

soluzione42 - Course Contents: Accessibility

Windows and Office 365 accessibility

Do you want to enable your users to work accessibly in the digital workplace?

Microsoft offers a variety of options to help people with various disabilities use its products. The focus is on vision, hearing, motor skills, and epilepsy.

soluzione42 offers a course created specially to introduce users to the most important functions in these areas. This includes supporting functions in Windows and specific instructions for working accessibly in Office and how to create accessible documents.

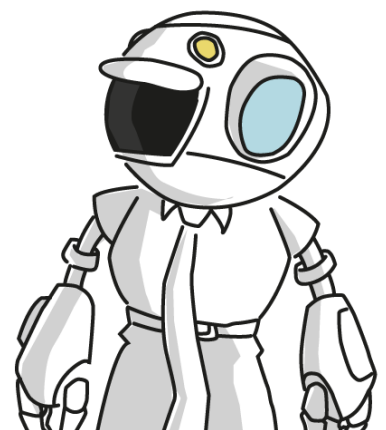
Some features—such as the immersive reader or the on-screen keyboard—can be useful for all people, regardless of ability.

Interested? If you have any questions or requests, please contact us directly at:

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services@soluzione.de




Accessibility in Windows and Office 365

Course subject area Most searched



— **Ease of Access Settings**



— **Vision**

-  Using the Screen Magnifier ▶ ▶▶ | 🔗
-  Increase Contrast ▶ ▶▶ | 🔗
-  Improve Visibility of the Text Cursor ▶ ▶▶ | 🔗
-  Using the Narrator ▶ ▶▶ | 🔗


— **Hearing**

-  Setting the Device Volume and Mono Audio ▶ ▶▶ | 🔗
-  Visual Alerts for Audio Notifications ▶ ▶▶ | 🔗
-  Format Closed Captions ▶ ▶▶ | 🔗



— **Interaction**

-  Activate Sticky Keys ▶ ▶▶ | 🔗
-  Activate Filter Keys ▶ ▶▶ | 🔗
-  Use the On-Screen Keyboard ▶ ▶▶ | 🔗
-  Control the Mouse with the Keypad ▶ ▶▶ | 🔗

— **Epilepsy**

-  Disable Animations ▶ ▶▶ | 🔗

— **Create an Accessible Document**

-  Optimizing a Presentation for a Screen Reader ▶ ▶▶ | 🔗
-  Respond to Accessibility Requests/ Make Your Email Accessible ▶ ▶▶ | 🔗

— **Accessibility Functions in Office**

-  Request Accessible Emails ▶ ▶▶ | 🔗
-  Have Messages Read Aloud ▶ ▶▶ | 🔗
-  The Dictate Function ▶ ▶▶ | 🔗
-  Immersive Reader (Learning Tools including Read Aloud for dyslexia) ▶ ▶▶ | 🔗