



Windows & Office Accessibility

Distance Learning Resources

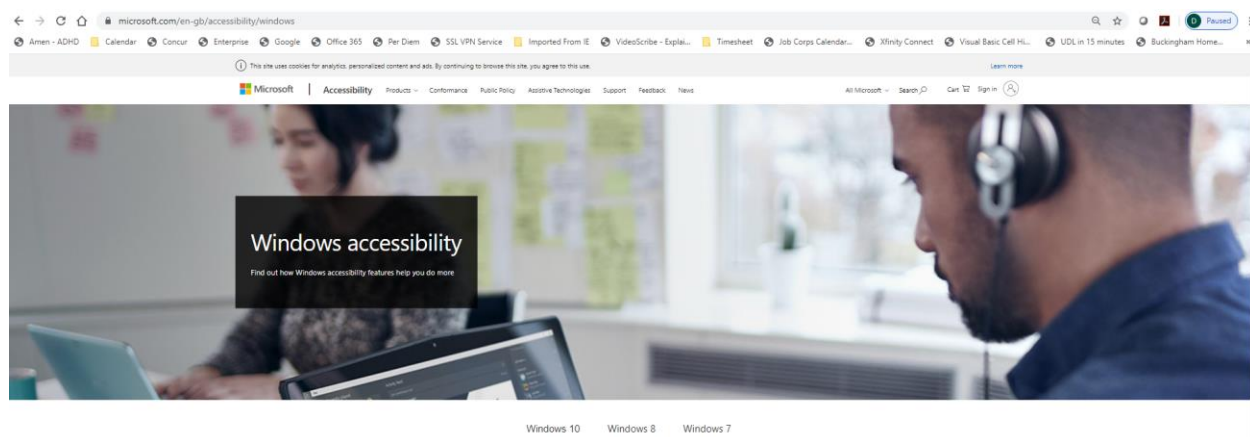
Distance Learning Accessibility

As Job Corps Centers begin providing training to students with disabilities via distance learning platforms, it will become essential for center Disability Coordinators and instructional staff (both academic and career technical) to be prepared and ready to guide and implement agreed upon accommodations for students with disabilities.

MANY access features exist within the Windows 10 platform as well as Microsoft Office and will function within the variety of platforms being used to deliver distance learning opportunities.

Windows Accessibility

[Microsoft](#) has numerous accessibility resources available that are user friendly!



Let's take a look at some of the accessibility features that may be needed by students with disabilities!

Windows 10 has built in accessibility features in the following areas:

- **Cognition**
- **Vision**
- **Hearing**
- **Physical**

Save time with dictation Speech recognition

Dictate documents and email or surf the web just by saying what you see. With a little training, it understands you. And because it runs locally, no network is required and your privacy is protected.

[See how speech recognition lets you dictate to your computer >](#)

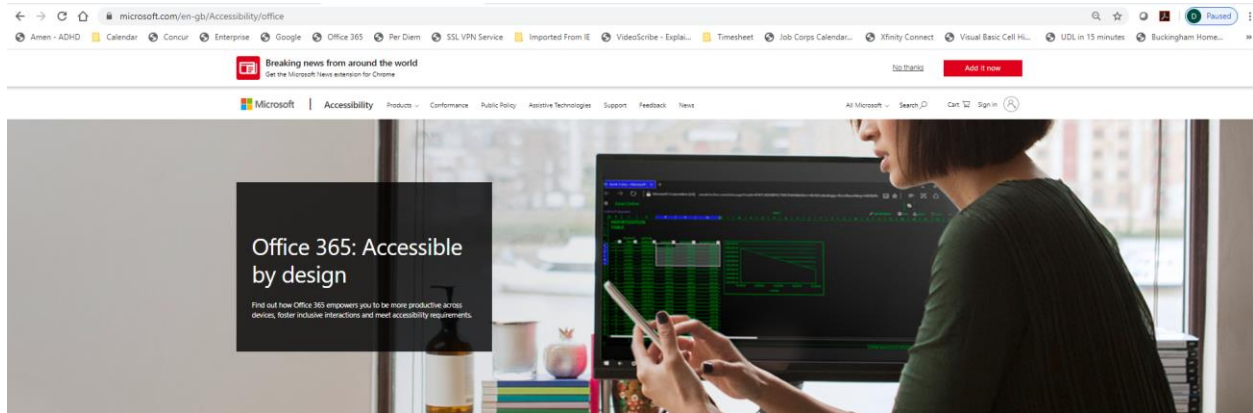
[Access the list of speech recognition commands >](#)

Here are some other Windows 10 accessibility features that may be particularly useful for Job Corps students with disabilities participating in distance learning.

<p>Choose the right words Word prediction</p> <p>The On-Screen Keyboard (OSK) in Windows helps you write text with word prediction and completion. Not only does this help save time if you have mobility impairments, it can also help choose the best next word if you have a learning disability or cognitive impairment. <u>Use word prediction and completion features with the on-screen keyboard</u></p>	<p>Reading-friendly fonts Fluent Fonts</p> <p>Some fonts have been proven to make it easier to read. Fluent Sitka Small and Fluent Calibri are fonts that add character and enhance word and line spacing. They address "visual crowding." Give them a try. <u>Download Fluent Fonts for easier reading</u></p>	<p>Simplify Windows Animations, backgrounds and transparency</p> <p>Windows makes it easy to minimize distractions by reducing animations and turning off background images and transparency. <u>Discover adjustments in Windows that make it easier to focus</u></p>
<p>Limit distractions Edge Reading View</p> <p>Clears distracting content from web pages so that you can stay focused on what you really want to read. You can even change the style to suit your preferences. <u>Learn how to switch to Edge Reading mode</u></p>	<p>Improve your reading Learning tools in Microsoft Edge</p> <p>The Microsoft Edge browser includes options to increase text spacing and read text aloud in eBooks, to help make it easier for everyone to read and enjoy text, including people with learning differences. Read aloud is also supported for PDFs. <u>Get started with learning tools in Microsoft Edge</u></p>	<p>Type what you want Sticky, Filter and Toggle Keys</p> <p>If you have limited control of your hands, Windows enables you to personalize your keyboard. Type one command at a time or ignore repeated keys. <u>Learn how to personalize your keyboard to make it easier to use</u></p>
<p>Delegate digitally Cortana</p> <p>Cortana is your digital assistant. She'll help you get things done, such as setting reminders, opening apps, finding facts and sending emails and texts. The more you use Cortana, the more personalized your experience will be. <u>Learn how to use the Cortana digital assistant to get things done with Windows</u></p>	<p>Get a closer look Magnifier</p> <p>Magnifier is a tool that enlarges all or part of your screen so you can see words and images better. It comes with a few different settings, so use it the way that suits you best. <u>Get started using Magnifier to enlarge words and images</u></p>	<p>Notice every detail High contrast themes</p> <p>Increase the color contrast of text and images on your screen, making them easier to identify. Each high-contrast theme can be customized to suit your needs and tastes. <u>Explore high-contrast themes that make text and images easier to identify</u></p>
<p>Point accurately Cursor and pointer size</p> <p>It's easier to follow the mouse by changing the pointer color and size. You can even add trails and touch feedback. <u>Discover cursor and pointer adjustments that make Windows easier to see</u></p>	<p>Make apps and text bigger Customize your display</p> <p>Make the text and other items on your screen, such as icons, easier to see by making them the ideal size  for you. <u>Learn how to customize your display to make Windows easier to see</u></p>	<p>EXAMPLE: To adjust the size of text, apps, and other items, select the  start button, then select Settings > Ease of Access > Display. Use the slider under Make text bigger to make just the text on your screen larger. Or, select an option from the drop-down menu under Make everything bigger to change the size of everything on your screen.</p>

Office Accessibility

[Microsoft Office](#) also has numerous accessibility resources available that are user friendly!

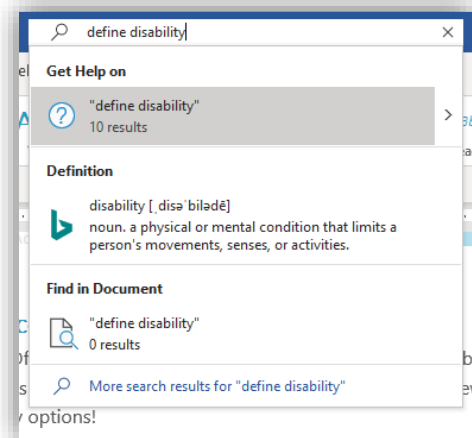


Accessibility in the Classroom

Microsoft Office has built in accessibility tools that enable students with disabilities to consume and create content as well as stay organized!

Let's take a look at some of the accessibility features that may be helpful to students with disabilities but also used by all students (Universal Design concept)!

Do things quickly using the **“Search”** or **“Tell me what you want to do”** (depending on when you purchased) field in Office 2016. This is a text field where you can **enter words and phrases** about what you want to do next and quickly get to features you want to use or actions you want to perform. You can also use the Search feature to find help about what you're looking for, or to use *Smart Lookup* to research or define the term you entered.



Here are some other Office accessibility features that may be particularly useful for Job Corps students with disabilities participating in distance learning.

<p>Word offers the Accessibility Checker that locates elements that might cause problems for people with disabilities.</p> <p><u>Go to Microsoft Word Accessibility Checker.</u></p>	<p>Create a math quiz in Microsoft Forms.</p> <p><u>See how to create a math quiz within Microsoft Forms.</u></p>	<p>Inclusive Classroom: Provide inclusive math tools.</p> <p><u>See how to build inclusive math tools.</u></p>
<p>Class Notebook</p> <p>OneNote Class Notebook allows teachers to create a digital notebook for each class, group, term, or project. Teachers can create, manage, and distribute instructional content to entire classes or individual students. The flexible, yet structured format works similarly to traditional notebooks while allowing teachers to provide instant, real-time feedback to their students.</p> <p>Class Notebook includes a personal workspace for each student, a Content Library for shared information, and a Collaboration Space where student groups can work together.</p> <p>A short course on how Class Notebook works can be found here: <u>Go here to take a short course on how to use Class Notebook.</u></p>	<p>Create math equations using ink or text with Math Assistant in OneNote</p> <p>Use the Math button in OneNote to convert your handwritten equations into a text format. You can also type your equations.</p> <p><i>Note: This feature is only available if you have a Microsoft 365 subscription. If you are a Microsoft 365 subscriber, make sure you have the latest version of Office.</i></p> <p>Video and instructions on creating math equations using ink or text with Math Assistant in OneNote.</p> <p><u>Go here to see video and instructions on creating math equations using ink or One Note.</u></p>	<p>Replay ink strokes in OneNote for Windows 10</p> <p>OneNote for Windows 10</p> <p>After adding drawings, sketches, and handwritten notes on any page in OneNote for Windows 10, you can easily rewind and replay each ink stroke at any time, allowing others to see how your ideas took shape.</p> <p><i>Note: This feature is only available if you have a Microsoft 365 subscription. If you are a Microsoft 365 subscriber, make sure you have the latest version of Office.</i></p> <p>Video and instructions on replaying ink strokes in OneNote</p> <p><u>Go here to see video and instructions on replaying ink strokes in OneNote.</u></p>
<p>Turn Dark Mode on or off in OneNote</p> <p>Dark Mode changes the appearance of OneNote interface elements from light to dark, which can improve readability in low light environments, increase the legibility of the user interface as well as your notes, and provide better contrast.</p> <p><u>Go here to learn how to turn Dark Mode off or on in OneNote.</u></p>	<p>Microsoft Editor checks grammar and more in documents, mail, and the web</p> <p>Microsoft Editor is an artificial intelligence service that helps bring out your best writer in more than 20 languages, whether you are writing a Word doc or composing an email message.</p> <p>Editor underlines the issues it finds. Select the underlined word or phrase to accept or ignore the suggestion.</p> <p><u>Go here to review how to use Microsoft Editor in Word and Outlook.</u></p>	<p>Dictate your documents in Word</p> <p>Dictation lets you use speech-to-text to author content in Office with a microphone and reliable internet connection. It's a quick and easy way to get your thoughts out, create drafts or outlines, and capture notes.</p> <p><u>Go here to review how to use speech-to-text in Office.</u></p>

Learning Tools features available in Microsoft products

Check languages supported by Learning Tools.

	Immersive Reader	Read Aloud	Syllables	Parts of Speech: Nouns, Verbs, Adjectives	Line Focus	Dictate	Picture Dictionary	Comprehension	Translate
Feature Description	Recognizes text from images and files Reduces file length	Highlights words while reading them out loud	Separates words into syllables	Shows verbs, nouns, and adjectives in different colors	Highlights one, three, or five lines of text	Writes words as they are said with correct punctuation	Clicking certain words will show a picture signifying the word	Highlights dependent clauses within sentences	Translates text into another language
OneNote Desktop	✓	Windows 8 Windows 8.1 Windows 10	✓	✓		✓		✓ (2016)	
OneNote for Windows 10	✓	✓	✓	✓	✓	✓	✓		✓
OneNote for the web	✓	✓	✓	✓	✓	✓	✓		✓
OneNote Mac		✓	✓	✓	✓				✓
OneNote iPad		✓	✓	✓	✓		✓		✓
Word Desktop		✓	✓			✓			
Word for the web	✓	✓	✓	✓	✓	✓	✓		✓

	Immersive Reader	Read Aloud	Syllables	Parts of Speech: Nouns, Verbs, Adjectives	Line Focus	Dictate	Picture Dictionary	Comprehension	Translate
Word Mac		✓	✓						
Word iPad		✓							
Outlook Desktop		✓				✓			
Outlook Online	✓	✓	✓	✓	✓		✓		✓
Office Lens	✓	✓							
Edge		Web page (RS3 update) PDF (RS3 update) ePub (RS3 update) Reading view (RS4 update)	Reading view (RS4 update)	Reading view (RS4 update) ePub (RS4 update)					
Microsoft Teams	✓								✓