# **Microsoft Office 365**

Microsoft’s newest version of Office has improved integration so users of third party screen readers can enjoy a much smoother interface and some choice features which can improve accessibility.

Accessibility checkers, accessible templates, auto generated alt text for images and captions for audio. Word now has a dictate feature.

## **Text to Speech - Reading Text Out Loud**

Speak is a built-in feature of Word, Excel, Outlook, PowerPoint, and OneNote. You can use Speak to have text read aloud in the language of your version of Office. Link [Text to Speech](https://support.microsoft.com/en-us/office/use-the-speak-text-to-speech-feature-to-read-text-aloud-459e7704-a76d-4fe2-ab48-189d6b83333c)

### **Word**

Read aloud.

As well as reading aloud documents on Word the text to speech feature will enable you to have the words spoken as you type which can be invaluable when composing larger documents.

Link [Word text to speech](https://support.microsoft.com/en-us/office/listen-to-your-word-documents-5a2de7f3-1ef4-4795-b24e-64fc2731b001#ID0EABAAA=Newer_versions)

### **Excel**

By customising the toolbar various text to speech commands become available in Excel.

The feature will allow you to either read a range of cells you have selected or read every cell containing data on the workbook.

Link [Excel text to speech](https://support.microsoft.com/en-us/office/converting-text-to-speech-in-excel-3f2ca8c0-90e2-4391-8e69-573832ea7300)

## **Speech to Text**

### **Outlook**

Link [Outlook dictation](https://support.microsoft.com/en-us/office/dictate-your-emails-in-outlook-4010d238-bb25-45e9-89f6-8f9b54fcc0fc)

### **PowerPoint**

Link [Powerpoint dictation](https://support.microsoft.com/en-us/office/dictate-your-presentations-and-slide-notes-in-powerpoint-97f3373e-58b9-4e39-b413-83d6d2c09055)

### **OneNote**

Link [OneNote dictation](https://support.microsoft.com/en-us/office/dictate-your-notes-in-onenote-2f5d1549-afe1-4abd-95ff-829a839e3d00)

## **Teams (Office 365) – Closed Captions**

Browser based for Laptop and Desktop and in app form for Android and Apple.

Facilitates video camera and text communication but it also has a closed captions feature. Closed captions appear as the speaker talks and written dialogues appears as text on the screen live.

Tip - The feature can be found when you are in a Teams meeting by clicking on the three dots and select the ‘Turn on Live Captions’ option. The closed captions will appear along the bottom of the call.

Link [Teams Closed Captions](https://support.microsoft.com/en-us/office/use-live-captions-in-a-teams-meeting-4be2d304-f675-4b57-8347-cbd000a21260)

## **Teams Keyboard Shortcuts**

Teams also has full range of [keyboard shortcuts](https://support.microsoft.com/en-us/office/keyboard-shortcuts-for-microsoft-teams-2e8e2a70-e8d8-4a19-949b-4c36dd5292d2?redirectSourcePath=%252fen-us%252farticle%252fMicrosoft-Teams-keyboard-shortcuts-c796cc2e-249a-4ec3-9cd7-00766905aa56&ui=en-US&rs=en-US&ad=US) to enable a user to navigate and operate the App. Particularly useful to know when using ha screen reader or high levels of magnification.

You can access the keyboard shortcuts directly from within the app in several ways. The methods below apply to both the Desktop and Web apps.

* Press Ctrl+Period (.).
* Press Ctrl+E to go to the Search field, type /keys, and then press Enter.
* Select the profile button with your initials in the top-right corner, and then select Keyboard shortcuts.
* To navigate to the keyboard shortcuts with a screen reader, press the Tab key until you hear "Profile, app settings, and more," and press Enter. Press the Down arrow key until you hear "Keyboard shortcuts," and press Enter.

|  |
| --- |
| Visibility Scotland is the trading name of GWSSB (formerly Glasgow and West of Scotland Society for the Blind). GWSSB is a company registered in Scotland, limited by guarantee with its registered office at 2 Queen’s Crescent, Glasgow, being a recognised Scottish Charity. Registered number SC116552. Scottish Charity Number SC009738. |

# **End of document**