Accessibility support for Word Online

Get started using accessibility features in Word

- Learn how to navigate Word using accessible features
- Keyboard shortcuts in Word Online
- Basic tasks using a screen reader with Word
- Use a screen reader to save a document in Word

Work with text and lists

- Use a screen reader to insert and change text in Word
- Use a screen reader to check spelling and grammar in Word
- Use a screen reader to create bulleted or numbered lists with Word

Share and co-author documents

- Use a screen reader to share a document in Word
- Use a screen reader to add, read, and delete comments in Word

Work with links, headers, footers, and references

- Use a screen reader to insert a hyperlink in Word
- Use a screen reader to create headers or footers in Word
- Use a screen reader to read and edit footnotes and end notes in Word

Work with tables and images

- Use a screen reader to insert a table in Word
- Use a screen reader to insert a picture or image in Word
- Use a screen reader to select and read text boxes and images in Word

Work with templates, text formatting, and layout

- Use a screen reader to set line spacing and indenting in Word
- Use a screen reader to align text and paragraphs in Word
- Use a screen reader to work with templates in Word

See also

- Make your Word documents accessible
- Learning Tools in Word

Need more help? Contact the ITS Service Desk.