

Microsoft Word 365

This documentation will introduce users to some hints and tips in the use of Microsoft Word 365.

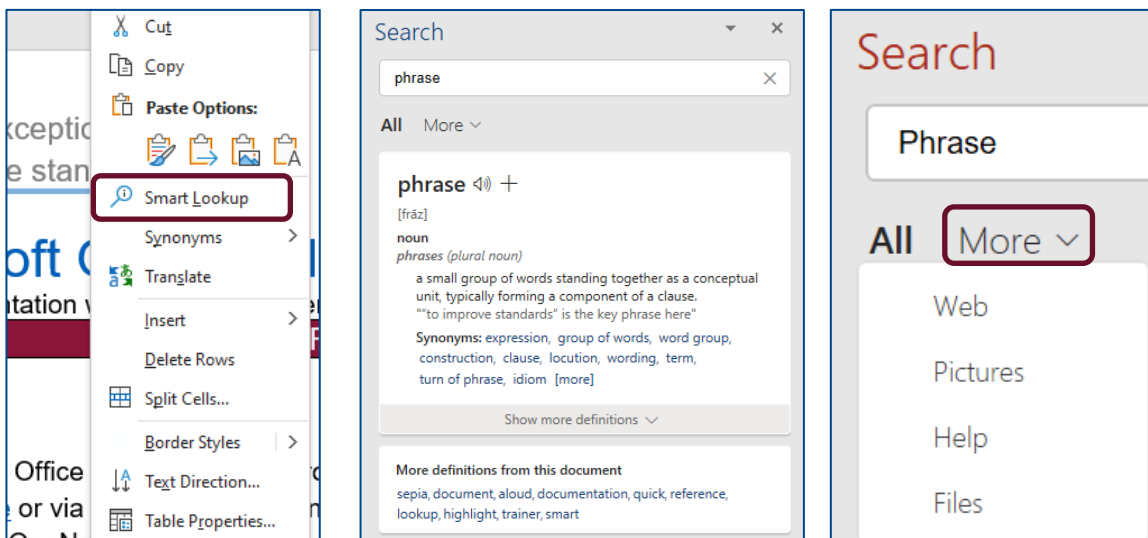
Hints and Tips

Smart Lookup

This function enables words or phrases to be selected and connected to multiple online resources.

- Highlight the word or phrase → [Reference tab](#) → [Smart Lookup](#).

The results pane will appear on the right hand side. Available resources are [Web](#), [Pictures](#), [Help](#) and [Files](#).



Read Mode

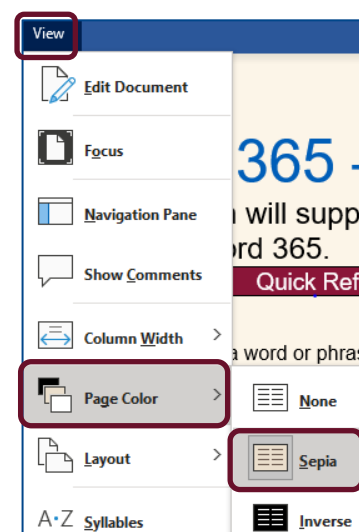
This enables users to read documents more easily and reduces eye strain.

- Select [Read Mode](#) icon from the bottom right of the screen.



- Click [View](#) → [Page Colour](#) → [Sepia](#)

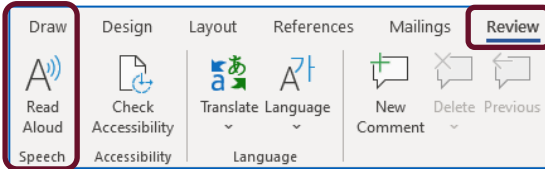
Focus mode enables the screen black



Read Aloud

This function will convert text to speech and enables the document to be read aloud. It is an accessibility feature within Word 365 and is a resource for people with disabilities.

- Click the **Review** tab then select **Read Aloud**.



- Click the **Play** button to start Read Aloud.



To pause **Read Aloud**, select **Pause**.



To skip from one paragraph to another, select **Previous** or **Next**.



To exit **Read Aloud**, select **Stop** (x).



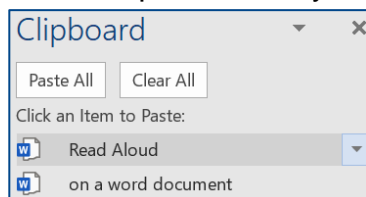
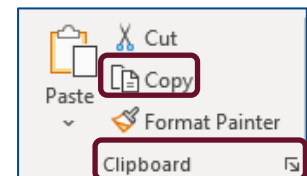
Keyboard shortcuts for Read Aloud

Start or exit	Ctrl+Alt+Space
Pause or play	Ctrl+Space
Speed up reading speed	Alt+Right
Slow down reading speed	Alt+Left
Read the previous paragraph	Ctrl+Right
Read the next paragraph	Ctrl+Left

Clipboard

The **Clipboard** stores text and graphics that are cut or copied from anywhere and they can be pasted into any other Office file.

- From **Home**, click on the launcher in the bottom right corner of the **Clipboard** group.
- Select the text or image select **Copy** from the ribbon this will appear in the Clipboard ready to use again in the document.



Click the **down arrow** next to the item and select **Paste**.

To book training or speak to a trainer, please get in touch via:
training@imerseyside.nhs.uk