Some helpful tools to use in 365.

1. Immersive reader – Click the word Immersive reader and it will read the document to you.
2. Edit document – Allows you to write in the document.
3. Dictate – While in edit mode if you click the word dictate it will type what you say. Click it again and it will stop. You can edit while you are talking. It will stop if you are not using it for a short period of time.
4. Tell me what you want to do – Type over this, what you want to do and it will help you do whatever action you are unsure of.
5. To turn in a document – Type on document “close” then “turn in”