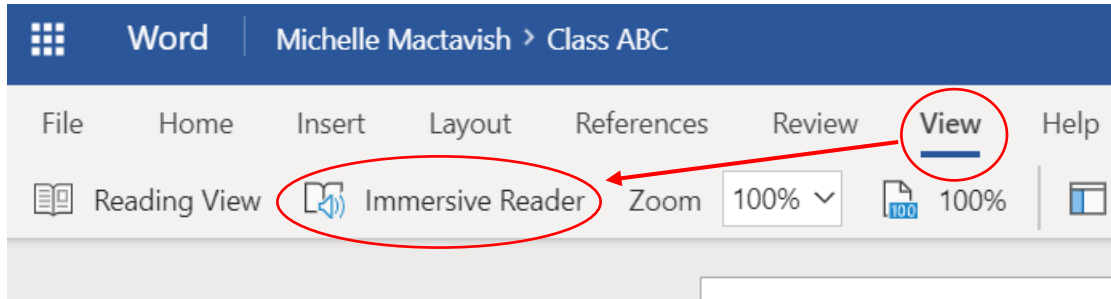


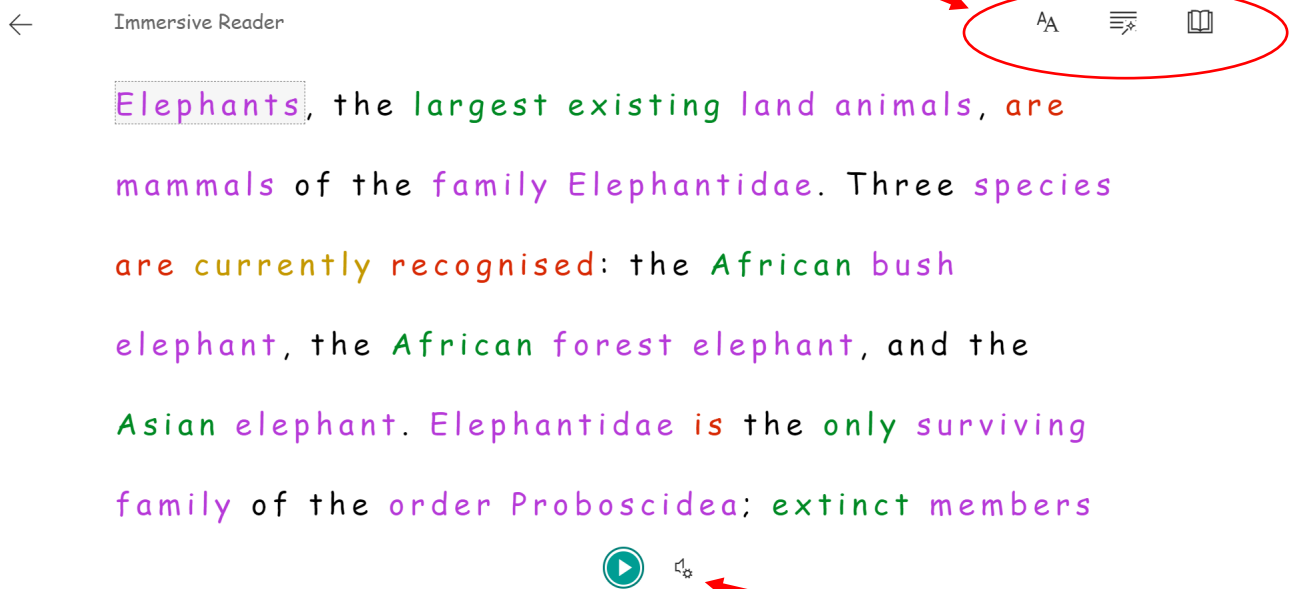
# Tips and Tricks for MS Word

## Immersive Reader

To access Immersive Reader in Word Online, click on the “View” and then select “Immersive Reader”



This will bring up the Immersive Reader view. From here you can use the tools (top right) to customize the text preferences, grammar options, and reading preferences (including translate and picture dictionary)

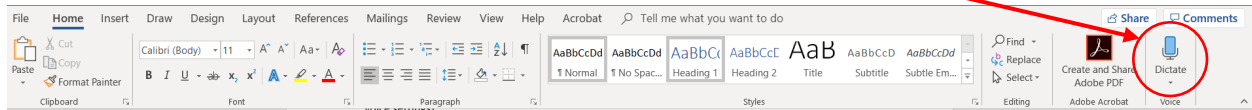


Click on the play button at the bottom to hear your text read out loud (click the speaker icon to change voice settings)

Immersive Reader is available on most O365 Online apps including Word, OneNote, PowerPoint, Teams, and Minecraft for Education. Desktop apps have “Learning Tools” which offer similar reading options.

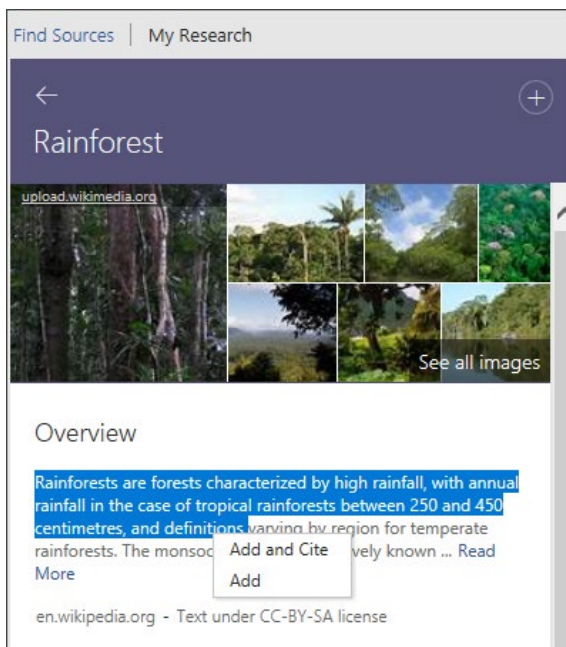
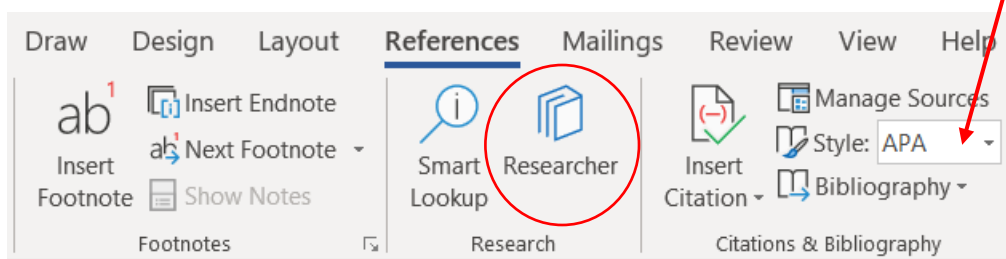
## Dictate

Dictate is Microsoft’s voice to text tool. It is available in both the Online and Desktop Word, OneNote, and PowerPoint applications. Note: you will need a microphone to use this tool. To use Dictate, click on the “Home” tab of the menu bar, then click the microphone icon.



## Researcher & Bibliography

In the Desktop version of Word, students can research a topic, gather notes, and cite their sources all within the Word application. To use Researcher, click on the “References” tab in the top menu bar, then select, “Researcher”. **\*Note:** make sure your bibliography is set to your desired referencing style before you start. Use the drop-down menu in the “Citations and Bibliography” section, here, to make changes.



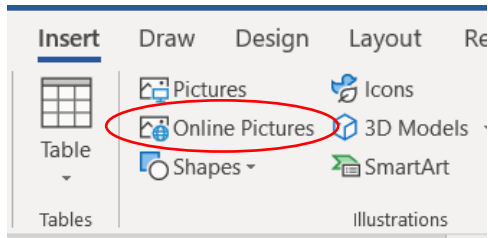
After opening the researcher window, enter your topic in the search bar. Browse articles and journals and when you find information you would like to use in your document, highlight the text and click “Add and Cite” to move the text to your document, including an in-text citation.

You can also choose to start your bibliography at this point. As you add more references from other sources, you can update your bibliography to reflect all the sources used.

You can manage your bibliography by clicking the “Manage Sources” button under the “References” tab (as shown above).

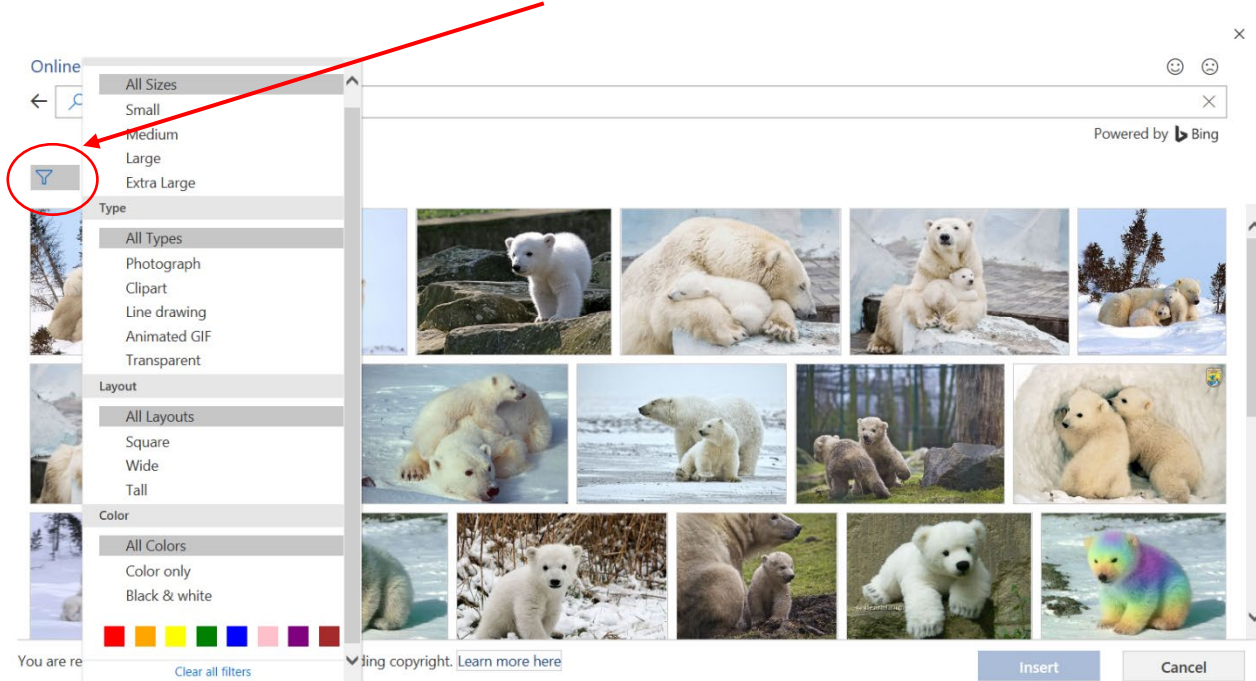
## Image Search

In addition to in-text citations for referenced articles, students can insert creative commons licensed images using the Insert Web Image button, found under the “Insert” tab.



Clicking “Online Pictures” will open a pop-up window. Enter the topic into the search bar and browse relevant images. Click on an image and click the “Insert” button. This will add the image to your document, including a caption that cites the source for the image.

You can filter your image search using the funnel icon on the top left side of the image search window.



Forget where something is? Use the search bar near the top of the menu to quickly find the tools you need.

