

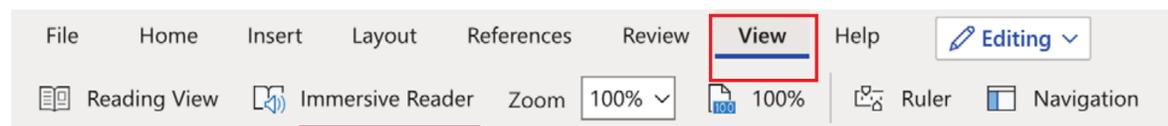
Free Microsoft Learning Tool - Read It, Hear It, Know It

Immersive Reader



You will find the Immersive Reader in "View" or "..."

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.



Open the Immersive Reader



- Click the Settings button
 - Choose the reading speed
 - Choose Male or Female voice



- Text Preferences
 - Click to adjust Text Size
 - Increase spacing
 - Change Font
 - Change Background colors



- Grammar Options
 - Turn on Syllable indicators
 - Turn on and color code parts of speech such as nouns, verbs, etc.

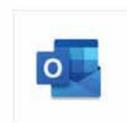


- Reading Preferences
 - Choose Line Focus to select how many lines are highlighted
 - Turn on the Picture Dictionary for an illustration of a word
 - Translate will allow you to change the language in your text



Press the Play button to hear your text.

Available in these Apps



Outlook
Outlook Online
Outlook Desktop



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



OneNote
OneNote Online
OneNote for Mac and iPad
OneNote Desktop



Teams



Lens
Office Lens for iPhone
and iPad (iOS)



Edge



Google Chrome
Get it in the Google
Store



CANVAS
Activate in your
Profile