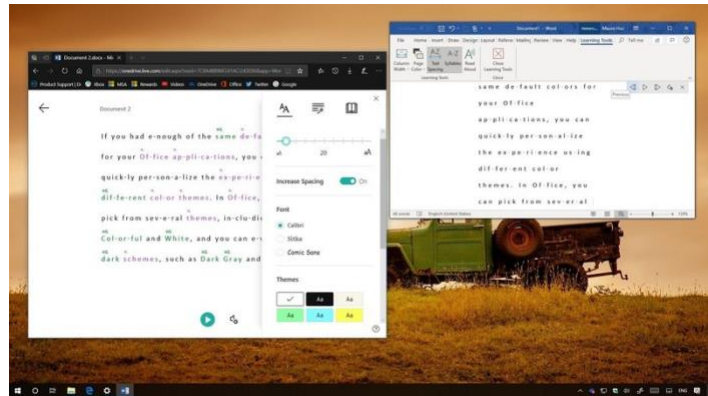


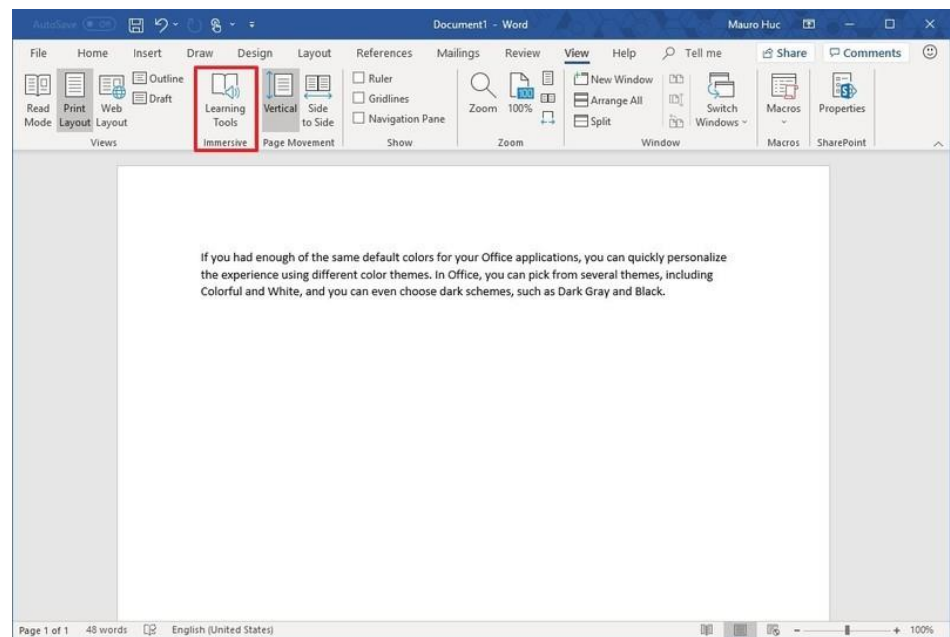
How to use Learning Tools in Microsoft Word

Microsoft Word includes learning tools to improve your reading skills, and here are the steps to get started.



To get started with the [Learning Tools](#) available in Word, use the following steps:

1. Open **Word**
2. Click the **View** tab
3. Click the **Learning Tools (or Immersive Reader)** button



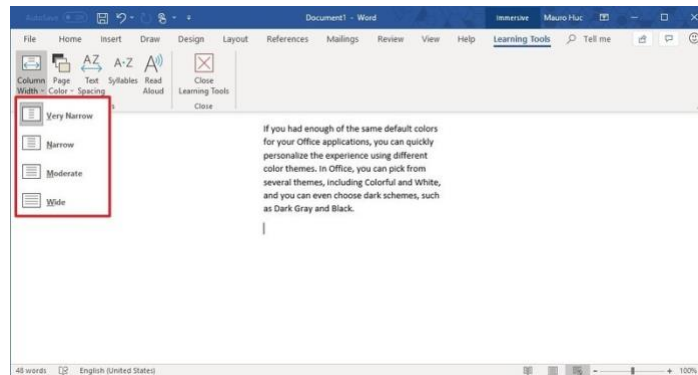
Once you open **Learning Tools/Immersive Reader**, a new tab will appear, with various features to help with reading fluency and comprehension, including "Color Width," "Page Color," "Text Spacing," and "Syllables," and "Read Aloud."

Column Width

Using the **Column Width** option, you can control the width of the text lines which can affect readability as a result of how our eyes see content. (Usually, you don't want to read more than 10 to 15 words per line of text. Otherwise, reading text can quickly become tiring.)

Options available, include:

- Very Narrow
- Narrow
- Moderate
- Wide

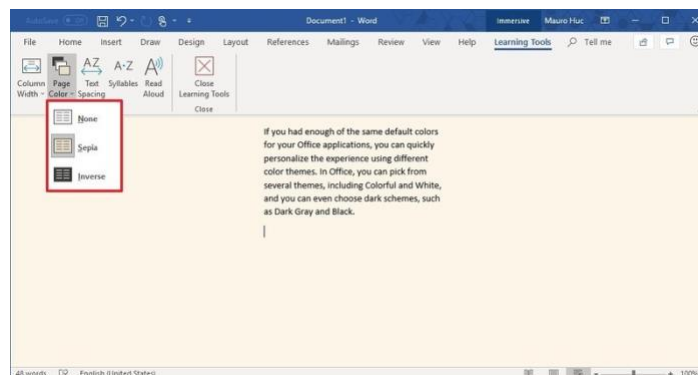


Page Color

The **Page Color** options allow you to change the background color that best suits your eyes, which can help reduce eye strain while reading content.

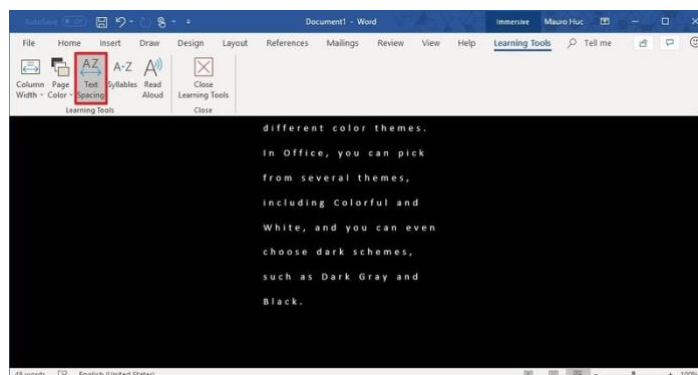
Options available, include:

- None
- Sepia
- Inverse



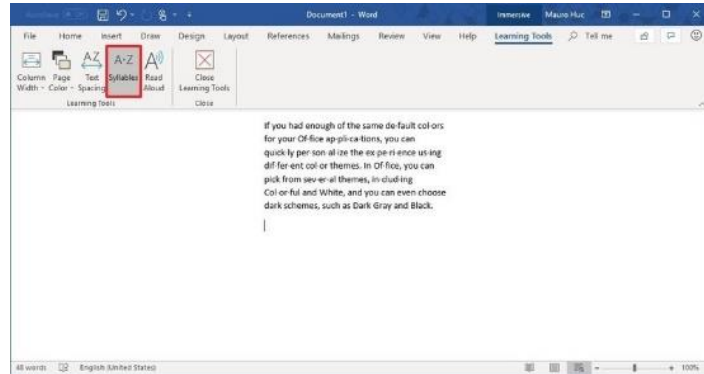
Text spacing

The **Text spacing** option allows to add wider spacing between characters and words to improve reading fluency.



Syllables

Using the **Syllables** option, you can divide words into syllables to help you to better your reading and spelling skills as well as to improve word pronunciation.

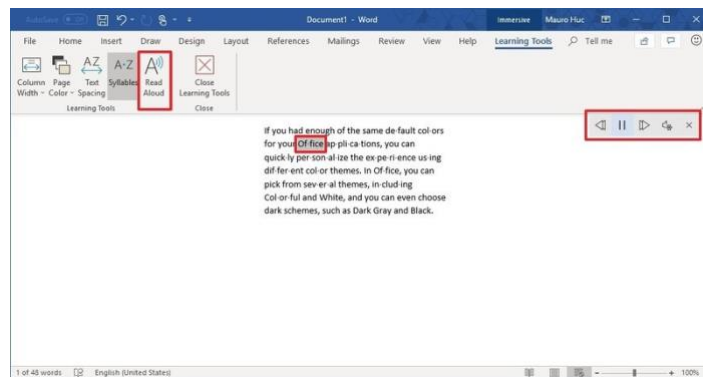


Read Aloud

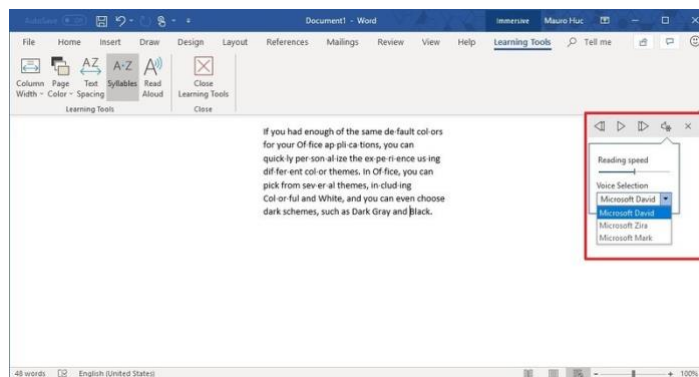
Using the **Read Aloud** option brings up a set of media controls that you can use to hear the text in the document aloud.

To hear text aloud, select the text, and click the **Play** button in the top-right corner.

You can also use the **Previous** and **Next** button to go back to the previous or next paragraph that you selected.



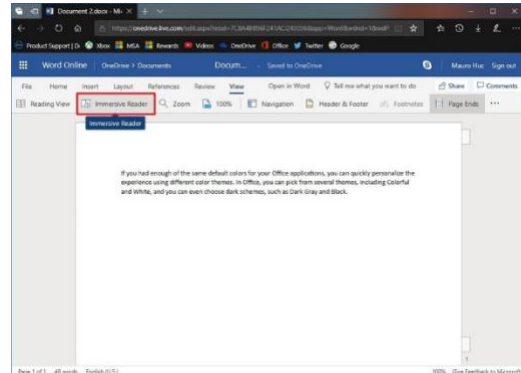
Click the **speaker** button allows you to control the reading speed and the voice selection.



How to use Learning Tools in Word Online

If you use the online version of Microsoft Word, you can also use the tools to improve comprehension and fluency using these steps:

1. Open **Word Online**.
2. Click the **View** tab.
3. Click the **Immersive Reader** button.

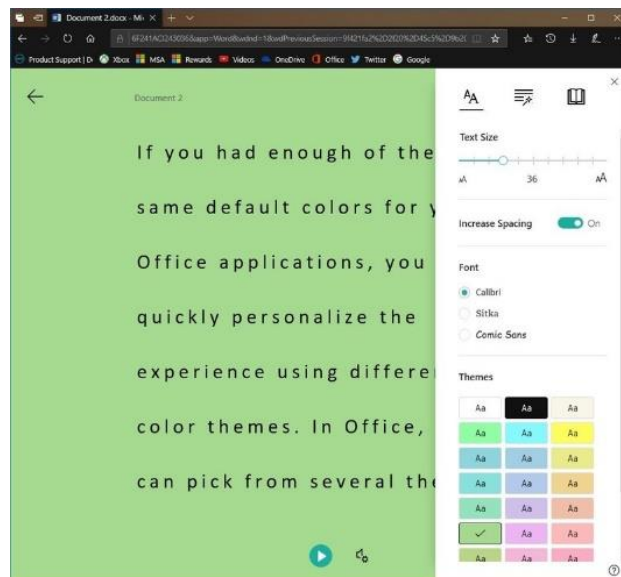


Once in the "Immersive Reader" experience, a full-screen view will open with various learning tools, including "Text Preferences," "Grammar Options," "Reading Preferences," and read aloud.

Text Preferences

Clicking the **Text Preferences** option in the top-right allows you to change several options to help with reading fluency, including the ability to change the font size and family.

In addition, you can add wider spacing between letters and words, and you can even choose from 21 different themes to change the background color, which can help to make it easier to see the letters and reduce eye strain while reading.



Grammar Options

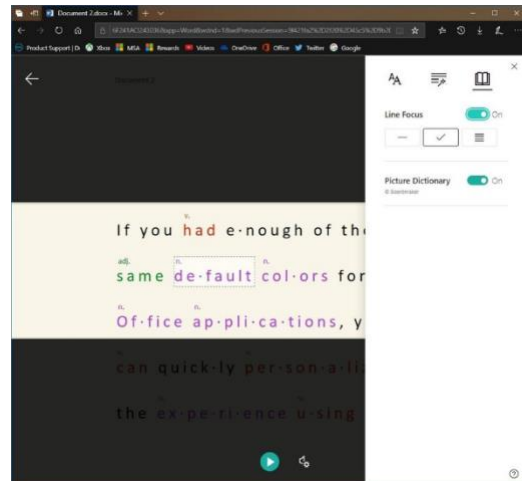
The **Grammar Options**, similar to the Learning Tools for [Microsoft Edge](#), includes features to help with reading comprehension.

Turning on the **Syllables** toggle switch allows you to break words into syllables.

Using the **Parts of speech** option, you can highlight nouns, verbs, adjectives, and adverbs in the Word document.

As you start highlighting parts of the speech, you can use the drop-down menu to select different colors to highlight the words.

In addition, it's also possible to turn on the **Show labels** toggle switch to display a label above the part of the speech that you're highlighting.

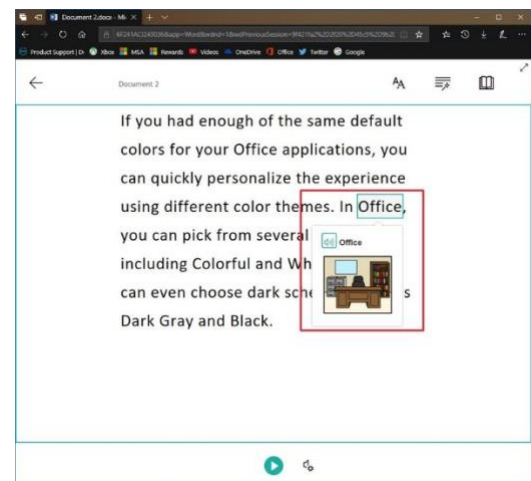


Reading Preferences

Clicking the **Reading Preferences** button allows you to access a few additional features. For example, the **Line focus** option helps you to focus on the document you're reading by highlighting one, three, or five lines of text at a time while dimming the rest of the document.

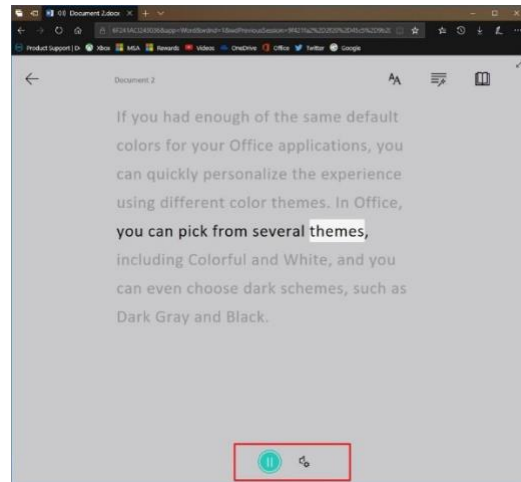
If you enable this feature, you'll need to use the controls that appear on the right side to move up and down within the document.

Finally, there's also an option to enable the built-in **Picture Dictionary**. When you enable this feature, you can click a word to see its definition appear as an image. If an image definition is not available, you can still click the **speaker** button to hear the pronunciation.

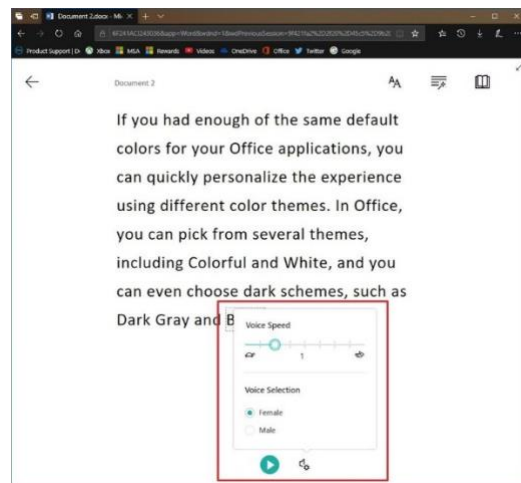


Read Aloud

At the bottom of the Word document, you'll also find the **Play** button, which you can click to use the narrator to hear the entire document or selection aloud.



If you want to change the voice settings, you can click the **speaker** button next to the Play button to access the menu, and change the voice speed and voice selection.



This guide focuses on Microsoft Word, but the Learning Tools are also available for OneNote desktop and OneNote Online, Outlook desktop, Office Lens, and [Microsoft Edge](#) for Windows 10.