














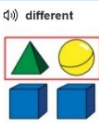









Reading Supports

	OneNote Desktop*	OneNote App & Online	Word Desktop	Word Online	Outlook Desktop	Outlook Online	Edge Browser
Immersive Reader (Read Aloud) 	(1) Learning Tools Tab (2) Immersive Reader	(1) View Tab (2) Immersive Reader	(1) View Tab (2) Immersive Reader <hr/> (1) Review Tab (2) Read Aloud	(1) View Tab (2) Immersive Reader	(1) Home tab (2) Speech (3) Read Aloud 	(1) More (2) Show in Immersive Reader	(1) Reading View (2) Read Aloud <hr/> (1) Right click on webpage (2) Read Aloud
Voice Settings 	(1) Learning Tools Tab (2) Immersive Reader (3)	(1) View Tab (2) Immersive Reader (3)	(1) View Tab (2) Immersive Reader (3) Read Aloud (4)	(1) View Tab (2) Immersive Reader (3)	(1) Read Aloud (2)	(1) Immersive Reader (2)	(1) Reading View (2) Read Aloud (3)
Spacing & Font Size 	(1) Learning Tools Tab (2) Immersive Reader (3)	(1) View Tab (2) Immersive Reader (3)	(1) View Tab (2) Immersive Reader (3) Text Spacing	(1) View Tab (2) Immersive Reader (3)	n/a	(1) Immersive Reader (2)	(1) Reading View (2) Text Options (3) Learning Tools
Syl-la-bles	(1) Learning Tools Tab (2) Immersive Reader (3)	(1) View Tab (2) Immersive Reader (3)	(1) View Tab (2) Immersive Reader (3) Syllables	(1) View Tab (2) Immersive Reader (3)	n/a	(1) Immersive Reader (2)	(1) Reading View (2) Learning Tools
Parts of Speech 	(1) Learning Tools Tab (2) Immersive Reader (3)	(1) View Tab (2) Immersive Reader (3)	n/a	(1) View Tab (2) Immersive Reader (3)	n/a	(1) Immersive Reader (2)	1) Reading View (2) Learning Tools



Reading Supports *continued...*

	OneNote Desktop* 	OneNote App & Online 	Word Desktop 	Word Online 	Outlook Desktop 	Outlook Online 	Edge Browser 
Line Focus 	n/a	(1) View Tab (2) Immersive Reader (3) 	(1) View Tab (2) Immersive Reader (3) Line Focus	(1) View Tab (2) Immersive Reader (3) 	n/a	(1) Immersive Reader (2) 	(1)  Reading View (2) Learning Tools 
Picture Dictionary 	n/a	(1) View Tab (2) Immersive Reader (3) 	n/a	(1) View Tab (2) Immersive Reader (3) 	n/a	(1) Immersive Reader (2) 	n/a
Translate 	(1) Review Tab (2) Translate	(1) View Tab (2) Immersive Reader (3)  <hr/> 1) View Tab (2) Translate	(1) Review Tab (2) Language (3) Translate	(1) View Tab (2) Immersive Reader (3)  <hr/> 1) Review Tab (2) Translate	Composing Message? (1) Review (2) Language <hr/> Received Message? (1) Pop out (2) Editing (3) Translate	Composing Message? (1) Review (2) Language <hr/> Received Message? (1) More  (2) Translate	n/a

*Download **Learning Tools for OneNote** from Software Center

Additional Reading Support

- **Immersive Reader** can also be found and used in Outlook, Teams, Forms, FlipGrid, and Minecraft!
- **Narrator**- available as a screen reader.
- **Office Lens** – this is an app that uses the computer’s camera to digitize images. Capture whiteboard notes, books, or worksheets and have them read aloud.



Writing Supports

	OneNote Desktop* 	OneNote App & Online 	Word Desktop 	Word Online 	PowerPoint Desktop 	Outlook Desktop 	Outlook Online
Immersive Reader (Read Aloud) 	(1) Learning Tools Tab (2) Immersive Reader	(1) View Tab (2) Immersive Reader	(1) View Tab (2) Immersive Reader (1) Review Tab (2) Read Aloud	(1) View Tab (2) Immersive Reader	n/a	1) Home tab (2) Speech (3) Read Aloud	(1) More (2) Show in Immersive Reader
Editing: Spelling & Grammar 	(1) Spell Check Right click to see and hear options	(1) Spell Check Right click to see and hear options	(1) Review (2) Check Document (3) Use Editor Pane for Spelling, Grammar, and Refinement support	(1) Home tab (2) Ideas *Set settings under Review and Spelling & Grammar	(1) Spell Check Right click to see and hear options	(1) Spell Check Right click to see and hear options	n/a
Dictation 	(1) Learning Tools Tab (2) Dictate	(1) Home Tab (2) Dictate	(1) Home Tab (2) Dictate	(1) Home Tab (2) Dictate	(1) Home Tab (2) Dictate	1) Message Tab (2) Dictate	n/a
Audio Record 	(1) Insert Tab (2) Record Audio	(1) Insert Tab (2) Record Audio	n/a	n/a	(1) Mix Tab (2) Slide Recording		n/a
Digital Inking 	(1) Draw	(1) Draw	(1) Draw	n/a	(1) Draw	n/a	n/a

Windows + H = Dictation. See below.

*Download **Learning Tools for OneNote** from Software Center

Tools that work across all apps in Microsoft 365

- Dictation**- Turn on with **Windows+H**. Can use Dictation (speech-to-text) across many different apps and tools
- Text Suggestions** – Text Suggestions act as a word prediction tool when you are typing! Can use it across different apps and tools to support your writing. Turn on by searching “Text Suggestions” in the Cortana Search Bar. The Typing Settings will appear, then under **Hardware** Keyboard, toggle **ON** the option of **Show text suggestions as I type**

