This note explains how to use the ‘Read Aloud’ option in Microsoft Word. It also explains how to change page background colours, text sizes and text colours.

# Read Aloud

Click on ‘Review’



Click on ‘Read Aloud’.

A picture containing text

Description automatically generated

This will read text out loud and highlight each word as it is read.

You can pause, go back, and go forward by clicking on the icons in the top tight hand corner.



You can choose the reading voice and reading speed by clicking on the settings icon.



# Change the page colour

Click on ‘Design’:

A picture showing the menu bar from Microsoft Word. The word 'Design' is highlighted. 

Click on the ‘Page color’ button. You can use one of the colours in the list.

A picture showing part of the Design menu in Microsoft Word. 

The page colour button has been pressed, and a list of colour options are shown. 

If you have a specific colour you like to use, click on ‘More Colors…’ to see a bigger set of colours

A picture showing a close up of two menu options from Microsoft Word. 

The options are More colours and Fill effects.

You can pick one of the colours from the basic set.

A picture showing the Microsoft Word colour picker. 

There are lots of different colours at the top. At the bottom, there are different colours of grey.

Click on ‘Custom’ to make your own colour. If you know the HEX code for the colour you like to use, you can add this here.

A picture showing the Microsoft Word colour picker. 

It shows all the colours that Microsoft Word can use.

# Change the text size

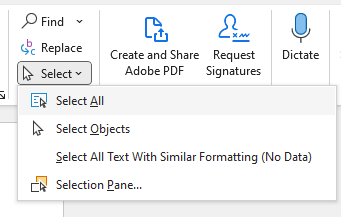
Click on ‘Home’

A picture showing the menu bar from Microsoft Word. The word 'Home' is highlighted. 

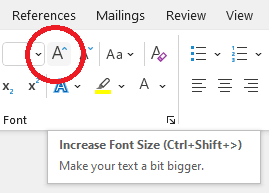
Click on ‘Select’.



This will show you a list with four options, click on ‘Select all’. This will highlight all the text in the document.



You can make the text size bigger using the button with a capital A and an up pointing arrow.



# Change the text colour

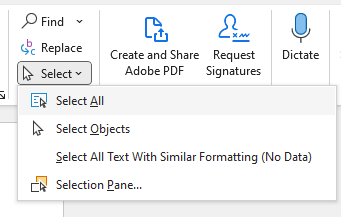
Click on ‘Home’

A picture showing the menu bar from Microsoft Word. The word 'Home' is highlighted. 

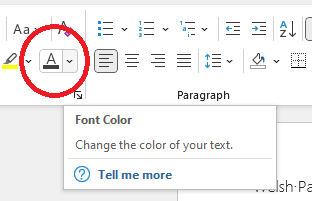
Click on ‘Select’.



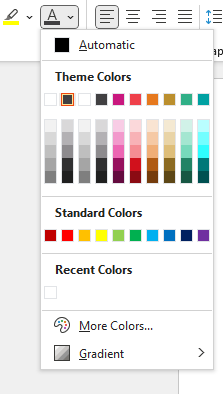
This will show you a list with four options, click on ‘Select all’. This will highlight all the text in the document.



You can change the text colour by clicking on the A with a colour line under it.



You can use one of the colours in the list.



If you have a specific colour you like to use, click on ‘More Colors…’ to see a bigger set of colours

A picture showing a close up of More colours button from the text colour menu in Microsoft Word. 

You can pick one of the colours from the basic set.

A picture showing the Microsoft Word colour picker. 

There are lots of different colours at the top. At the bottom, there are different colours of grey.

Click on ‘Custom’ to make your own colour. If you know the HEX code for the colour you like to use, you can add this here.

A picture showing the Microsoft Word colour picker. 

It shows all the colours that Microsoft Word can use.