

# Accessibility in Microsoft 365 & Google Presentation

Ally Sharp

sharpa@langston.edu

## Slide 1

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### ACCESSIBILITY IN MICROSOFT 365 & GOOGLE

ALLY SHARP

LANGSTON UNIVERSITY

## Slide 2

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DO YOU KNOW HOW TO TURN ON CC CLOSED CAPTIONS?

## Slide 3

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### ABOUT ME

Langston University

- Director of Faculty Development

- Instructional Designer

sharpa@langston.edu

ally@asharpcookie.com

## Slide 4

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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

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### MY PATH TO DIGITAL ACCESSIBILITY

Microsoft Certifications

- Microsoft Innovative Educator

- Microsoft Educator Trainer

## Google Certifications

- Google Certified Educator
- Google Certified TrainerTECHNOLOGY TRAINER

## Slide 6

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### MY GUIDING PHILOSOPHY

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

## Slide 7

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### CONSIDER THESE STUDENTS

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

## Slide 8

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### EXCLUSIVE TOOLS

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

## Slide 9

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### EVERYONE TOOLS

Ease of Use tools are accessible tools available for everyone.

## Slide 10

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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

## Slide 11

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### NOTES ON ACCESSIBILITY CHECKING

Microsoft – Review & Check Accessibility

## Slide 12

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ACCESSIBILITY CHECKER DEMO

## Slide 13

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### NOTES ON LACK OF ACCESSIBILITY CHECKING

Google – Turn On Accessible Options, Self -Check

## Slide 14

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### Notes On Email Accessibility

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

## Slide 15

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### ALT TEXT

Explain the way you would over the phone

## Slide 16

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### ALT TEXT EXAMPLE

## Slide 17

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### ADDING ALT TEXT

Microsoft – Picture , Alt Text

Google – Right click on the image , Alt Text

## Slide 18

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### ALT TEXT DOESN'T SAVE WITH THE IMAGE

Write the description in the text

Add a caption to images

## Slide 19

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### PRESENTATION TOOLS - 365

LIVE CAPTIONS & SUBTITLES IN POWERPOINT

## Slide 20

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### PRESENTATION TOOLS - Google

LIVE CAPTIONS & SUBTITLES IN GOOGLE

## Slide 21

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PRESENT LIVE IN LARGE ROOMS - POWERPOINT

## Slide 22

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PRESENT LIVE IN LARGE ROOMS – GOOGLE SLIDES

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## Slide 23

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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

## Slide 24

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DOCUMENTS

## Slide 25

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### USING HEADING LEVELS

Microsoft Style | Google Toolbar

## Slide 26

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### 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

## Slide 28

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### DICTION

MICROSOFT DICTATE | GOOGLE VOICE TYPING

## Slide 29

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### READ -ALOUD

MICROSOFT IMMERSIVE READER | GOOGLE VERBALIZE

## Slide 30

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### 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

## Slide 31

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Reading Tools in Microsoft Edge and Google Chrome

## Slide 32

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Demonstrate & normalize

using ease of

use, learning tools &  
accessibility options

## Slide 33

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### KEYBOARD SHORTCUTS

Common to both services Microsoft Google

## Slide 34

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### SUPPORT

Disability Answer Desk - Microsoft

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

## Slide 35

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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

## Slide 36

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### GUIDED IN -APP HELP - GOOGLE

HelpGoogle

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

## Slide 37

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### ADAPTING THE VISUAL WORLD

Seeing Ai

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

## Slide 38

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### Microsoft App: Seeing AI

Multiple modes in one app

Short Text

Documents

Products

## Slide 39

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### Seeing AI: Available to Everyone for Free

People

Scene

Currency

Color

Handwriting

## Slide 40

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### Seeing AI Demonstration

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

## Slide 41

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Barcode

- Detergent

- BBQ Sauce

Document

- Reading a round hand -sanitizer can

Scene

- Bananas

- Photo

- Speaker

- Dog Demonstration

## Slide 42

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### NEXT STEPS

Explore the Tools

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

Use the Accessibility Checker



## Slide 43

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

## Slide 44

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THANK YOU

Ally Sharp  
Langston University  
[sharpa@langston.edu](mailto:sharpa@langston.edu)