

How to use Learning tools in Microsoft Word

Microsoft Word's Learning tool is a feature exclusively for Office 365 subscribers that aims to improve reading comprehension and fluency reading. Here's a basic guide on how to use this tool in Word.

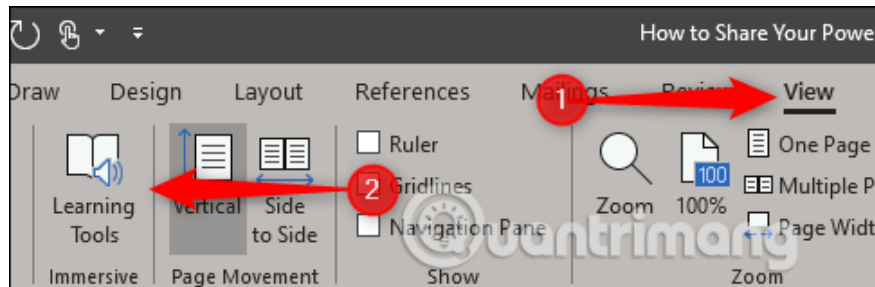
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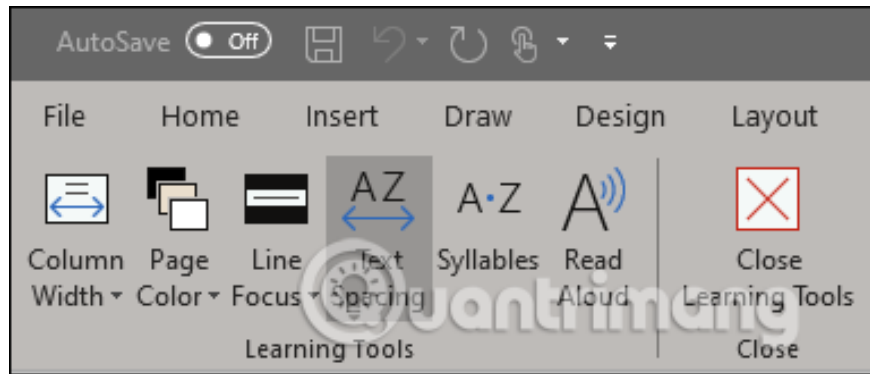
What does Word's Learning tool provide?

The Learning tool provides several educational features aimed at improving reading speed, pronunciation and fluency reading. However, it does not support all languages. Text spacing does not work in languages ??with complex scripts and large reading functions do not support conversion languages. Also the syllable feature does not support some languages. You can access the Office support page to see which languages ??are supported.

To access the Learning tool, open Word, access the **View** tab and select **Learning Tools** .



Now you will be in the new Learning Tools tab with six different options.

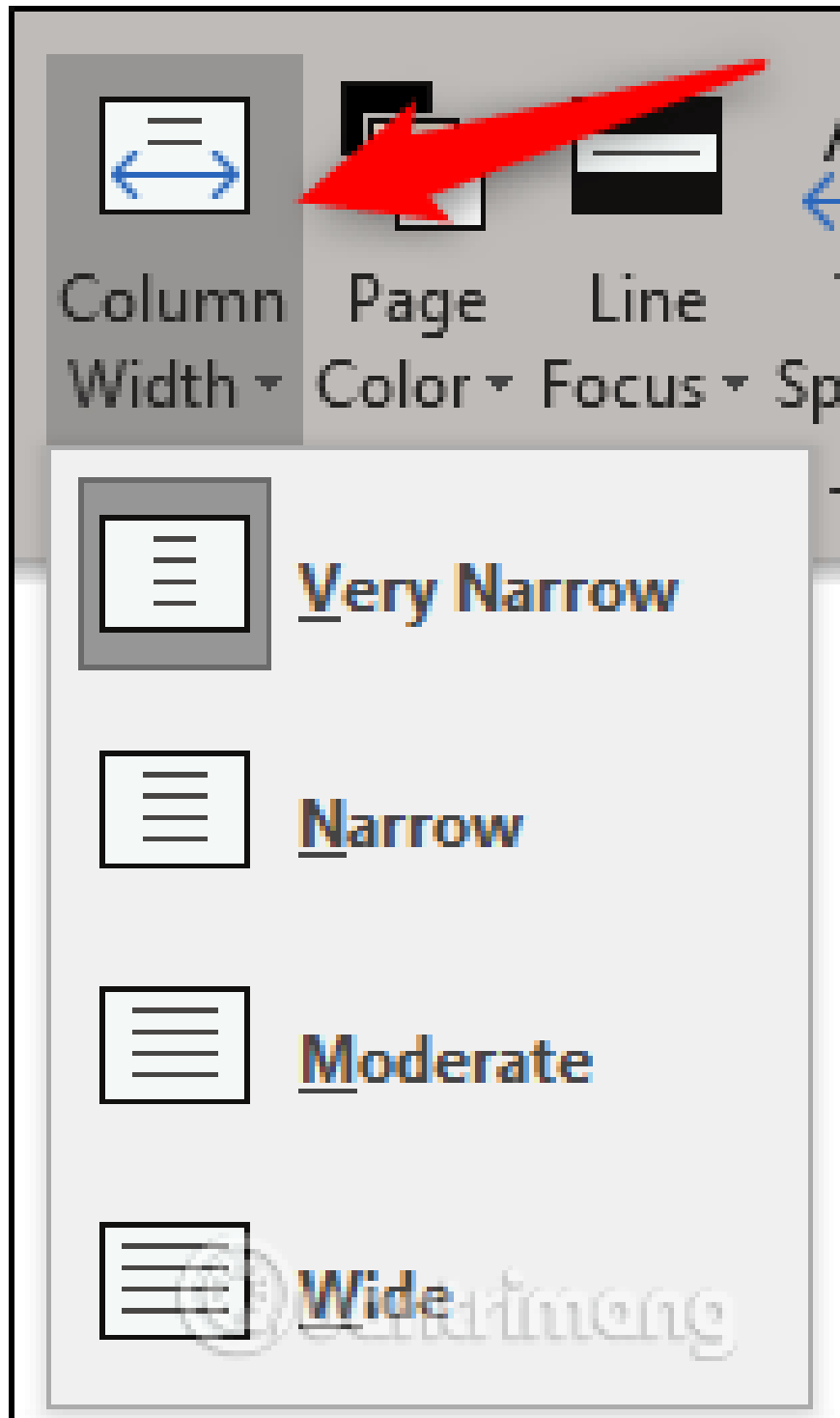


Each option offers useful features in the language learning process. Let's go into the details of each option.

Column Width

Option Column Width adjusts the amount of text that appears on a line. With fewer words, learners will feel less anxious when reading text. As your reading progresses, you can adjust the column width to display more words in each line.

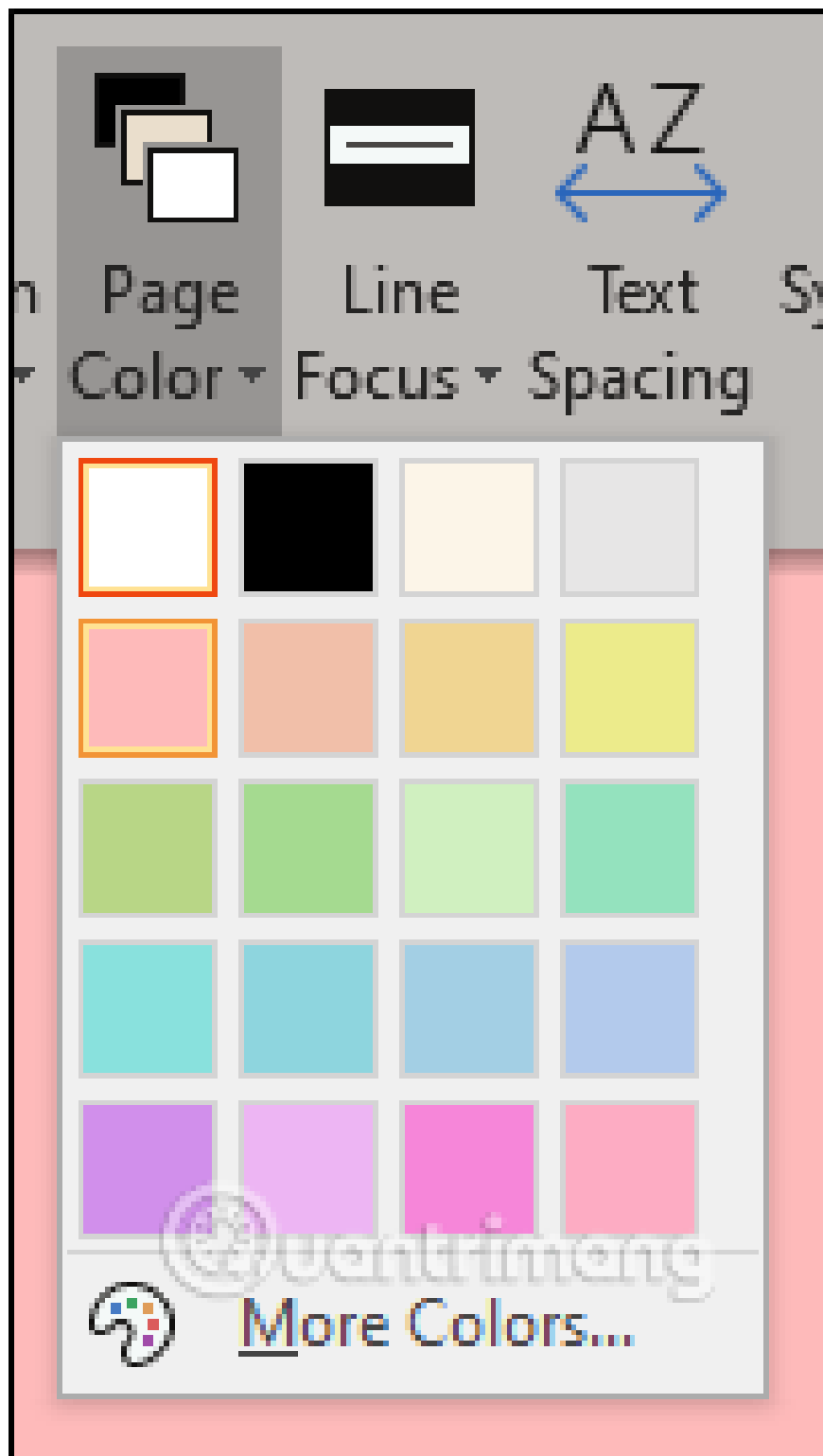
It has 4 levels in Column Width. To access these options, select Column Width and then select the desired width from the drop-down menu.



Page Color

Adjusting the background color is useful to improve the ability to read text. Because it helps reduce eye stress while using reading methods by improving the contrast between text and background.

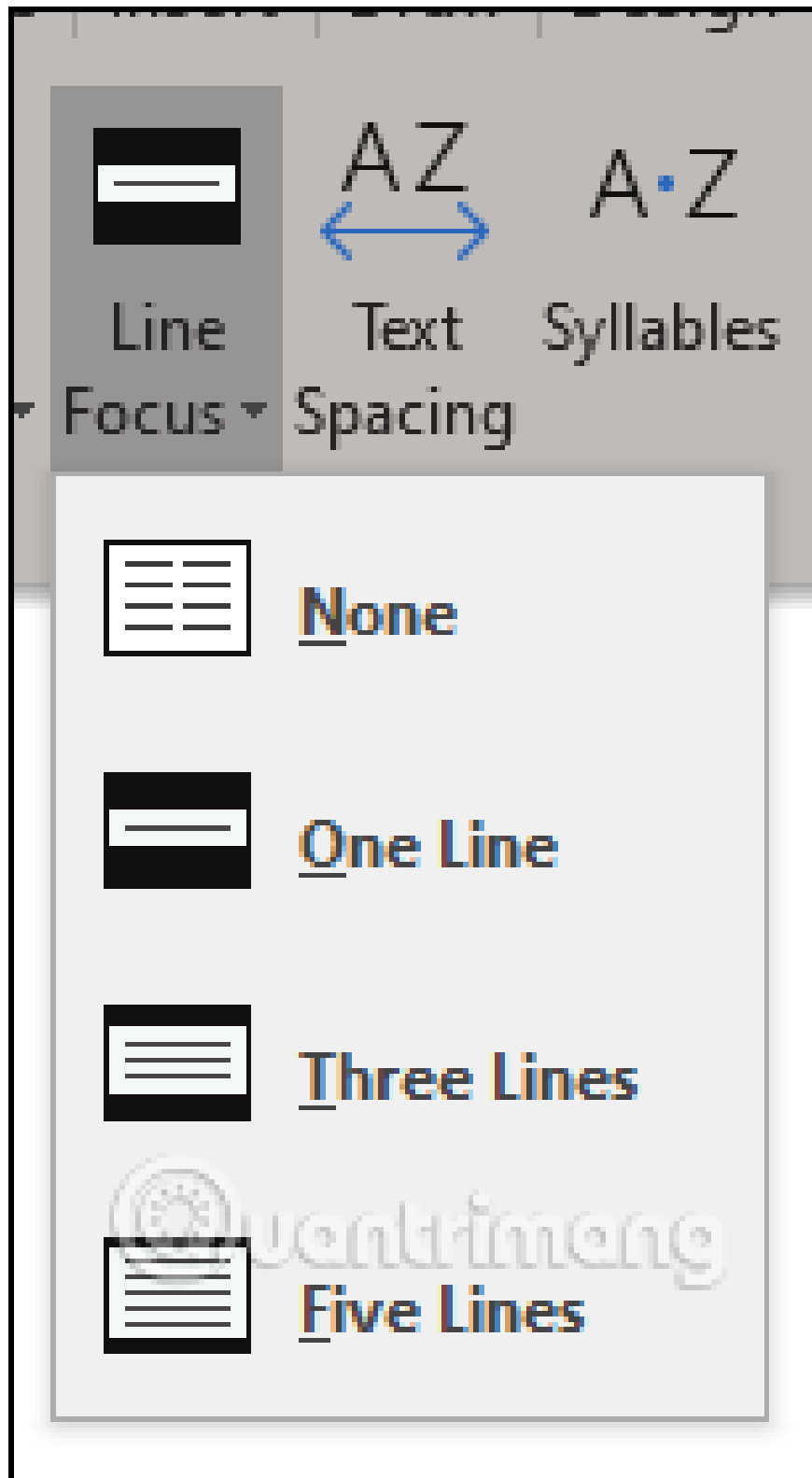
Select the **Page Color** option to bring up a different color display menu.



Hover over the colors to preview.

Line Focus

Line Focus is a feature that helps you focus on one line or multiple lines by highlighting the text. It has three options for users to choose from: **one** , **three** or **five lines** . Select None to stop highlighting the text.



When selecting the option you want to use, you can navigate through the entire document by clicking the up and down arrows to the right of the window.

Text Spacing

Text Spacing adds a lot of space between characters, words and lines to increase readability, helping you read more fluently.

Below is an example of a text that does not yet use Text Spacing.

Sharing Your PowerPoint Presentation

You can save a PowerPoint presentation to the cloud fairly easily. In fact, it can be done in a few simple clicks. For this to work though, you'll need a OneDrive account. If you use Office 365, then you already have one. If not, all you need to do is [create a Microsoft account](#) then sign in to OneDrive. This article will assume you already have a OneDrive account.

And this is the text after using Text Spacing.

You can save a PowerPoint presentation to the cloud fairly easily. In fact, it can be done in a few simple clicks. For this to work though, you'll need a OneDrive account. If you use Office 365, then you already have one. If not,

Syllables

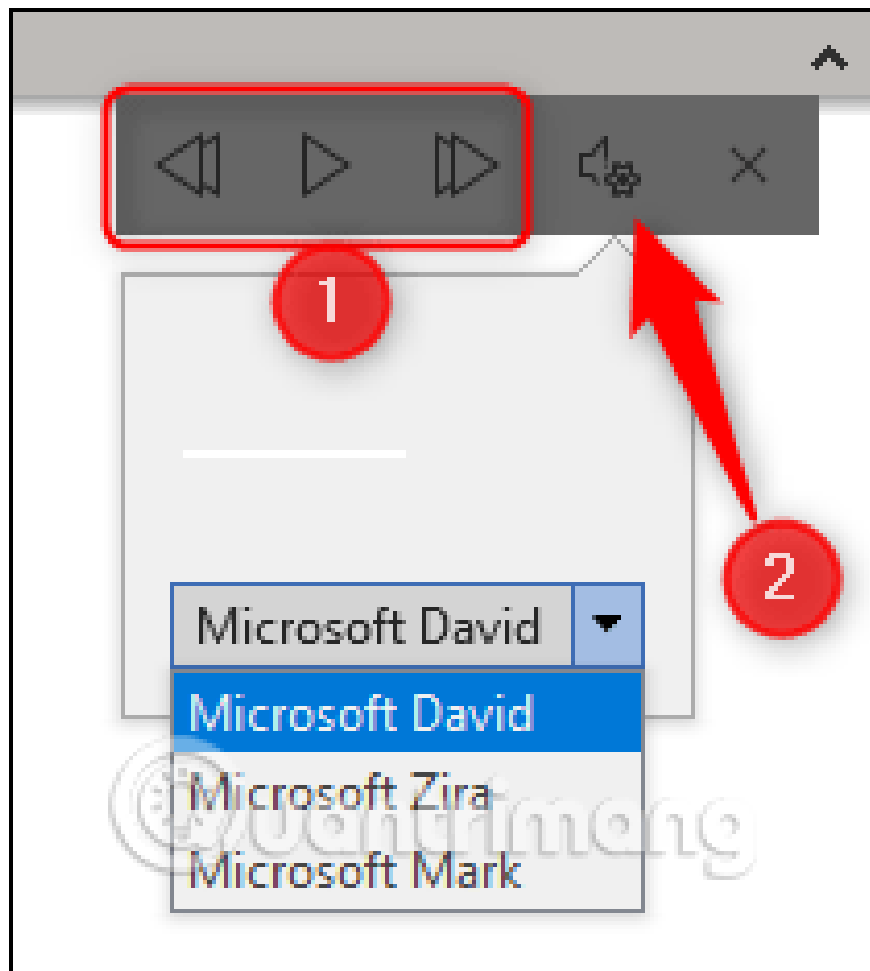
Enable Syllables to set intervals between each syllable of a word. This feature is designed to help readers pronounce more accurately and quickly recognize words.

You can save a Pow·er·Point presen·ta·tion to the cloud fair·ly eas·i·ly. In fact, it can be done in a few sim·ple clicks. For this to

Read Aloud

Read Aloud feature highlights every word when the system reads the content aloud. It will start reading from the cursor position. You can also highlight specific words or phrases to read only that content.

When choosing the **Read Aloud** option, you will see an option bar appear at the top right of the page. Here, you can (1) play, pause the sound and skip between paragraphs or (2) select a different voice.



Microsoft also offers some handy keyboard shortcuts for handling Read Aloud features.

1. **Turn on / exit Read Aloud** : Ctrl + Alt + Space
2. **Pause / Play Read Aloud** : Ctrl + Space
3. **Increase reading speed** : Alt + ?
4. **Reduce speed** : Alt + ?
5. **Read the next paragraph** : Ctrl + ?
6. **Read the previous paragraph** : Ctrl + ?

This is a great tool to help users improve their readability, so make the most of its advantages.

I wish you all success!

You finished reading the article "**How to use Learning tools in Microsoft Word**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.

