

Speech Add-in for Office 2010/2013/2016

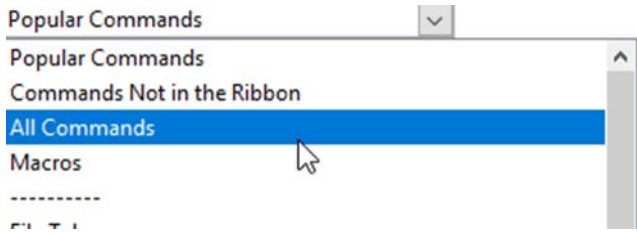
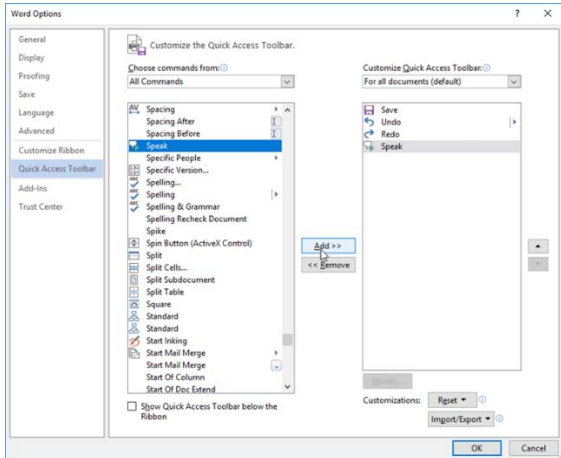
** Thanks to SD#71 for partnering with us to develop this helpful resource!

ABOUT: In this activity, participants will learn how to add the Speak command to your Quick Access Toolbar. Speak is a built-in feature of Word, Outlook, PowerPoint, and OneNote. You can use Speak to have text read aloud in the language of your version of Office.

WHAT YOU WILL NEED:



1	<p>Next to the Quick Access Toolbar, click Customize Quick Access Toolbar</p>	
2	<p>Click on More Commands</p>	

3	In the Choose commands from list , select All Commands	 <p>Popular Commands</p> <p>Popular Commands</p> <p>Commands Not in the Ribbon</p> <p>All Commands</p> <p>Macros</p>
4	Scroll down to the Speak command, select it, and then click Add . Click OK .	 <p>Word Options</p> <p>Customize the Quick Access Toolbar.</p> <p>Choose commands from: All Commands</p> <p>Customize Quick Access Toolbar: For all documents (default)</p> <p>Save</p> <p>Undo</p> <p>Redo</p> <p>Speak</p> <p>Add >></p> <p><< Remove</p> <p>Repeat</p> <p>Import/Export</p> <p>OK Cancel</p>

What if I want to know even more?

[For more information on Microsoft Office Add-ins Click HERE](#)

[For more information on ARC-BC Click HERE](#)