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| **4. Suite Tools QM6 Sweet Tools with Word fo** **Microsoft Office 365**  |
| [***Thing 4 Suite Tools***](https://www.remc.org/21Things4Students/21/4-suite-tools/) | [***QM6 Sweet Tools***](https://www.remc.org/21Things4Students/21/4-suite-tools/microsoft-word-online/qm6-sweet-tools-with-microsoft-word/)  |
| **Overview of this thing:** Life is sweet! It is especially sweet when you have all of the suite tools right at your fingertips to complete a project thus making you more productive! Learn to use word processing tools (Google docs or Microsoft Word). Students will learn to use formatting tools, use shortcuts, do file management, add and edit graphics, share their files, use tables, headers, and footers, and much much more.**This Quest:** In this Quest, you will learn about some “SWEET” TOOLS to help you when using your Microsoft 365 Suite Tools. These tools will help you be more productive in your word processing. [***Learning Objectives***](https://docs.google.com/presentation/d/1feMj1g8fqIRoI0wG851_a17hw_cjIQ6ez63Smt0Auss/edit?usp=sharing)***:***1. understand how to use a word processing application [Empowered Learner]
2. know how to use advanced word processing features [Creative Communicator]
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| **Quizlet and link to pre-check:** [*Quizlet-Headers/Footers Quiz*](https://quizlet.com/521201522/match/)**Vocabulary:*** **Text to Speech (TTS):** is a type of assistive technology that reads digital text aloud. It's sometimes called “read aloud” technology. With a click of a button or the touch of a finger, TTS can take words on a computer or other digital device and convert them into audio.
* **Speech-to-text (STT)**: the process of converting speech input into digital text, based on speech recognition.
* **Translate**: To translate means to turn text into one's own language or another language.
* **Online Dictionaries**: are dictionaries that are available on the Internet or World Wide Web and accessed through a Web browser using a computer or a mobile device, primarily by typing a query term into a search box on the site.
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| **Pre-Planning**Decide if students will be sharing the file with you, printing the final document, and/or posting it to their Digital Portfolio, blog, or other location online for evaluation.  |
| ***Tools/Apps/Videos to be pre-checked for access by the student****:* All of the videos are embedded on the page and are linked to from the REMC Mistreamnet/eduvision server.**Websites/Apps*** [GCF Learn Free.org Word](https://edu.gcfglobal.org/en/word/) tutorials
* [Microsoft Word Help and Learning Support Center](https://support.office.com/en-us/word)

**21things4students videos*** [Microsoft Word 365 Online with Immersive Reader](https://eduvision.tv/l?eRLAggm)
* [Speech-to-Text](https://eduvision.tv/l?yyeDDR)
* [Microsoft Word App with Immersive Reader and Speech-to-Text](https://eduvision.tv/l?yyeDRy)
* [Immersive Reader Extension with Chrome](https://eduvision.tv/l?yLyORg)

**21t4s Documents & Quizzes*** [Vocabulary Quizlet](https://quizlet.com/521201522/match/)
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| **Student Checklists are located on the** [**QM6 web page**](https://www.remc.org/21Things4Students/21/4-suite-tools/microsoft-word-online/qm6-sweet-tools-with-microsoft-word/) |