



Decrease Screen Time and Keyboarding

Set up your device to work with accessibility in Office 365

Office 2016 Office for business Office 365 for home Office 365 Small Business [Office Accessibility Center](#)
The way that you choose these settings depends on what kind of device you have: [Windows](#) [macOS](#) [iOS](#) [Android](#)

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Read Aloud Instructions

Add Speak to the Quick Access Toolbar

You can add the Speak command to your Quick Access Toolbar by doing the following in Word, Outlook, PowerPoint, and OneNote:

Next to the Quick Access Toolbar, click **Customize Quick Access Toolbar**.



Click **More Commands**.

In the **Choose commands from** list, select **All Commands**.

Scroll down to the **Speak** command, select it, and then click **Add**.

Click **OK**.

Use Speak to read text aloud

After you have added the **Speak** command to your Quick Access Toolbar, you can hear single words or blocks of text read aloud by selecting the text you want to hear and then clicking the **Speak** icon on the Quick Access Toolbar.

For further information visit: [Read aloud instructions](#)

Use Narrator: this is more advanced than “speak”

Narrator is a screen-reading app built into Windows 10, and Office 365 apps are optimized for Narrator. To get started, go to [Get started with Narrator](#).

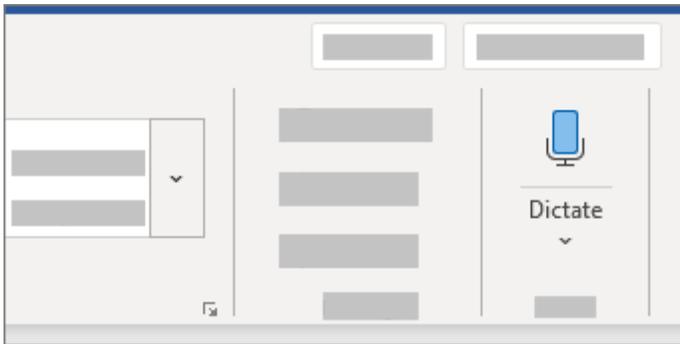
Press **Windows logo key + Ctrl + Enter** together to start Narrator. Press these keys again to stop Narrator. If you're using a previous version of Windows, press **Windows logo key + Enter** together to start and stop Narrator. On many keyboards, the Windows logo key is located on the bottom row of keys, to the left or right of the Alt key.

Dictate and Cortana Instructions

Dictate your email in Outlook

 This feature is available to [Office 365 Subscribers](#) only.

1. When you're signed in to your Office 365 account, turn on your microphone and make sure it works (see [Microphone settings](#)).
2. Go to **Message** > **Dictate**.



3. A red dot on the button and a quick sound let you know that dictation has begun.



4. Start talking. As you talk, text appears on your screen.
5. Speak clearly and conversationally. Insert [punctuation](#) by saying the name of the punctuation mark you want to add.
6. If you make a mistake while dictating, move your cursor to the mistake and fix it with your keyboard. No need to turn off the microphone.
7. When finished, select **Dictate** again to stop typing.

Dictate requires an Internet connection. Your speech utterances will be sent to Microsoft to provide you with this service. For more information see, [Make Office Work Smarter for You](#)

Use dictation to talk instead of type on your PC

Applies to: Windows 10

Use dictation to convert spoken words into text anywhere on your PC with Windows 10. Dictation uses speech recognition, which is built into Windows 10, so there's nothing you need to download and install to use it.

To start dictating, select a text field and press the **Windows logo key + H** to open the dictation toolbar. Then say whatever's on your mind. To stop dictating at any time while you're dictating, say "Stop dictation."

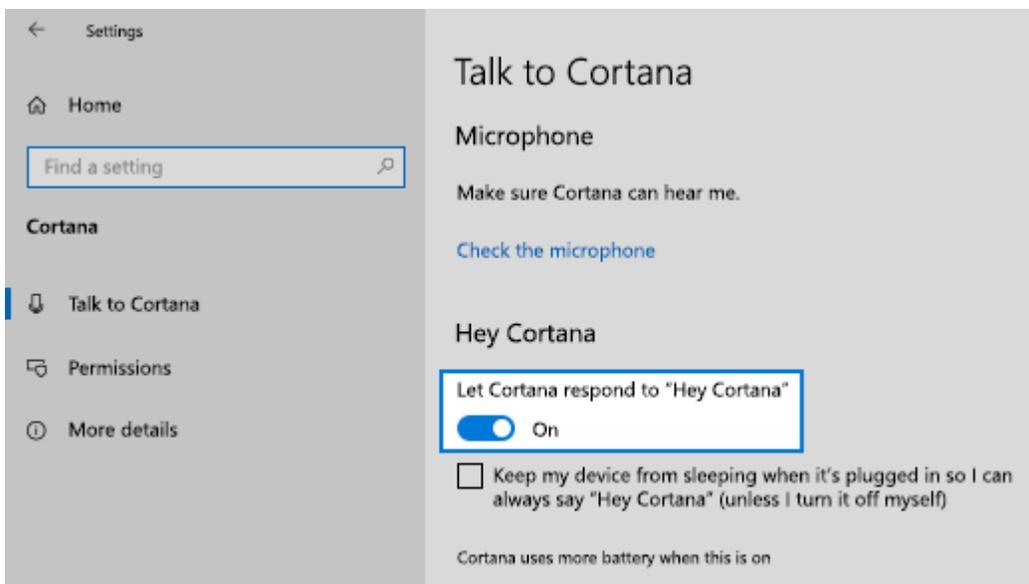
If you're using a tablet or a touchscreen, tap the **microphone** button on the touch keyboard to start dictating. Tap it again to stop dictation, or say "Stop dictation."

To find out more about speech recognition, read [Use voice recognition in Windows 10](#). To learn how to set up your microphone, read [How to set up and test microphones in Windows 10](#).

Use Cortana

Use Cortana, your virtual voice controlled assistant, to carry out basic tasks. To learn more about Cortana and how to set it up, refer to [What is Cortana](#). Cortana is available only in certain countries and regions. Activate "Hey Cortana" mode

Open Cortana, select **Settings**, and then under **Hey Cortana** switch the toggle to **On**.



Tip: If you are using Cortana with voice for the first time, she will ask your permission to ask you a few questions to understand what is important to you. If you're OK with this, press Tab until you hear "Accept" and then press Enter. If you don't want to answer the questions, press Tab until you hear "No thanks" and press Enter.

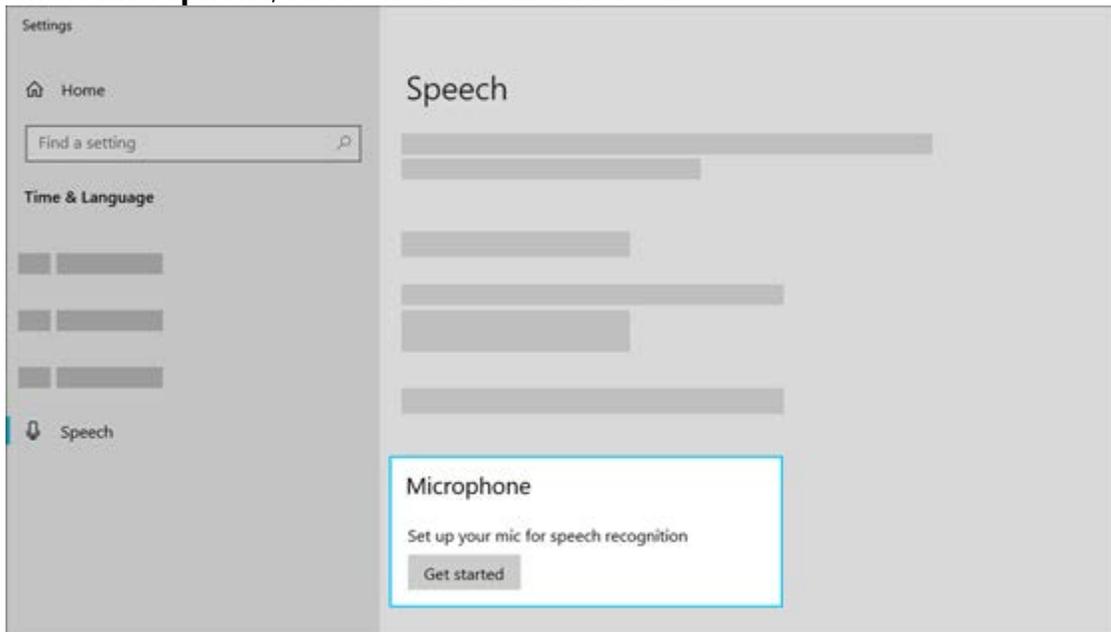
Use voice recognition in Windows 10

Applies to: Windows 10

Set up a microphone

Before you set up voice recognition, make sure you have a microphone set up.

1. Select the **Start** button, then select **Settings** > **Time & Language** > **Speech**.
2. Under **Microphone**, select the **Get started** button.



Help your PC recognize your voice

You can teach Windows 10 to recognize your voice. Here's how to set it up:

1. In the search box on the taskbar, type **Windows Speech Recognition**, and then select **Windows Speech Recognition** in the list of results.
2. If you don't see a dialog box that says "Welcome to Speech Recognition Voice Training," then in the search box on the taskbar, type **Control Panel**, and select **Control Panel** in the list of results. Then select **Ease of Access** > **Speech Recognition** > **Train your computer to understand you better**.
3. Follow the instructions to set up speech recognition.

[Windows Speech Recognition commands](#)

Keyboard Short Cuts

Keyboard shortcuts

When learning keyboard shortcuts pick a few you use regularly and as you begin to use them naturally try using additional shortcuts.

DOCUMENT		
Select all	Ctrl + A	
Copy	Ctrl + C	Ctrl + Insert
Paste	Ctrl + V	Shift + Insert
Cut	Ctrl + X	
Undo	Ctrl + Z	
Redo	Ctrl + Y	
Bold	Ctrl + B	
Underline	Ctrl + U	
Italics	Ctrl + I	
Find	Ctrl + F	
Beginning or End of Document	Ctrl + Shift + Home or End	
Page up or down	Shift + Pg Up or PG Dn	
Beginning or End of line	Shift + Home or End	
Move/highlight one character	Shift + Right or Left arrow	
Move/highlight one word	Ctrl + Shift + Right or Left arrow	
Move/highlight one line	Shift + Up or Down arrow	

FILES & WINDOWS		
Open File Explorer	 + E	
New document or window	Ctrl + N	
Close window	Alt + F4	
Switch between windows	Alt + Tab	
Open start menu	 Windows key	
Desktop	 + D	
Minimize all windows	 + M	
Open minimized windows	 + Shift + M	
Minimize all windows except the current window	 + HOME	
Minimize current window	 + Down arrow	
Maximize current window	 + Up arrow	
Snap window to right or left	 + left or right arrow	
Move window to second monitor	 + Shift + left or right arrow	
Task view	 + Tab	
Move through tasks	 + Ctrl + right or left arrow	
Close task view	 + Ctrl + F4	



STAFF WELLNESS – OCCUPATIONAL HEALTH PROACTIVE ERGONOMIC PROGRAM

ASSISTANCE		
Open Cortana	 + C	"hey Cortana"
Open Settings	 + I	
Lock computer	 + L	
Open Ease of Access Center	 + U	
Zoom using magnifier	 + (+) or (-)	
Exit magnifier	 + Esc	

For additional keyboard shortcuts visit: <https://support.microsoft.com/en-ca/help/12445/windows-keyboard-shortcuts>