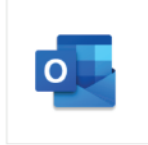


The Immersive Reader - Read it, Hear it, Know it

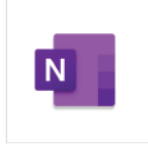
Available in these Apps



Word
Word Online
Word Desktop
Word for Mac,
iPad and iPhone



Outlook
Outlook Online
Outlook Desktop



OneNote
OneNote Online
OneNote for Mac and iPad
OneNote Desktop



Teams



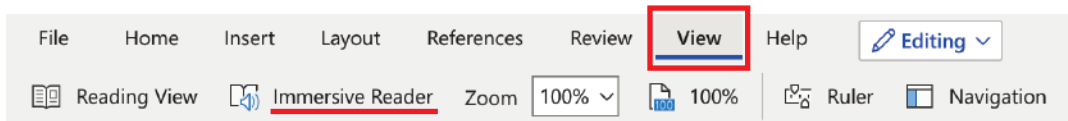
Lens
Office Lens for iPhone
and iPad (iOS)



Edge

You will find the Immersive reader in the View menu, or the ellipse ...

The Immersive Reader interface



Immersive Reader

Data Warehouse

To expedite reporting, it is often preferable to collect the relevant data and organize them for quick and easy access. Much like a pantry, if we continue the grocery store analogy, where you collect the relevant groceries (data), bring them home, and organize them in a relevant format for quicker access. Even better, you can automate this process using a concept of ETL, which stands for **Extract-Transform-Load**, where there are specifically coded processes that **EXTRACT** (collect) data from the source, **TRANSFORM** (change) those data into meaningful values, make meaningful connections among related data, and **LOAD** (organize) those data into appropriate locations.

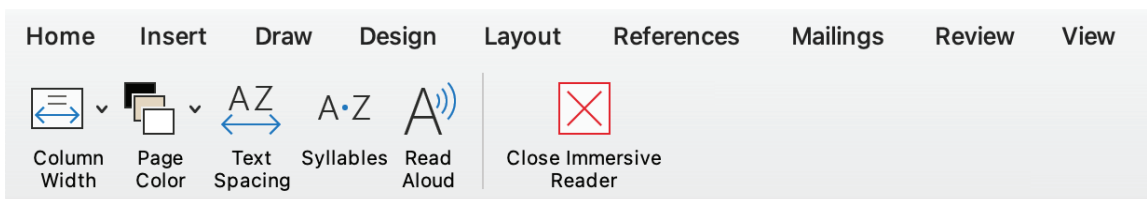
Text Preferences- Click to change text size, spacing and font. → AA

Grammar Options-toggle on syllable and parts of speech markers.

Reading Preferences
Adjust line focus,
Picture dictionary
Translate to another
language.

Play → ← Voice Settings

Word (desktop) Interface - It is slightly different but has the same options.



If you see a different interface, or if the voice sounds robotic, you must update your software.