Did you know that Excel can talk to you? Use “Other Commands” to strike up a conversation! How might this help with budgets or complex spreadsheets? One way is that you can hear data being read back to you as you are typing; this can help verify your entries especially when entering large amounts of data.

Use the steps below to turn on this feature:

1. Click on “Customize Quick Access Toolbar” then select “More Commands”

2. On the “Choose Commands From” menu, select “All Commands”
3. Select “Speak Cells on Enter”
4. Click Add
5. Click OK

6. Click on the small icon next to the drop down menu to turn this feature on, and be sure to adjust your volume or you’ll frighten your coworkers!

Submitted by Alisha Serrano, January 2015