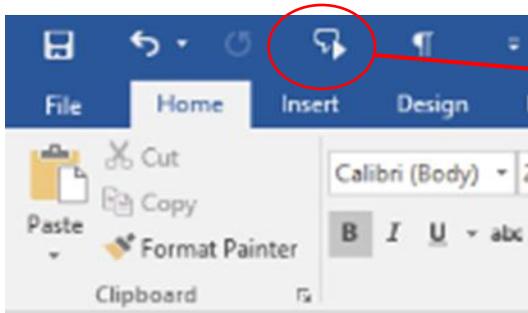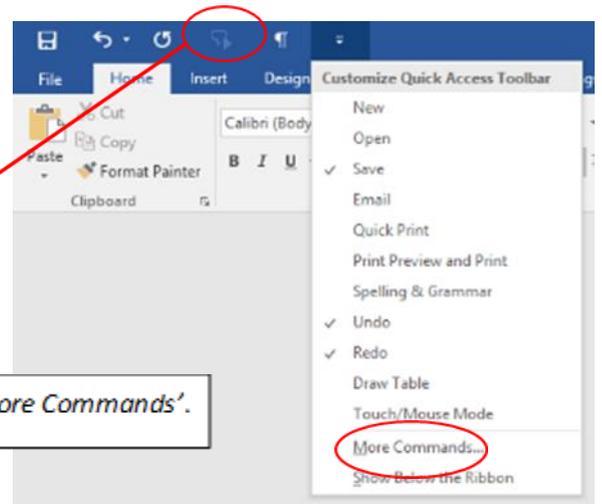# Microsoft Text to speech

Word (and Power Point too!)
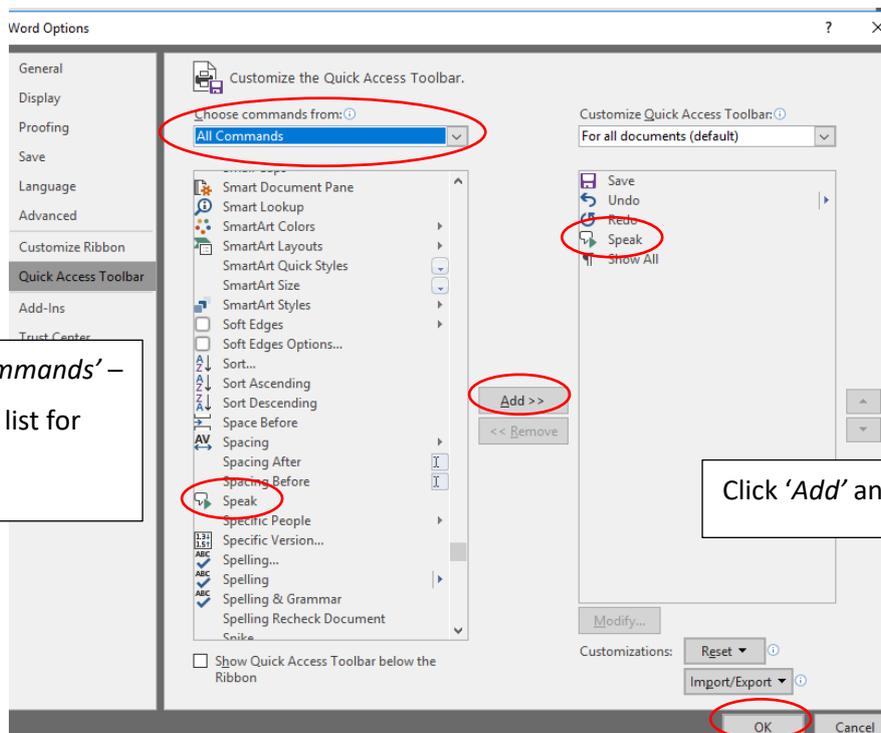
Simply highlight any text that you want to be read out. Then click on *'speak'* icon.

No *'Speak'* icon?
To add the *'speak'* icon to your *quick access toolbar* click the drop down icon and you will open a menu –

Click on *'More Commands'*.

Choose *'All Commands'* –

Look down the list for

'Speak' icon.

Click *'Add'* and then *'OK'*

Microsoft Edge

To access 'text to speech' on Microsoft Edge open the *'Settings and more…'* menu in the top right corner.

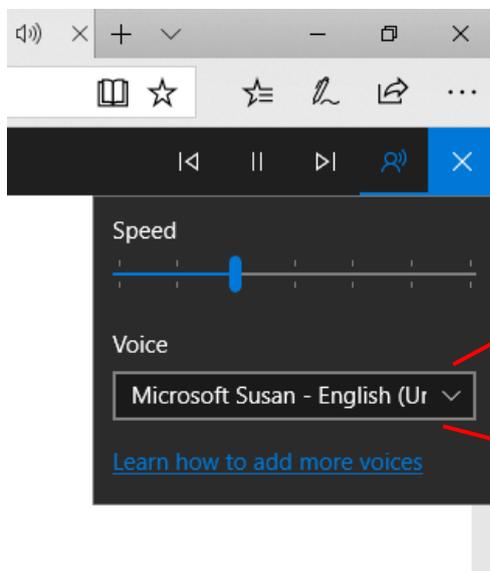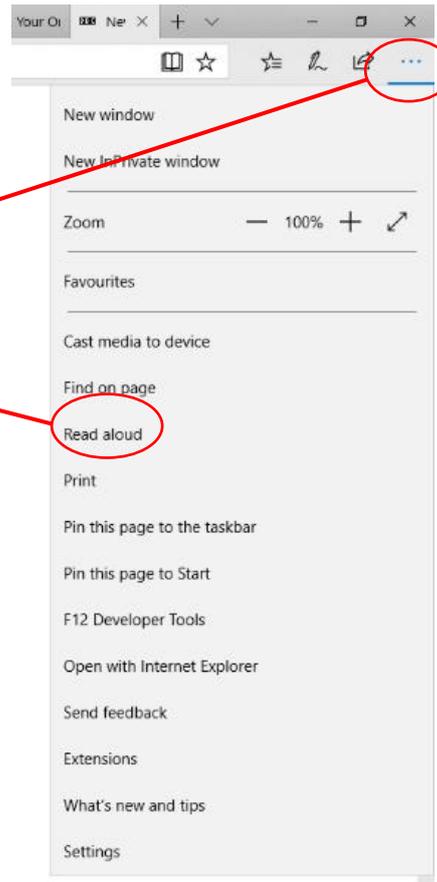Click on *'Read aloud',* this will enable the function to begin reading the web page currently open.

The words will be highlighted as they are read

RUSSIAN INTERIOR MIN

An eight-year-old boy from the city of Astrakhan in southern Russia has won social media fame after setting off on an around-the-world trip.
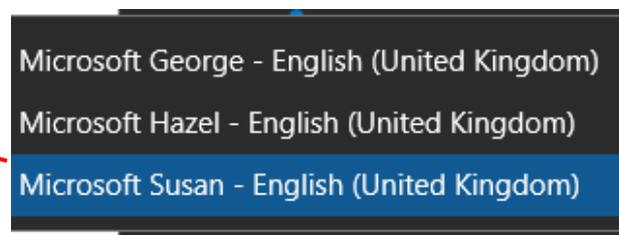
The boy's mother contacted the police after finding a note from her son saying he had left to "travel around the world".

A few hours later, a search team found him walking down a street equipped with encyclopaedias, a toy, money from his piggy bank and a banana, the Russian Interior Ministry reported on its official website.

New window

New InPrivate window

Zoom   — 100% + ⤢

Favourites

Cast media to device

Find on page

Read aloud

Print

Pin this page to the taskbar

Pin this page to Start

F12 Developer Tools

Open with Internet Explorer

Send feedback

Extensions

What's new and tips

Settings

Speed

Voice

Microsoft Susan - English (Ur ∨

Learn how to add more voices

To choose the voice of the reader click on the speak icon on the bar appearing at the top of the page.

This opens the drop down menu allowing you to change the speed and type of voice (three defaults)

Microsoft George - English (United Kingdom)

Microsoft Hazel - English (United Kingdom)

Microsoft Susan - English (United Kingdom)

NB: You can also highlight sections of text and right click to access read aloud.