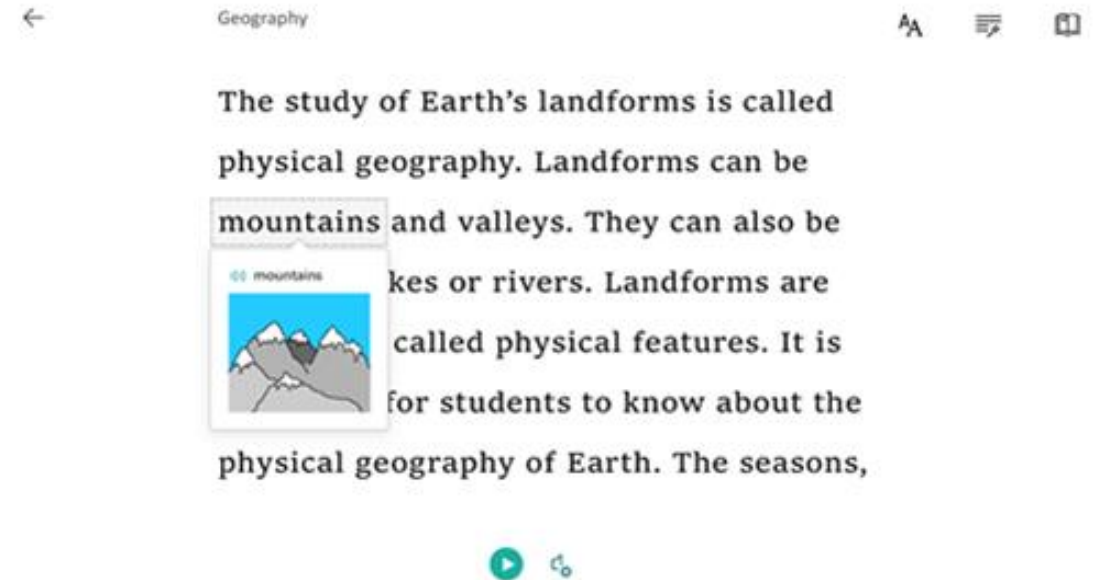
Reading Review

- Reading Coach

Picture Dictionary

Picture Dictionary in Immersive Reader aids reading and comprehension through multi-sensory processing--the ability to see a picture and hear a word simultaneously. Select a word to see a related picture and hear the word read aloud as many times as necessary.

1. To be used with: Word, Outlook, or OneNote.

2. In OneNote for the web, OneNote for iPad, and Word for the web, open your document or notebook page and select **View > Immersive Reader**   .

    In Outlook Online, open your email, select the **More options** icon (**...**), then **Show in immersive reader**.

3. Select a word to see the Picture Dictionary definition of that word. Select the speaker icon next to the word to hear it read aloud.

4. To turn off Picture Dictionary, select **Reading Preferences** and turn the toggle to **Off**.

← Geography

The study of Earth's landforms is called physical geography. Landforms can be mountains and valleys. They can also be [mountains] kes or rivers. Landforms are called physical features. It is for students to know about the physical geography of Earth. The seasons,

Editor

- **Editor** is a personal writing assistant that helps you write better documents. It gives you spelling and grammar suggestions by using different visual cues for certain kinds of edits. Additionally, it can improve your writing style, catch informal language, and improve vocabulary.

- Here is how you can change what errors **Editor** catches:
  - Select **File** > **Options** > **Proofing**
  - Under **When Correcting spelling and grammar in Word** select **Settings**
  - Under the **Writing Style** menu select **Grammar & more**
  - Select what you want **Editor** to catch under **Options**
  - Select **OK**

Word Options   ?

General
Display   ABC Change how Word corrects and formats your text.
Proofing
Save   **AutoCorrect options**
Language   Change how Word corrects and formats text as you type: AutoCorrect Options...
Ease Of Access
Advanced   **When correcting spelling in Microsoft Office programs**
Customize Ribbon   ☑ Ignore words in UPPERCASE
Quick Access Toolbar ☑ Ignore words that contain numbers
Add-ins   ☑ Ignore Internet and file addresses
Trust Center   ☑ Flag repeated words
                 ☐ Enforce accented uppercase in French
                 ☐ Suggest from main dictionary only
                 Custom Dictionaries...
                 French modes: Traditional and new spellings ▾
                 Spanish modes: Tuteo verb forms only   ▾

                 When correcting spelling and grammar in Word
                 ☑ Check spelling as you type
                 ☑ Mark grammar errors as you type
                 ☑ Frequently confused words
                 ☑ Check grammar with spelling
                 ☐ Show readability statistics
                 Writing Style: Grammar & more ▾   Settings...
                 Recheck Document

                 Exceptions for: 📄 LearningGuideWindows10Creator'sUpdate ▾

   OK   Can

Predictive Keyboard

Empower students to articulate their thoughts by enabling text suggestions on their device. As students type, suggestions appear above their cursor to help them complete challenging words and continue working. Words are predicted based upon the letters typed; as they type more letters, new and more accurate suggestions will appear.

To enable text suggestions:

1. Open your **Start** menu and select **Settings**.
2. Select **Devices** > **Typing**.
3. Under **Hardware keyboard,** turn the **Show text suggestions as I type** toggle **On**. This enables text suggestions when typing on the physical keyboard of your device.
4. Turn the **Show text suggestions as I type on the software keyboard** toggle **On**. This enables text suggestions when using a keyboard on the screen of your device.
5. To support multilingual students, turn the **Show text predictions based on the recognized languages you're typing in** toggle **On**.
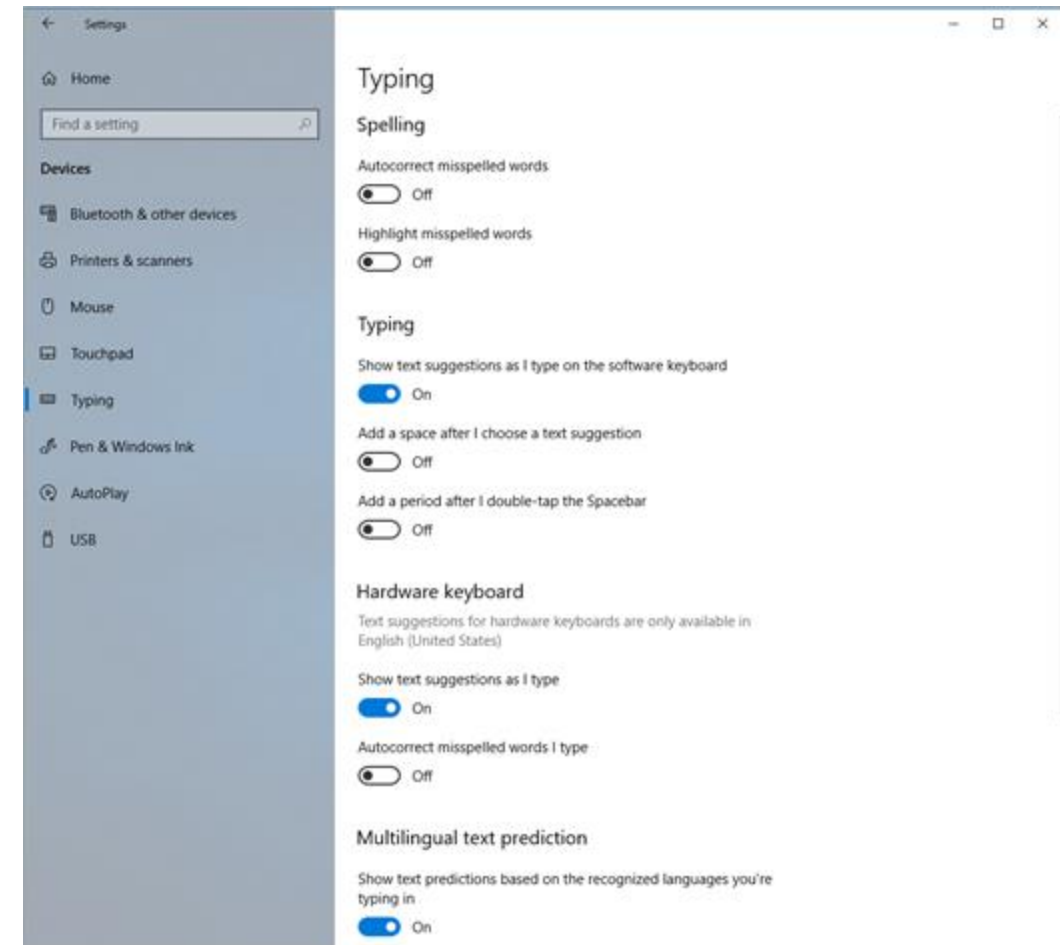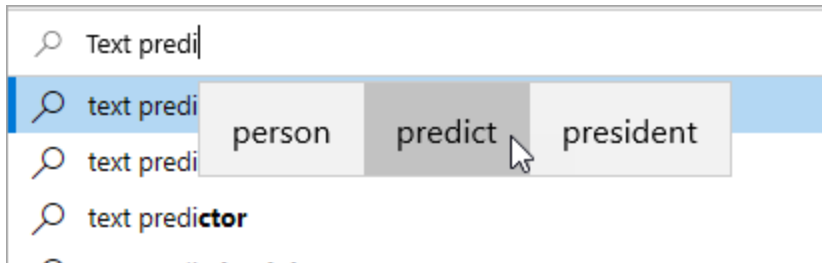
Microsoft PowerPoint Speaker Coach

- Speaker Coach helps you prepare in private to give more effective presentations.

- Speaker Coach evaluates your pacing, pitch, use of filler words, informal speech, euphemisms, and culturally sensitive terms, and it detects when you're overly wordy or simply reading the text on a slide.

- After each rehearsal, you get a report that includes statistics and suggestions for improvements. On the Slide Show tab, select Rehearse with Coach. Body language will be listed as one of the options when you click the triangle to the right of the Rehearse with Coach option.

- As you speak, Coach gives on-screen guidance (in the lower-right corner of the window) about pacing, inclusive language, use of profanity, filler words, and whether you're reading the slide text.

  http://bit.ly/2PrbiyM

Microsoft PowerPoint Spoken Closed Captioning

- Not only does PowerPoint have closed captioning its closed captioning can translate in real-time into another language

- Click on Slide Show. You will see an option for Always use Subtitles. You can then choose the language and where on the screen you would like the subtitles displayed

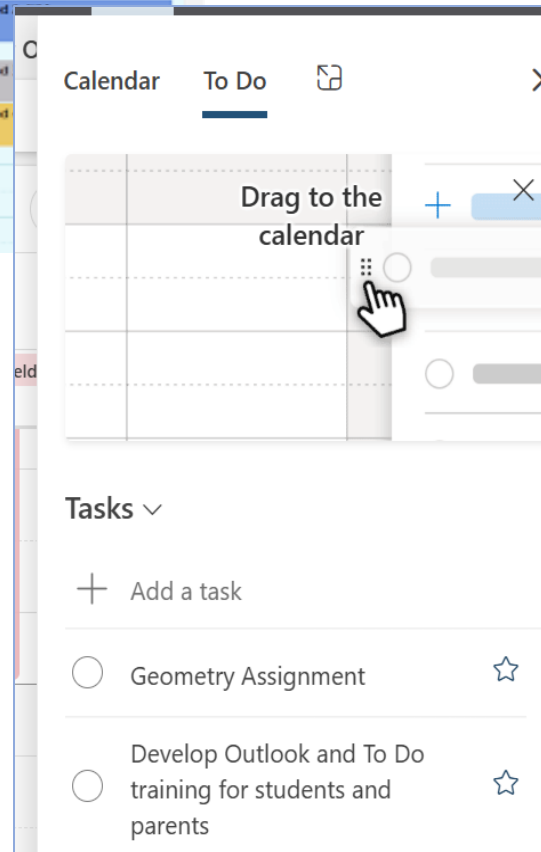- If you're in the middle of giving a presentation and want to turn the feature on or off, click the Use Subtitles button in Slide Show on the toolbar below the main slide.

http://bit.ly/2wYGJ9c
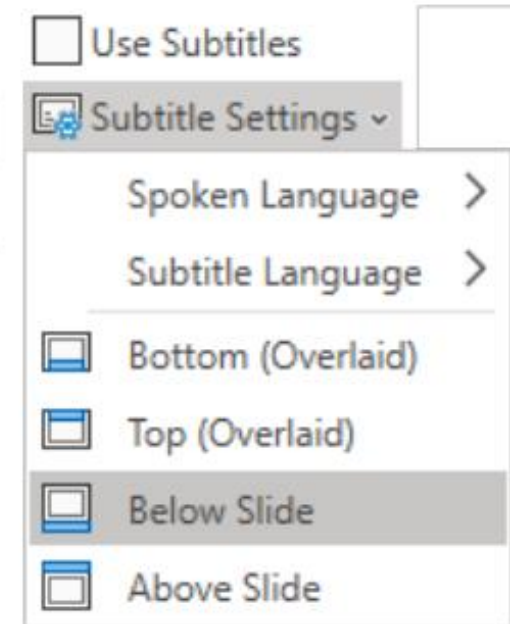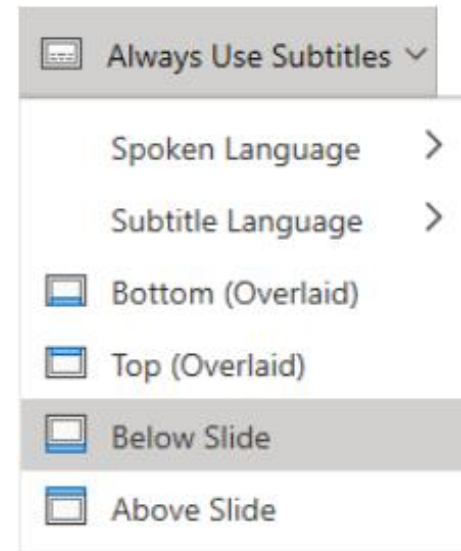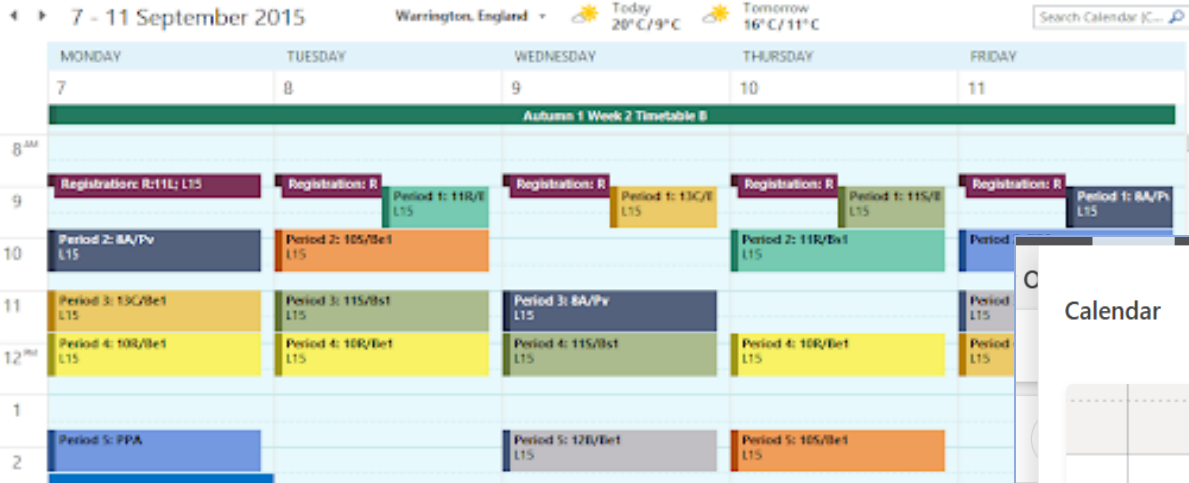
Outlook

Outlook can be a very helpful tool for organization and executive functioning.

- It partners with **To Do** to bring your lists to your calendar
- Students can use it as much or as little as they want:
  - Extra curriculars
  - Major assignments and test dates
  - Full class schedule
  - Flag emails for follow up
  - Assign tasks to group members

Microsoft To-Do

Links with other Microsoft suite apps, such as Outlook and OneNote

Microsoft Tools Resources

Immersive Reader-Text to Speech tool
https://support.microsoft.com/en-us/topic/use-immersive-reader-for-onenote-10712138-b4ed-4513-958d-d9a1b3038170#:~:text=For%20OneNote%20for%20Windows%2010,your%20page%2C%20select%20that%20word

https://support.microsoft.com/en-us/office/learning-tools-in-word-a857949f-c91e-4c97-977c-a4efcaf9b3c1

Spell Check/Grammar Check
https://support.microsoft.com/en-us/topic/check-spelling-and-grammar-in-office-5cdeced7-d81d-47de-9096-efd0ee909227

Dictation-Speech to Text Tool
https://support.microsoft.com/en-us/office/dictate-your-documents-in-word-3876e05f-3fcc-418f-b8ab-db7ce0d11d3c

https://www.microsoft.com/en-us/videoplayer/embed/RE4wB24?pid=ocpVideo0-innerdiv-oneplayer&postJsllMsg=true&maskLevel=20&market=en-us

Predictive Text-Will predict words as you begin typing
https://support.microsoft.com/en-us/topic/enable-text-suggestions-for-inclusive-classrooms-8ca3ea32-66b1-4d9d-abf1-1d0ead34f2a2

https://youtu.be/PDONmCmzjF8

Questions...