# **Online Exam Helpful IT Tips**

## **Exam paper in Microsoft Word format**

### Change the background colour of your page

If you usually have your exam paper on coloured paper, you may want to change the background colour in Word. Go to the **Design** tab and then click on **Page Color** at the top right-hand side of the page. Experiment with the theme colours or choose **More Colors** to have even more choice.

### Change the font, size and colour

Changing the font can also help when reading and writing. From the **Home** tab, click on the drop-down box in the Font section to see the different possibilities. From the font area on the **Home** tab, you can also increase the size of the font and change its colour.

### Enlarge the page

In the bottom right hand corner of the screen, there is a slider to adjust the size of the page. Click the plus of minus buttons or drag the slider to adjust the page size. This is particularly helpful if your exam includes any diagrams.

### Use Read Aloud to hear text spoken aloud

If you have Word through your University Office 365 account you will have access to the Read Aloud function. This can be found in the **Review** tab. Read Aloud is towards the left hand side.

Select this and a control bar will appear on the right-hand side of the document area. Just highlight the text you want read out, then click play on the control bar. There is also a settings button on the bar, where you adjust the reading speed and voice if necessary.

### Use Dictate to turn speech into text

A microphone attached to your laptop will help with this function. On the **Home** tab to the right-hand side, click **Dictate**.

You can begin speaking into your Microphone and Word will translate what you are saying into text on the screen. You must speak the punctuation you wish to use, such as ‘full stop’ or ‘comma’.

## **Exam paper in PDF format using Adobe Reader**

### Change background colour

Click **Edit** on the top bar, then click **Preferences** at the bottom of the list. On the left hand side, click **Accessibility** and at the top tick the box next to **Replace Document Colours**. Click to select **Custom Colour**, then click the square next to **Page Background** to open the colour options. Select the colour you wish to use and click ok to close the window.

### Change font colour

Click **Edit** on the top bar, then click **Preferences** at the bottom of the list. On the left hand side, click **Accessibility** and at the top tick the box next to **Replace Document Colours**. Click to select **Custom Colour**, then click the square next to **Document Text** to open the colour options. Select the colour you wish to use and click ok to close the window.

### Enlarge the page The zoom options are located in the middle of the document toolbar. Click the plus and minus buttons to adjust the size of the document or enter a percentage in the box.

### Use Read Out Loud to hear text spoken aloud From the top bar, click **View**, then select **Read Out Loud** and then click **Activate Read Out Loud**. Once activated, click on the text you want to be read out.