



Here is how to use Office 365 to write and read

TO WRITE:

1. Log on to ikon.
2. Click into your emails.
3. Look to top left corner and click on blue box with 9 white squares. This will take you into Office 365.
4. Click on Word.
5. Open a new word document and then look along top menu, right hand side and find DICTATE.
6. Dictate! Use the word 'period' for full stops. Initially it takes a tiny while (not long) to adjust to your voice to get it 100% correct
7. If you click on the Editor function, you will get tips to help your improve your writing and you can make it word perfect!

TO READ:

1. Follow steps 1, 2, 3, 4 above.
2. Copy and paste any text you want to read into the word document you have just opened.
3. Click on VIEW
4. Click IMMERSIVE READER
5. Click play.
6. You can slow down the voice or change it into a female voice or male voice.
7. If you STOP the voice and just click on words, it also has pictures that will come up to cue the word if a picture is available.