 **Student Checklist**

**Thing: 4. Q6 Sweet Tools with Word for Microsoft Office 365**

**Name:**

**Date:**

**Teacher name:**

***To make a copy for yourself:***

* ***Google users need to be logged into their email account and go to File>Make a Copy.***
* ***Microsoft Users can use File>Download to a Word Document.***

**As you go through the Quest, you will need to check off each step as you complete it. You will be able to:**

* Find and use the speech to text tool.
* Use text to speech to read your work back to you.
* Use text to speech to translate text.
* Locate and use the online dictionary.

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| **Check off** | **Description** |
|  | Read the introduction and I Can Statements. Reviewed the key vocabulary and practiced with the Vocabulary Game. |
|  | Read the STEPS of Sweet tools available in Microsoft Immersive Reader. |

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| --- | --- | --- | --- | --- |
| **Check off** | **Microsoft Word 365**  **ONLINE** | **Microsoft Word 365**  **DESKTOP APP** | **Google Chrome Browser** |  |
|  | Expanded the ***Microsoft Word 365 Online with Immersive Reader & Speech-to-Text*** box and watched the Immersive Reader Video. | Expanded the ***Microsoft Word 365 Online with Immersive Reader & Speech-to-Text*** box and watched the Immersive Reader Video. | Expanded the ***Chrome Extension with Immersive Reader*** box and watched the Google Chrome Browser Video. I checked with the teacher about adding the Read&Write Extension to Chrome (if needed). |  |
|  | ***Do as many of the steps below using your Online Word, Desktop App Word, or Google Chrome document with Immersive Reader.***  ***Each version has some slight differences.*** | | |  |
|  | Make sure Immersive Reader is available in Word or using the Chrome Browser on a Chromebook for the following steps. | | |  |
|  | Open your Poem document and highlight a selection of the poem. | | |  |
|  | Change the color of the background behind the text. | | |  |
|  | Change text size and font. | | |  |
|  | Change spacing between words. | | |  |
|  | Try a different voice speed and select a male or female voice. | | |  |
|  | Had the text read to me with and without words highlighted. | | |  |
|  | Troy the syllable options. | | |  |
|  | Select a line focus. | | |  |
|  | Click on a word and see a picture of the word (not all the words will have pictures, so try a few). | | |  |
|  | Translat your document into another language. | | |  |
|  | * Opened **Microsoft Word 365 Online OR DesktopApp with Immersive Reader & Speech-to-Text** box. * I viewed both videos, pausing as I followed along. * I put my cursor below the poem and clicked on the “***dictate mic icon”*** on the ***home menu*** and started speaking, making sure I selected “OK” to enable my microphone if prompted. * I then clicked on the “***dictate mic icon”*** to turn it off when done. * OR Opened ***Chrome with Speech-to-Text for Chrome*** box**:** I watched both videos as I followed along. I put my cursor below the poem and went to “***Tools”*** *and* clicked on the **“*Voice typing.”*** I then clicked on the mic icon and started speaking. | | |  |
|  | Checked with the teacher about sharing one of the Immersive Reader features and/ or showed off one or more of these features with a friend, sibling, family member, or the class. I also showed off using the Speech-to-Text feature. | | |  |
|  | Checked this Quest off on my 21t4s roadmap. | | |  |