Adding speech to MS Word 2010



Select ‘More Commands’



Use dropdown menu by ‘Popular Commands’ to select ‘Commands not in the ribbon’



Scroll down to select ‘Speak’ → ‘Add’ → ‘OK’

Speech bubble will appear on Quick Access Toolbar

**Autosummary Tools**

In Word 2007, you can also use the same route to add ‘Autosummary Tools’ to the Quick Access Toolbar. This feature is not available in Word 2010

**Colour**

Change page colour background → Page Layout Tab → Page colour