

Accessibility in Microsoft 365 & Google Presentation

Ally Sharp

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Slide 1

ACCESSIBILITY IN MICROSOFT 365 & GOOGLE

ALLY SHARP

LANGSTON UNIVERSITY

Slide 2

DO YOU KNOW HOW TO TURN ON CC CLOSED CAPTIONS?

Slide 3

ABOUT ME

Langston University

- Director of Faculty Development

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MY PATH TO ACCESSIBILITY IN EDUCATION

Teacher

- Middle School through College

- Business and Community Technology Trainer

- OSU Writing Project

Slide 5

MY PATH TO DIGITAL ACCESSIBILITY

Microsoft Certifications

- Microsoft Innovative Educator

- Microsoft Educator Trainer

Google Certifications

- Google Certified Educator
- Google Certified TrainerTECHNOLOGY TRAINER

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MY GUIDING PHILOSOPHY

We have the same needs, and we use different tools to meet them.

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CONSIDER THESE STUDENTS

- limited
 - o vision
 - o hearing
 - o motion
 - o speech

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EXCLUSIVE TOOLS

Exclusive tools are resource -limited and are reserved for people who meet specific criteria.

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EVERYONE TOOLS

Ease of Use tools are accessible tools available for everyone.

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- USE CASES FOR MICROSOFT VS GOOGLE
- Which Tools Work For Your Needs?
- Microsoft professional
 - is often locked to
 - organizations

- Google is locked to Google accounts (such as gmail)
- Google – Add on
- Microsoft – Built in and Add on

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NOTES ON ACCESSIBILITY CHECKING

Microsoft – Review & Check Accessibility

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ACCESSIBILITY CHECKER DEMO

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NOTES ON LACK OF ACCESSIBILITY CHECKING

Google – Turn On Accessible Options, Self -Check

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Notes On Email Accessibility

Outlook – Varies On Version | Google – Turn On Plain Text

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ALT TEXT

Explain the way you would over the phone

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ALT TEXT EXAMPLE

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ADDING ALT TEXT

Microsoft – Picture , Alt Text

Google – Right click on the image , Alt Text

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ALT TEXT DOESN'T SAVE WITH THE IMAGE

Write the description in the text

Add a caption to images

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PRESENTATION TOOLS - 365

LIVE CAPTIONS & SUBTITLES IN POWERPOINT

Slide 20

PRESENTATION TOOLS - Google

LIVE CAPTIONS & SUBTITLES IN GOOGLE

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PRESENT LIVE IN LARGE ROOMS - POWERPOINT

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PRESENT LIVE IN LARGE ROOMS – GOOGLE SLIDES

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PRESENTATION NOTES

- Alt text and other accessibility does not carry overThe PDF version of an presentation
- Describe as you goImages on the presentation

- Export as video
- Easiest way to get audio recorded with captionsRecord screen recordings of slideshow

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DOCUMENTS

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USING HEADING LEVELS

Microsoft Style | Google Toolbar

Slide 26

HEADING LEVEL EXAMPLES

Headings fit an Outline Structure

Title

- Animals in Oklahoma

Subtitle

- Discovering Nature's Friends

Heading 1

- Land Animals

Heading 2

- Mammals

Heading 3

- Bison: The Prairie Kings

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BENEFITS OF HEADINGS

Navigation Ease & Speed

- locate sections by tab, mouse, keyboard, or voice

Enhances Readability

- breaks up text blocks
- consistency

Formatting is Easy

- Design Tab in Word changes formats
- PDF Export with structure
- Auto generate Table of Contents

Collaboration

- Helps segment sections when working together

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DICTION

MICROSO FT DICTATE | GOOGLE VOICE TYPING

Slide 29

READ -ALOUD

MICROSO FT IMMERSIVE READER | GOOGLE VERBALIZE

Slide 30

Read Aloud

Works on Most

Pages

Available

Offline

- Images Stay on

Page

Ctrl+Alt+Space

- Right Click Menu

Immersive

Reader

Screen Tools

- Change fonts,

colors, focus,

show syllables

Translation

- Voice and Text

- Picture Dictionary

F9A black and white logo

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Reading Tools in Microsoft Edge and Google Chrome

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Demonstrate & normalize

using ease of

use, learning tools &
accessibility options

Slide 33

KEYBOARD SHORTCUTS

Common to both services Microsoft Google

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SUPPORT

Disability Answer Desk - Microsoft

- microsoft.com/accessibility
 - [microsoft.com/disability -answer -desk](https://microsoft.com/disability-answer-desk)
- Disability Answer Desk - Google
- belonging.google
 - support.google.com/accessibility

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GUIDED IN -APP HELP IN 365

Tell Me & HelpMicrosoft

- Type what you want to do
- Top of the tool bar
- Guides to action

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GUIDED IN -APP HELP - GOOGLE

HelpGoogle

- Search for the tool
- Guides to the tool or action

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ADAPTING THE VISUAL WORLD

Seeing Ai

Seeing AI is a superstar that
transforms the visual world
into audio

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Microsoft App: Seeing AI

Multiple modes in one app

Short Text

Documents

Products

Slide 39

Seeing AI: Available to Everyone for Free

People

Scene

Currency

Color

Handwriting

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Seeing AI Demonstration

These are real -time
descriptions. I could barely
record because it was so fast.

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Barcode

- Detergent

- BBQ Sauce

Document

- Reading a round hand -sanitizer can

Scene

- Bananas

- Photo

- Speaker

- Dog Demonstration

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NEXT STEPS

Explore the Tools

Model how to use tools ... (Immersive Reader !)

Use the Accessibility Checker

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START WHERE YOU ARE. USE
WHAT YOU HAVE. DO WHAT
YOU CAN.
-- ARTHUR ASHE

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THANK YOU

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