Microsoft

A QUICK GUIDE TO WORD NEW FEATURES

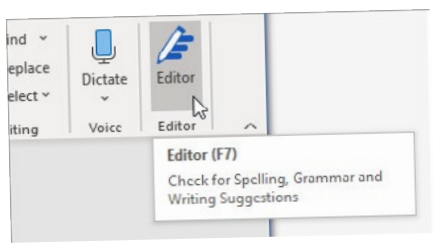
Created by @miss_aird

WHAT ARE THE NEW FEATURES IN WORD?

Microsoft Word helps educators create, edit and share documents with their students. It can help them correct spelling and grammar mistakes in real-time as well as helping make inclusive learning materials by inserting and using visual tools such as diagrams, tables, charts and accessibility features allow all students to interpret learning materials.

EDITOR

Editor underlines the issues it finds. Select the underlined word or phrase to accept or ignore the suggestion.

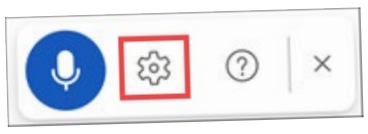


To use Editor, on the Home tab choose Editor.

Choose a suggestion to incorporate it into your document. If you don't like the suggestion, choose Ignore Once.

DICTATE

Dictation lets you use speech-to-text to author content in Microsoft 365 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.



1. Go to **Home > Dictate** while signed into Microsoft 365 on a mic-enabled device.
2. Wait for the Dictate button to turn on and start listening.
3. Start speaking to see text appear on the screen.

TRANSLATE

When you open a document in a language other than your default language or a document you want to convert into another language, Word allows you to do this.

1. Select **Review Tab > Translate > Translate Document**.
2. Select your language to see the translation.
3. Select Translate. A copy of the translated document will be opened in a separate window.

IMMERSIVE READER

Support reading and writing by using Immersive Reader to customize how word documents appear while you read and edit.

1. Open your Word document.
2. Select the **View tab**, then select **Immersive Reader**. Immersive Reader will launch a full screen experience.
3. Choose the Immersive Reader options that work for you from the ribbon.

Page Color can make text easy to scan with less eye strain.

Line Focus removes distractions so that you can move through a document line by line.

Text Spacing increases the spacing between words, characters, and lines.

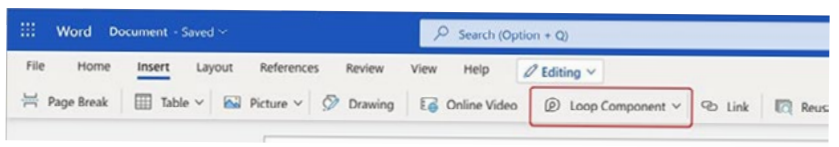


LOOP

While working in a Word document, you can create a Loop component and then post a link to it into Teams or email where others' edits will be immediately seen in your Word document.

1. Go to the location in your Word document where you want to insert the new Loop component.
2. Select Insert, then choose Loop Component

If you @mention someone within a Loop component, they will get an email notification with a link to the Loop component.



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