

ACCESSING WORD

Follow the icons below to use the dictate and Immersive Reader tools in Word.



Click on Edge Icon
from Task Bar or
Desktop



Click on My Apps tab (third one)
when Edge opens.



Click on OneDrive icon from My
Apps page.



Click on the "New" drop-down
menu -> Select Word from the list.



Clicking on the microphone will
activate "dictate" (speech to text).
Located: Home Tab -> Voice (Far
Right on Ribbon)



Clicking on the "Immersive
Reader" icon will active text to
speech.
Located: View Tab -> Immersive

