Speak is a built-in feature of Word 2010, Outlook 2010, PowerPoint 2010 and OneNote 2010, which allows text-to-speech in the language of your version of Office. If you select some text, then select the command Speak, your text will be read out loud. This function is not included in the main menu options, so here is a method to make Speak easy to use.

## Add Speak to the Quick Access Toolbar

You can add the Speak command to your Quick Access Toolbar by following these steps:

1. Alongside of the Quick Access Toolbar, there is a small dropdown arrow, select this to get to the command “**Customize Quick Access Toolbar:”**

1. Select “More Commands.”
2. In the “Choose commands from” list, select “All Commands.”
3. Scroll down to the “**Speak”** command, select it, and then click “**Add**.”
4. Click “**OK**.”

## Convert Text To Speech

After you have added the **Speak** command to your Quick Access Tool, you can hear single words or blocks of text spoken by highlighting the text you want to hear and selecting the **Speak** command. Select again to stop the text to speech output.

Changing the Speed of Text Reading

Go to “Control Panel”

Choose view by “Large Icons” or “Small icons”

Go to “Voice Recognition”

Select “Text-to-Speech” Use the slider to change the speed in which text is read. The default voice will be Microsoft Anna. Windows® Keyboard Commands

General keyboard-only commands

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| F1 | Starts Windows Help |
| F10 | Activates menu bar options |
| SHIFT+F10 | Opens a shortcut menu for the selected item (this is the same as right-clicking an object |
| CTRL+ESC | Opens the **Start** menu (use the ARROW keys to select an item) |
| CTRL+ESC or ESC | Selects the **Start** button (press TAB to select the taskbar, or press SHIFT+F10 for a context menu) |
| ALT+DOWN ARROW | Opens a drop-down list box |
| ALT+TAB | Switch to another running program (hold down the ALT key and then press the TAB key to view the task-switching window) |
| SHIFT | Press and hold down the SHIFT key while you insert a CD-ROM to bypass the automatic-run feature |
| ALT+SPACE | Displays the main window's **System** menu (from the **System** menu, you can restore, move, resize, minimize, maximize, or close the window) |
| ALT+- (ALT+hyphen) | Displays the Multiple Document Interface (MDI) child window's **System** menu (from the MDI child window's **System** menu, you can restore, move, resize, minimize, maximize, or close the child window) |
| CTRL+TAB | Switch to the next child window of a Multiple Document Interface (MDI) program |
| ALT+underlined letter in menu: | Opens the menu |
| ALT+F4 | Closes the current window |
| CTRL+F4 | Closes the current Multiple Document Interface (MDI) window |
| ALT+F6 | Switch between multiple windows in the same program (for example, when the Notepad **Find** dialog box is displayed, ALT+F6 switches between the **Find** dialog box and the main Notepad window) |

General folder/shortcut control

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| --- | --- |
| F4 | Selects the **Go To A Different Folder** box and moves down the entries in the box (if the toolbar is active in Windows Explorer) |
| F5 | Refreshes the current window. |
| F6 | Moves among panes in Windows Explorer |
| CTRL+G | Opens the Go To Folder tool (in Windows 95 Windows Explorer only) |
| CTRL+Z | Undo the last command |
| CTRL+A | Select all the items in the current window |
| BACKSPACE | Switch to the parent folder |