

Microsoft Word – Dictate, Prediction, and Immersive Reader on the iPad

Introduction

To complete written work, students often use Microsoft Word. Word offers several tools to create and edit written work. Dictate and auto-punctuation can be enabled. Also, students can select Immersive Reader to have their work read aloud to support editing. Students can choose the visual layout of the work that best suits them.

Learning Objectives


Completing this tutorial will give you experience:

- Using Word dictate to complete written work in Microsoft Word.
- Using the iOS dictate tool to complete written work in Microsoft Word.
- Using predictive text when typing within Microsoft Word.
- Using the options within Immersive Reader in Microsoft Word.

This tutorial assumes that:

- You have access to the Microsoft Word app on an iPad.
- You have access to a headset with a built-in microphone. This allows for more accurate dictation, and for listening without disturbing others.

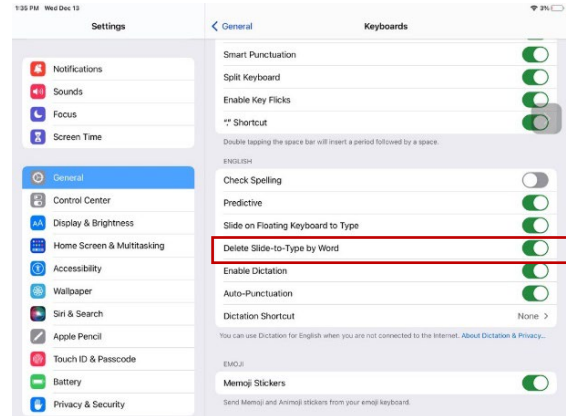
Steps to Follow

Step	Instruction	Visual Depiction
1	<p data-bbox="251 472 787 556">Open the Microsoft Word app on your iPad.</p> <p data-bbox="251 619 787 993">Much of the functionality described in this tutorial is the same if using Word accessed through a browser. However, there may be some differences in how the tools function, where they are located or how they appear. This tutorial is focused on using the Microsoft Word app.</p>	 The image shows the Microsoft Word application icon. It consists of a white document with a blue 'W' on it, positioned in front of a blue document with horizontal lines representing text. The entire icon is set against a solid blue square background.

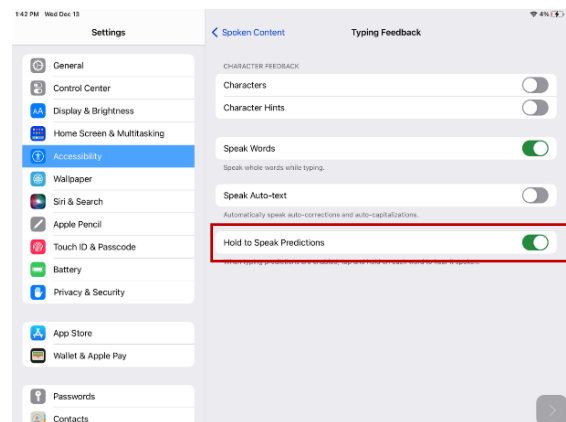
Step Instruction

Visual Depiction

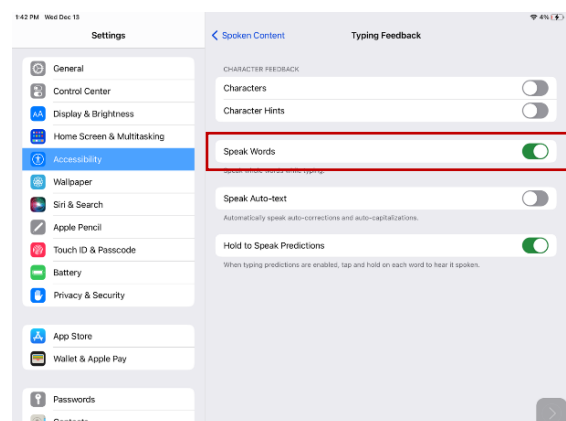
2 To enable the ribbon of predictive text above the keyboard:
Settings > General > Keyboard > enable 'Predictive.'



To long press on a word in the predictive text ribbon and have it read aloud:
Settings > Accessibility > Spoken content > Typing Feedback > enable 'Hold to Speak Predictions.'



To have words spoken aloud as they are typed, enable 'Speak Words.'



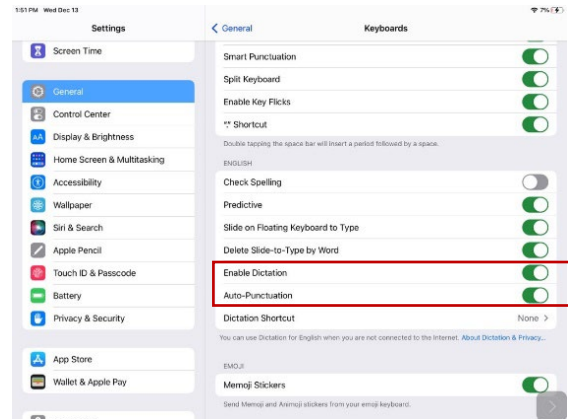
3 This tutorial explores two ways to dictate in Word.

A. the iOS dictate function

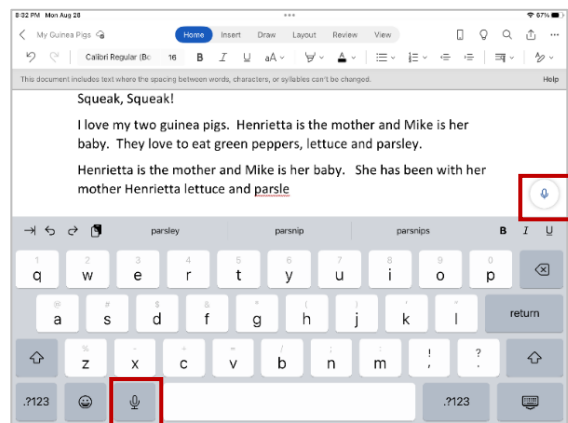
Settings > General > Keyboard > scroll down to enable dictation.

Scroll down to enable ‘Dictation.’

If you wish auto-punctuation, just above enable ‘Auto-punctuation.’



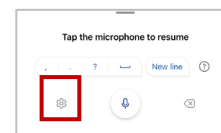
In Word, click on the screen to bring up the keyboard. You will see a microphone to the left of the space bar. Click on the microphone to dictate and click again to turn it off.



B. Word Dictate

The icon with a microphone on the right side of the screen is Word’s Dictate.

Click on the icon to begin dictating. It begins immediately. Click on it again to turn it off.



To enable auto-punctuation, click on the settings icon in the Word Dictate’s play bar.

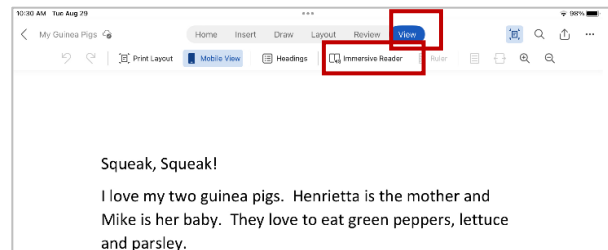
Step Instruction

Visual Depiction

Auto-punctuation using Word's microphone will need to be enabled each time the Word app is accessed.



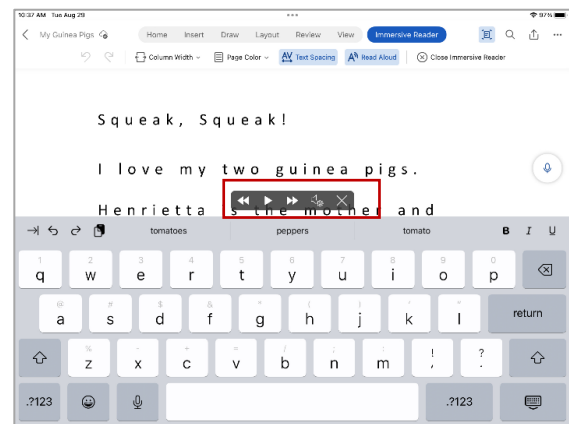
4 For editing, students often need their own work read aloud. In Word, Immersive Reader provides this support.



In the top menu:

View > Immersive Reader

Column width, page colour and text spacing can be adjusted.



Click Read Aloud to have text read.

Click on the small play bar to play, pause, advance forward and back.

Within settings, you can control reading speed and choose a voice.

You can continue to type or dictate while still in Immersive Reader.