

USE THE SOUND ACCESSIBILITY FEATURE IN WORD

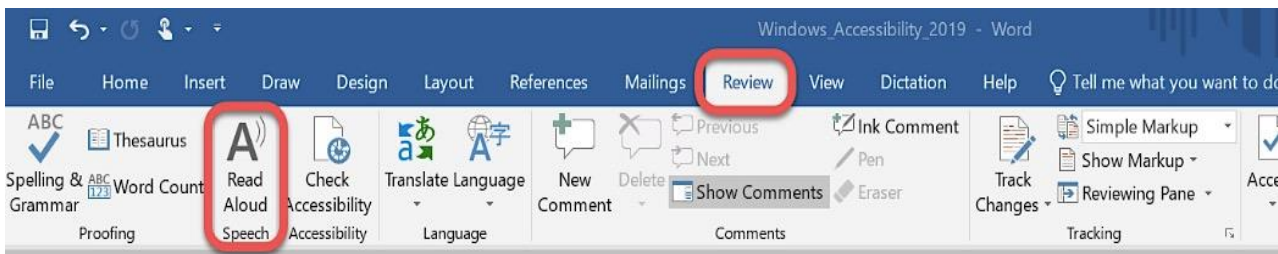
What's in it for me?

Microsoft Word gives you the option hear a typed document, instead of reading it. Let's learn how to use it.

How to do this:

Review - Read Aloud

1. In the **Review** tab, select the **Read Aloud** option
2. Your document will be read aloud to you



View – Immersive Reader:

This option not only allows you to hear out the document, it also enables you to control the speech pace, reader voice, change the background colour and adjust text size.

1. In the **View** tab, select **Immersive Reader**
2. Select the text and click on **Read Aloud**

