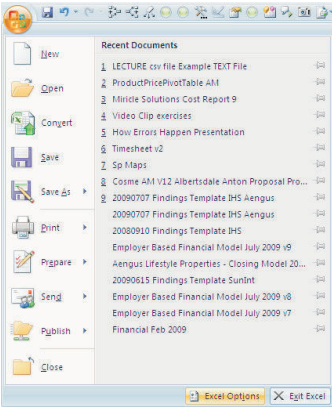
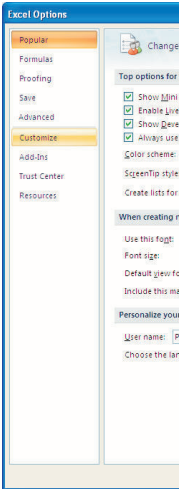


**Technical News - Speech to text**

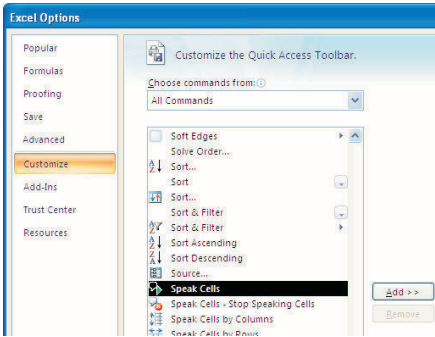
To find the buttons you need to use Excel 2007's customization feature.



To do this, click on the Excel button on the top left corner and then click Excel options. You then need to click on the CUSTOMISE button.



You then need to choose the ALL Commands and find the Speak Cells options. You can add these buttons to your customize toolbar.



The tool itself is simple to use. Click on a cell and choose a way to play it back to you (don't forget to put your speakers on). Excel will then read the contents back to you and you can tick it off (or do whatever you need to do with it).