



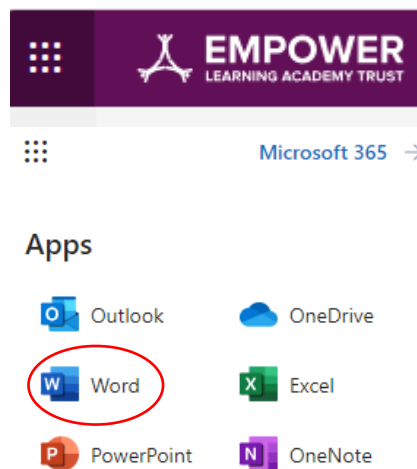
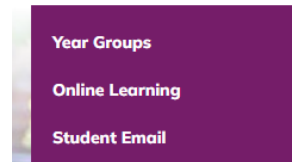
## Dictation

Go to: [www.hallmeadschool.co.uk](http://www.hallmeadschool.co.uk)

Click on the tab that says 'For Students' go to 'Student Email' and login with your email.

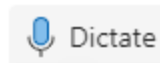
Once you've opened your email, click on the 9 dots in the top left corner and open word in Microsoft 365.

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Microsoft Word 365 has a dictate function for speech to text on the home tab.

Press the dictate button and you can begin speaking.



Say 'New line' to get a new line.

To get punctuation you have to speak it. For example: say 'full stop' to get a full stop.

## Speech

If you want to read a text in word, left click on the mouse and drag the text you want to read. Then right click on your mouse and copy the text and paste it into word.

Then go to the view tab and click immersive reader.

