

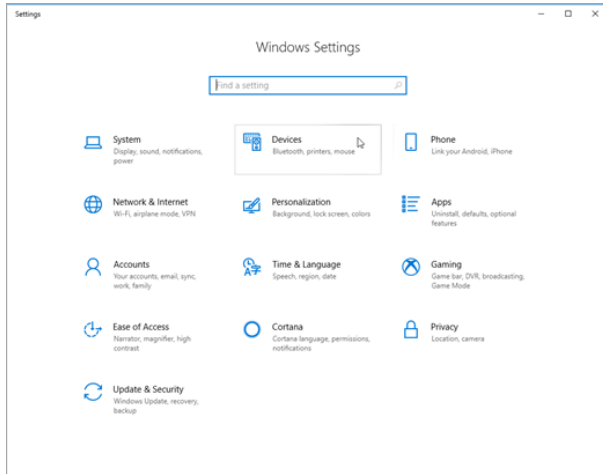
# Microsoft Accessibility Settings

To enable Word Prediction in Windows 10:

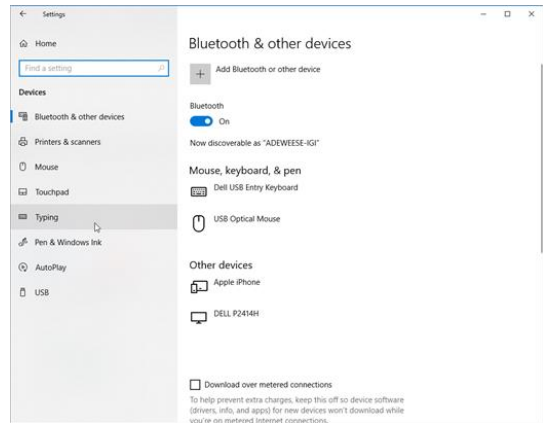
1. From the **Windows**  icon choose **settings** 

2. From the settings icon choose **Devices**

3. Select **Typing** from the left

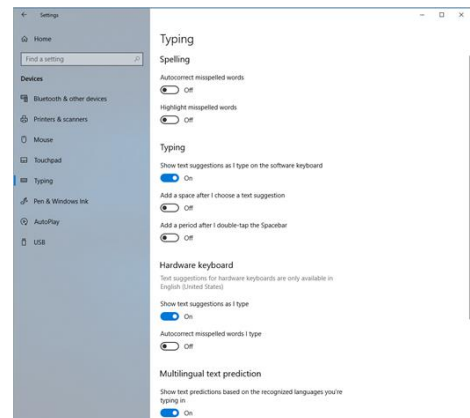


navigation menu

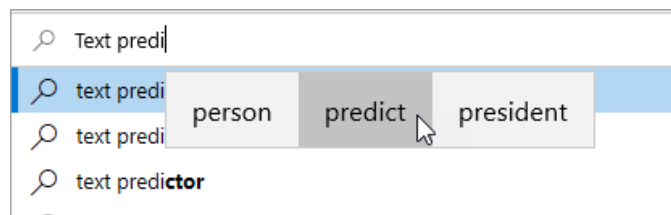


3. To enable, toggle the following to **On**:

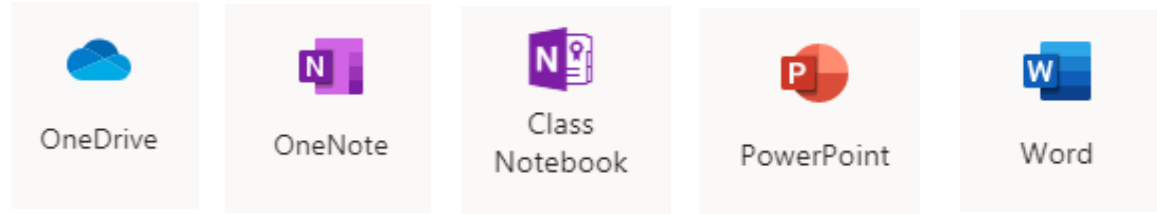
- Show text suggestions as I type on the **Software keyboard**.
- Show text suggestions as I type for the **Hardware keyboard**.
- (optional) Show text predictions based on the recognized languages you're typing in.



4. After the settings have been updated, you'll be able to see a list of options appear in compatible applications.



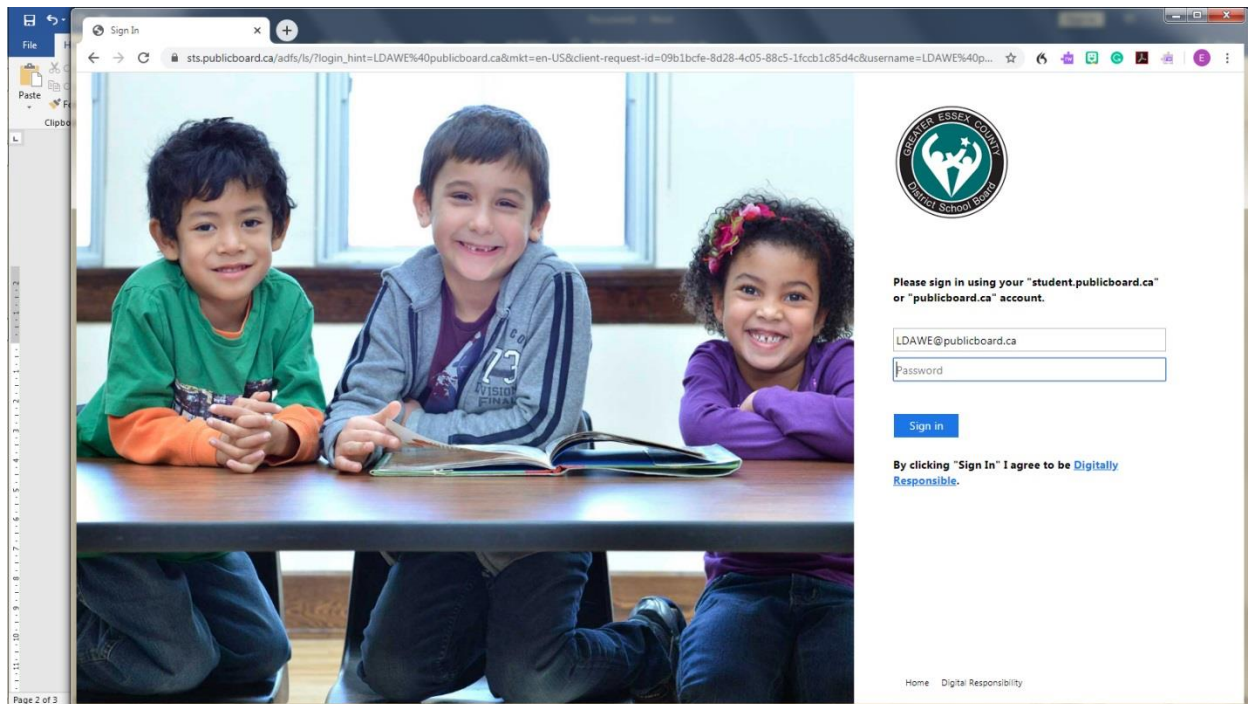
# MS Office Applications and Accessibility Tools



## SIGNING IN TO OFFICE 365

Once you sign in to the online portal you will have access to all of the apps

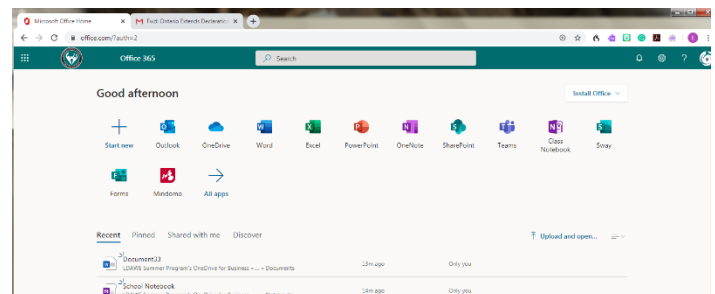
Press Ctrl + Left Click to go to this page: [Microsoft Office 365 Sign in](#)



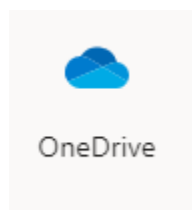
Your username is: [student#@student.publicboard.ca](#)

If you have not set your password before the default passwords are:

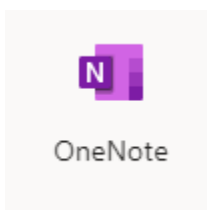
- a
- first and last initial (lowercase) followed by last 3 digits of student number
- DOB in YYYYMMDD format



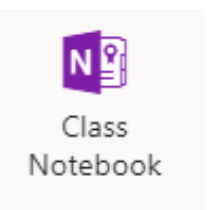
## USING OFFICE 365 Apps



One Drive is a cloud-based storage app. Think of it like a virtual USB. you can store and share all of your files. You can organize



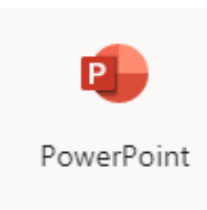
One note is like a virtual binder. You can store all of your notes, add tabs to keep them organized, add colours to the tabs to make it easy to see and share documents and notes with your teacher or other students in your class.



Teachers can create a class notebook to communicate with students and share information. You can adjust the privileges so that your students can only see their work or can see their work of their classmates.



Create, edit and save text documents using word. You can also use the Immersive Reader and the dictate feature to make word even more accessible.



Use PowerPoint to create animated slide shows and stunning presentations. Add graphics, text and insert pictures and GIFS. you can also use the dictate feature for text boxes here.


## SWITCHING BETWEEN APPS





Use the Waffle to see all of the apps and switch between them.

# READING AND WRITING SUPPORTS

## READING-Text to Voice

Use the  Immersive Reader to hear text read out loud in One Note. To start

 Immersive Reader ,click on the view tab on the menu bar. the click on  Immersive Reader

You can adjust the voice settings and many more options to make reading easier and more accessible.

## READING PDF

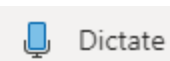


Use the free Office Lens app to take a picture with your mobile device and add it to a notebook in one note. In One Note you can use the immersive reader to read the PDF outloud. You can also insert text and annotate your PDF documents.



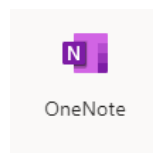
You can also read PDF documents in the Microsoft Edge Browser

## WRITING



Use the Dictate feature to get your ideas in your notebook using your voice! It can be found in Word, One Note and Power Point

## WRITING ON PDF



Once you have opened a PDF in One Note you can insert text box and use the dictate or simply type text to fill in. If you are using One Note an an iPad you can use a stylus or your finger.

For more information about Microsoft Accessibility click on the link below:

<https://www.microsoft.com/en-gb/accessibility/office>