Office 2013: Accessibility Features

Modality: On Demand

Duration: 30 Min

About the course:

In every MS Office's programs, you have the skills to replicate written text as voice. In this course, you will study how to listen to written text that shows up on your screen in OneNote, PowerPoint, Outlook, and Word.

Course Objective:

· How to use Microsoft Office 2013 Accessibility Features

· How to use KeyTips

· How to use keyboard shortcuts

· Use and Enter Read Mode

· How to use ribbon

· How to customize and use screen tips

· Zoon in or out of a worksheet, presentation, or document

· How to hear the written text

Course Duration:

 This training course is based on 30 Minutes

Audience:

This course is designed for those who want to learn about Microsoft Office 2013 accessibility features

Prerequisites:

There is no prerequisite to appear in this course.

Course Outline:

- Using the Office 2013 Accessibility Features
- Using the ribbon

- Using KeyTips
- Using and customising screen tips
- Using keyboard shortcuts
- Zooming in or out of a document, presentation, or worksheet
- Entering and using Read Mode
- Hearing written text read aloud