**St Stephen’s High School**

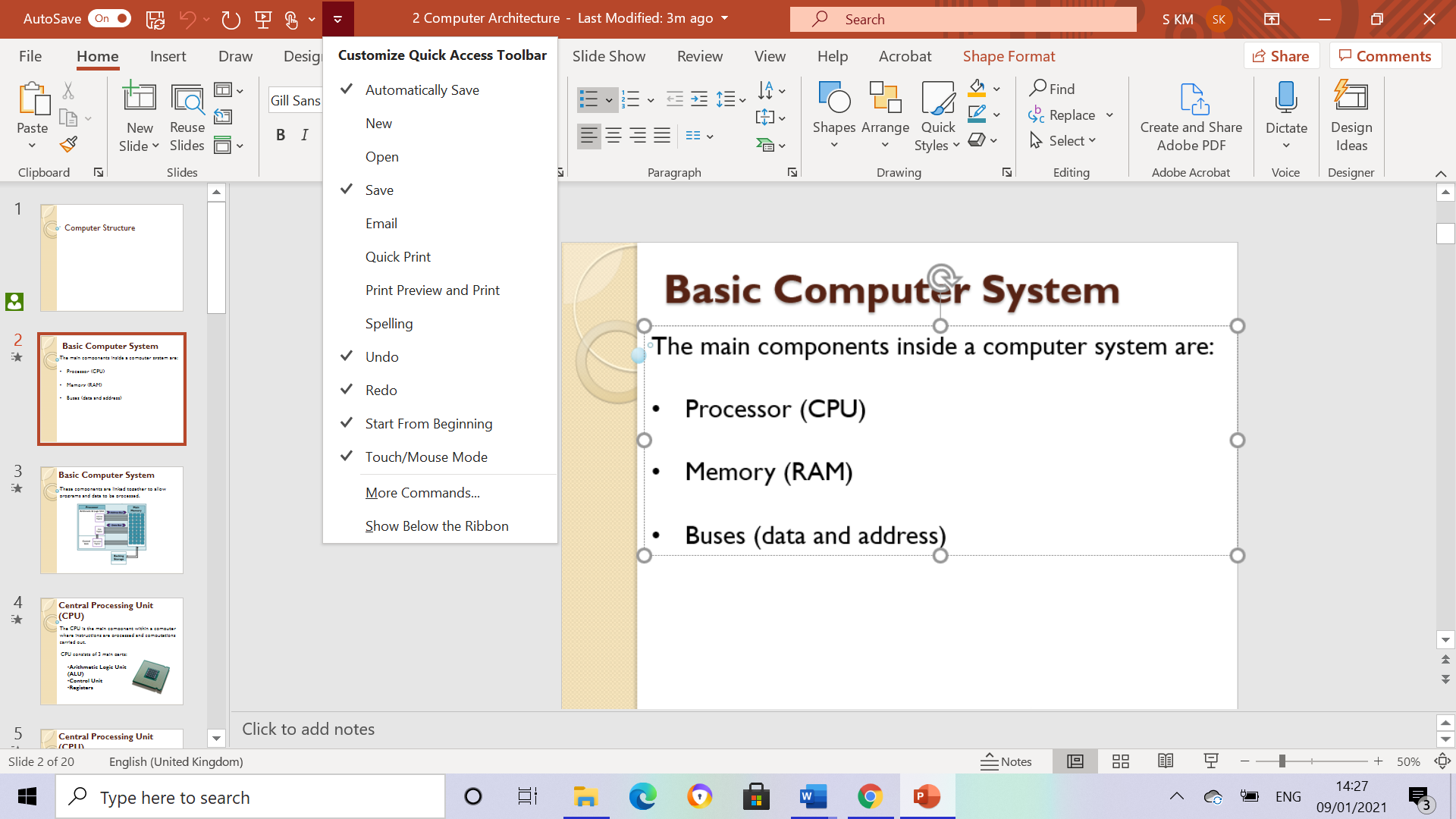


|  |
| --- |
| **Digital and Online Learning**  **Using PowerPoint**  **Text to Speech** |

To hear PowerPoint read text, you will first need to add the **Speak** command to your Quick Access Toolbar:

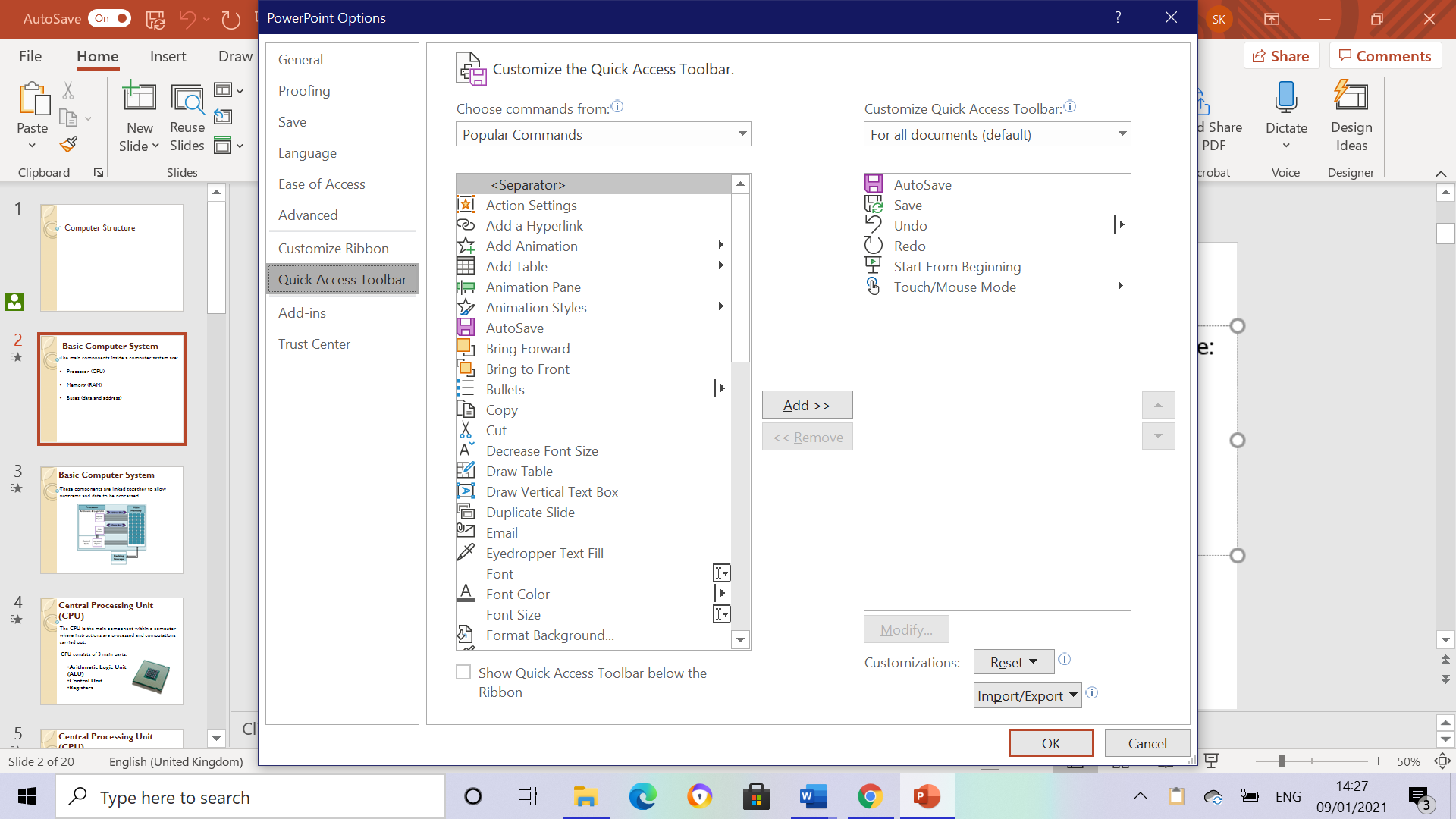
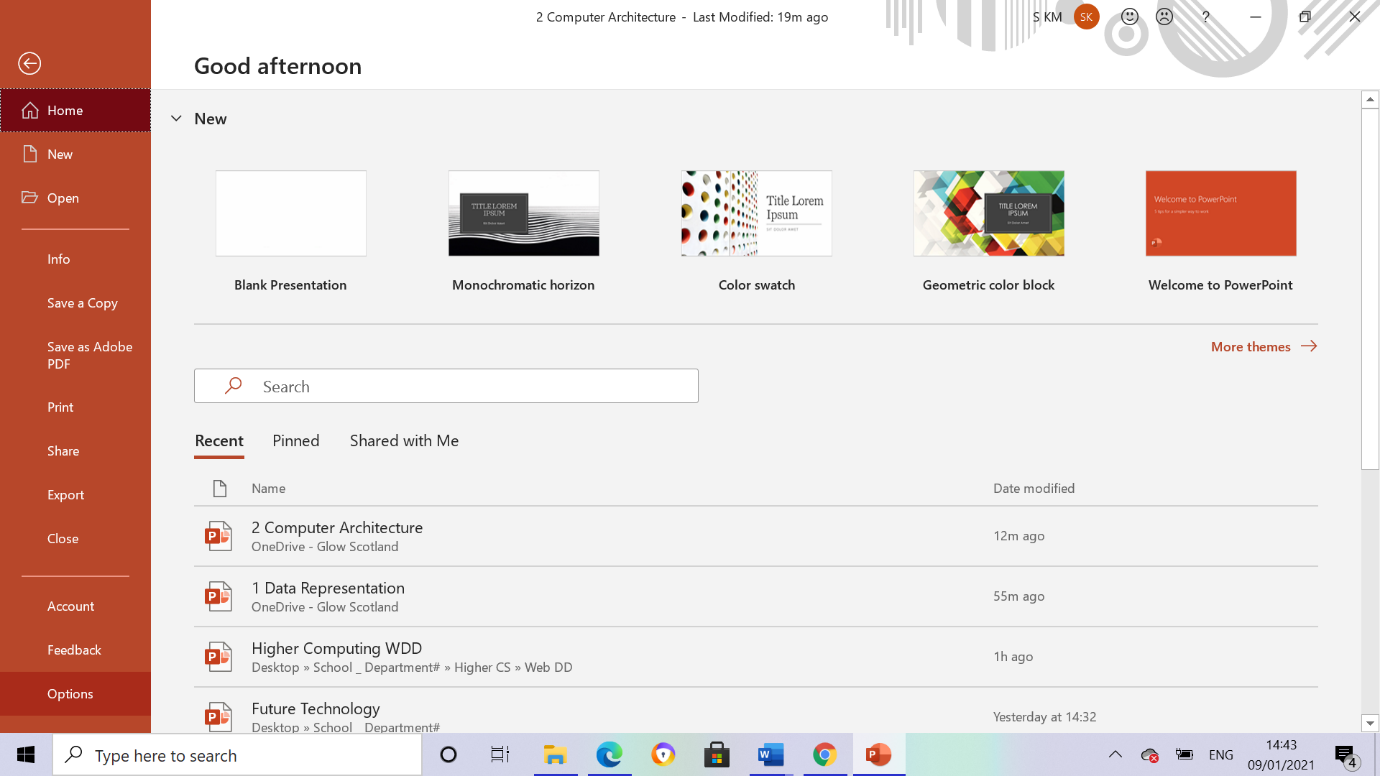
1. Select **Customize Quick Access Toolbar** Customize Quick Access Toolbar iconabove the ribbon and select **More commands**.
2. Under **Choose commands from**, select **All Commands**.
3. Select the **Speak** command, and then select **Add** > **OK**.

The **Speak** icon Speak command iconwill appear on the Quick Access Toolbar.

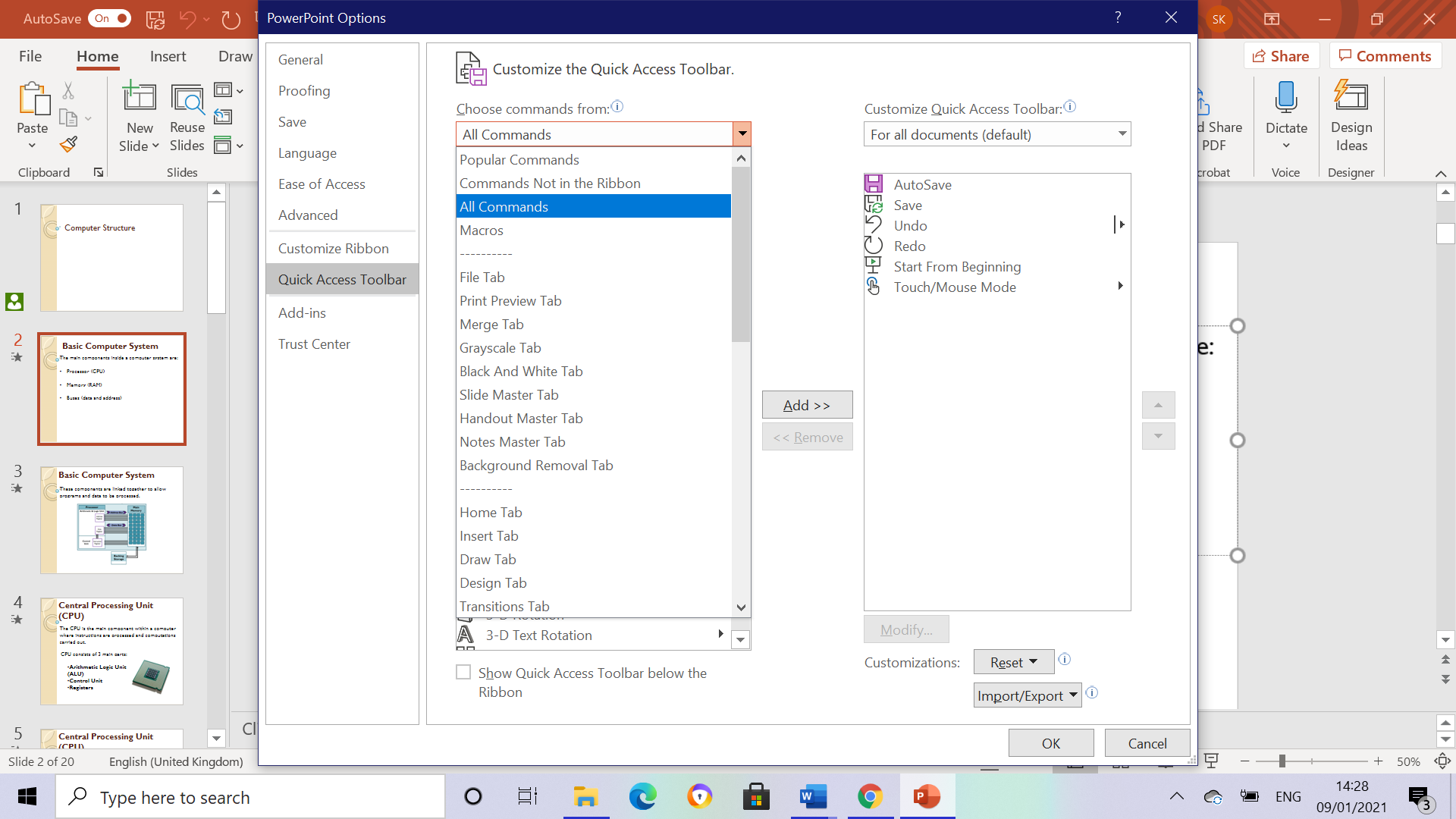
1. Select the text you want to hear and select **Speak** Speak command iconon the

**Quick Access Toolbar**

Click File/Options/Quick Access Toolbar

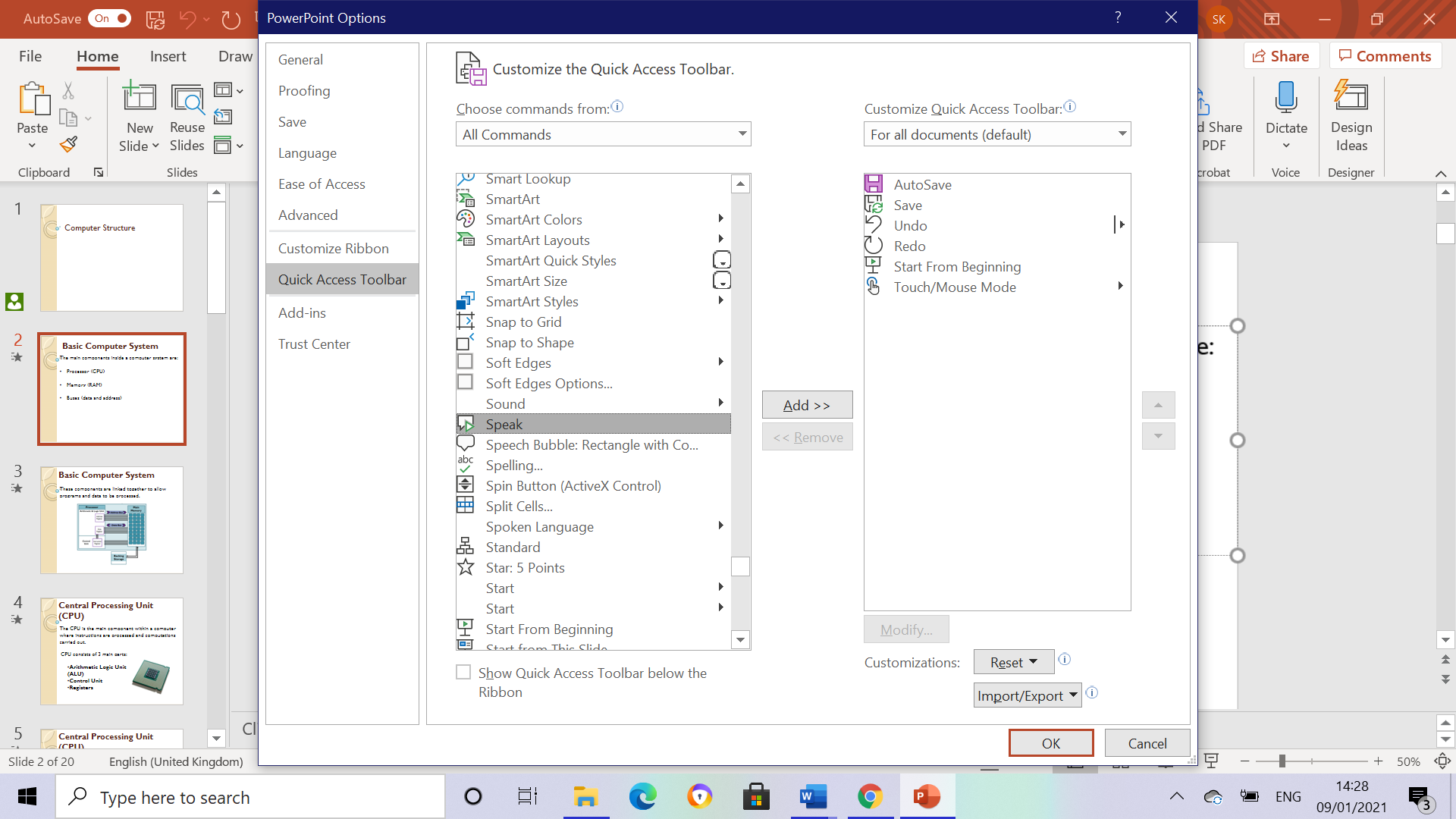


Under Choose Commands Select All Commands



Select Speak

Click Add then OK



Speech option is now available on the toolbar

