**Accessible General Use Technologies for Faculty**

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1. *Dictate your documents in Word - Microsoft Support*. (2024).

[https://support.microsoft.com/en-gb/office/dictate-your-documents-in-word-3876e05f-3fcc-418f](https://support.microsoft.com/en-gb/office/dictate-your-documents-in-word-3876e05f-3fcc-418f-b8ab-db7ce0d11d3c#Tab=Windows)

[b8ab-db7ce0d11d3c#Tab=Windows](https://support.microsoft.com/en-gb/office/dictate-your-documents-in-word-3876e05f-3fcc-418f-b8ab-db7ce0d11d3c#Tab=Windows)

Microsoft Support offers an explanation for using dictation in your Word documents in Windows and Mac for Microsoft 365 subscribers. Dictation lets you use speech-to-text to author content in Microsoft 365 with a microphone and dependable internet connection. It's a fast and easy way to get your thoughts out, create drafts and capture notes. This resource offers the steps to use the Dictate tool and what to do if you can’t find the Dictate button. In addition, you can speak commands to add punctuation, navigate around the page, and enter special characters. Also available, are the available languages for Dictate and Troubleshooting tips.

2. *Make your PowerPoint presentations accessible to people with disabilities - Microsoft Support*. (2024). <https://support.microsoft.com/en-us/office/make-your-powerpoint-presentations-accessible-to-people-with-disabilities-6f7772b2-2f33-4bd2-8ca7-dae3b2b3ef25#:~:text=To%20manually%20launch%20the%20Accessibility,accessibility%20with%20the%20Accessibility%20Checker>

Microsoft Support offers step-by-step instructions and best practices for making your PowerPoint presentations accessible and making your content open to everyone, including people with disabilities. (For use in Windows, Mac, Office for iOs, Office for Android and the Web.) You can learn how to work with the Accessibility Checker feature to reduce accessibility issues in your presentation, how to add alt texts to images so that people using screen readers can listen to what an image is about. Additionally, this resource includes explanations on how to create accessible hyperlink text, use accessible font format and color, use captions, subtitles and alternative audio track in videos, save your presentation in a different format and test accessibility with a screen reader.

3.. *Make your Excel documents accessible to people with disabilities - Microsoft Support*. (2024). <https://support.microsoft.com/en-us/office/make-your-excel-documents-accessible-to-people-with-disabilities-6cc05fc5-1314-48b5-8eb3-683e49b3e593>

Microsoft Support offers tips for making our Excel spreadsheets accessible. Learn what to fix, why to fix it and how to fix it. A key topic is creating accessible tables which includes proper table structure with clear headers that is crucial for screen readers to navigate the data effectively. Avoid merged cells or nested tables for better accessibility. This resource also includes support on how to: u[se an accessible templat](https://support.microsoft.com/en-us/office/accessibility-best-practices-with-excel-spreadsheets-6cc05fc5-1314-48b5-8eb3-683e49b3e593#usetemplate_win)e, a[dd text to cell A1](https://support.microsoft.com/en-us/office/accessibility-best-practices-with-excel-spreadsheets-6cc05fc5-1314-48b5-8eb3-683e49b3e593#addtexttoa1_win), a[dd alt text to visuals](https://support.microsoft.com/en-us/office/accessibility-best-practices-with-excel-spreadsheets-6cc05fc5-1314-48b5-8eb3-683e49b3e593#bkmk_altvisuals_win), a[dd accessible hyperlink text and screen tips](https://support.microsoft.com/en-us/office/accessibility-best-practices-with-excel-spreadsheets-6cc05fc5-1314-48b5-8eb3-683e49b3e593#bkmk_links_and_screentips_win), u[se accessible font format and color](https://support.microsoft.com/en-us/office/accessibility-best-practices-with-excel-spreadsheets-6cc05fc5-1314-48b5-8eb3-683e49b3e593#bkmk_fontformatandcolor_win), c[reate accessible chart](https://support.microsoft.com/en-us/office/accessibility-best-practices-with-excel-spreadsheets-6cc05fc5-1314-48b5-8eb3-683e49b3e593#createaccessiblecharts_win)s, n[ame cells and ranges](https://support.microsoft.com/en-us/office/accessibility-best-practices-with-excel-spreadsheets-6cc05fc5-1314-48b5-8eb3-683e49b3e593#namecells_win), and t[est the accessibility of your worksheets](https://support.microsoft.com/en-us/office/accessibility-best-practices-with-excel-spreadsheets-6cc05fc5-1314-48b5-8eb3-683e49b3e593#testa11y_win).

4.. *Use live captions in Microsoft Teams meetings - Microsoft Support*. (2024). <https://support.microsoft.com/en-us/office/use-live-captions-in-microsoft-teams-meetings-4be2d304-f675-4b57-8347-cbd000a21260>

Microsoft Teams offers live captions to enhance accessibility during meetings. Here's a breakdown of the steps outlined by Microsoft Support: Live Captions in Teams: This feature allows you to see captions for the spoken words during a meeting. Live Caption Settings: You can turn captions on or off directly from the meeting controls. Set Up Live Translated Captions (Requires Teams Premium): This additional feature translates the captions into a different language in real-time. You'll need to check with your IT admin to see if your Teams license includes this option. Use Live Translated Captions: Once enabled, you can choose the spoken language and the language you want the captions translated to.Customize Captions: You can also adjust settings for the displayed language of the captions themselves. These features can be incredibly helpful for those who are deaf or hard of hearing, as well as anyone who might benefit from seeing the conversation displayed as text.

5. *Share files from Google Drive - Computer - Google Drive Help*. (2024). <https://support.google.com/drive/answer/2494822?co=GENIE.Platform%3DDesktop&hl=en>

Google Drive Help offers support for sharing files and folders you store in Google Drive with anyone. You can set up who and how people can access your files and folders and with what permissions (Viewer, Commenter or Editor). Step-by-step instructions are offered to: find the file you want to share, who to share with and how they can use your file. Troubleshooting tips are also included.

6. *Find what's changed in a file - Google Docs Editors Help*. (2024).

<https://support.google.com/docs/answer/190843?hl=en&co=GENIE.Platform%3DDesktop&sjid=12226127997986571964-NC>

Google Docs Editors Help offers handy instructions to quickly check the last edit on a Google Doc, Sheet, or Slide! A step-by-step breakdown is given to: view, restore or copy an earlier version, create a named version, and see who made changes. It’s important to keep in mind To browse earlier versions of a file, you need permission to edit that file.

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