



HOW TO USE DICTATION IN MS WORD

ABSTRACT

This guide shows users how to use dictation in MS Word.

Date: 9th December 2022



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How to use dictation in MS Word

MS Word comes with a dictation feature; the dictation feature allows you to use the speech-to-text as long as you have a working microphone or even earphones that have a built-in microphone. Newer laptops with have a microphone in built-in will also work for the speech to text feature in MS Word.

Step 1: Opening MS Word

1. Open MS Word.



Figure 1: MS Word Icon

2. Open a new Document.
3. You can also open existing document

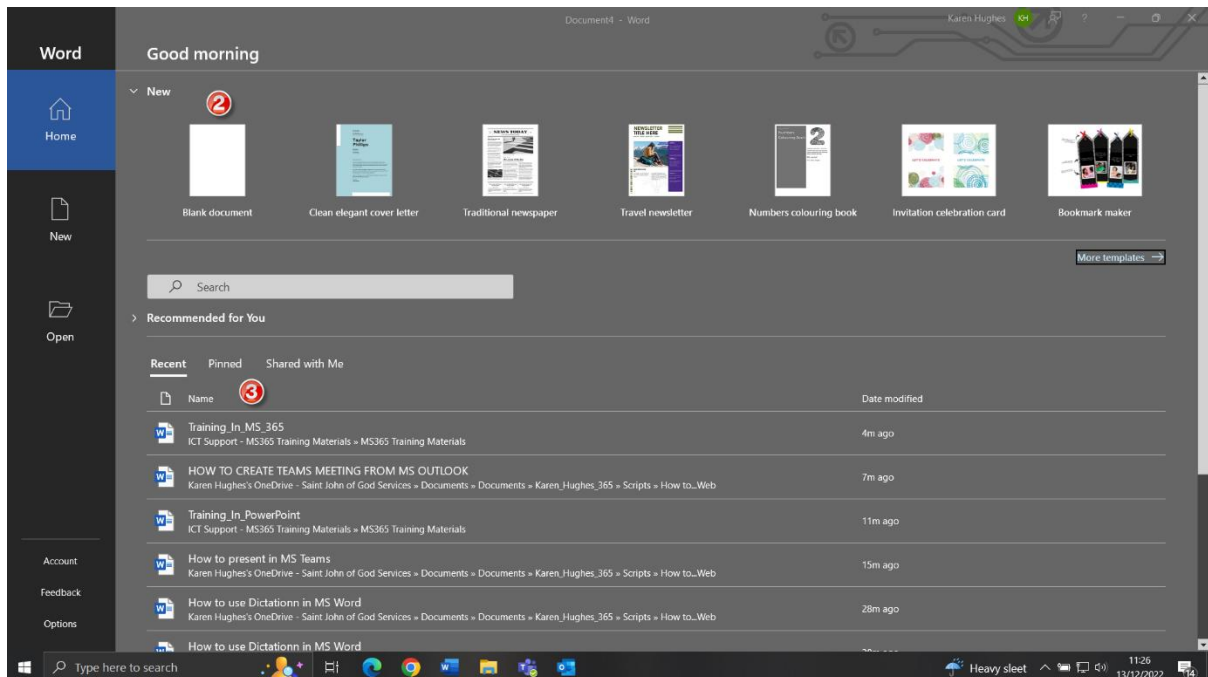


Figure 2: Open MS Word Screen



Step 2: Setting up Dictate in MS Word

4. On the Home Ribbon
5. Click on Dictate.

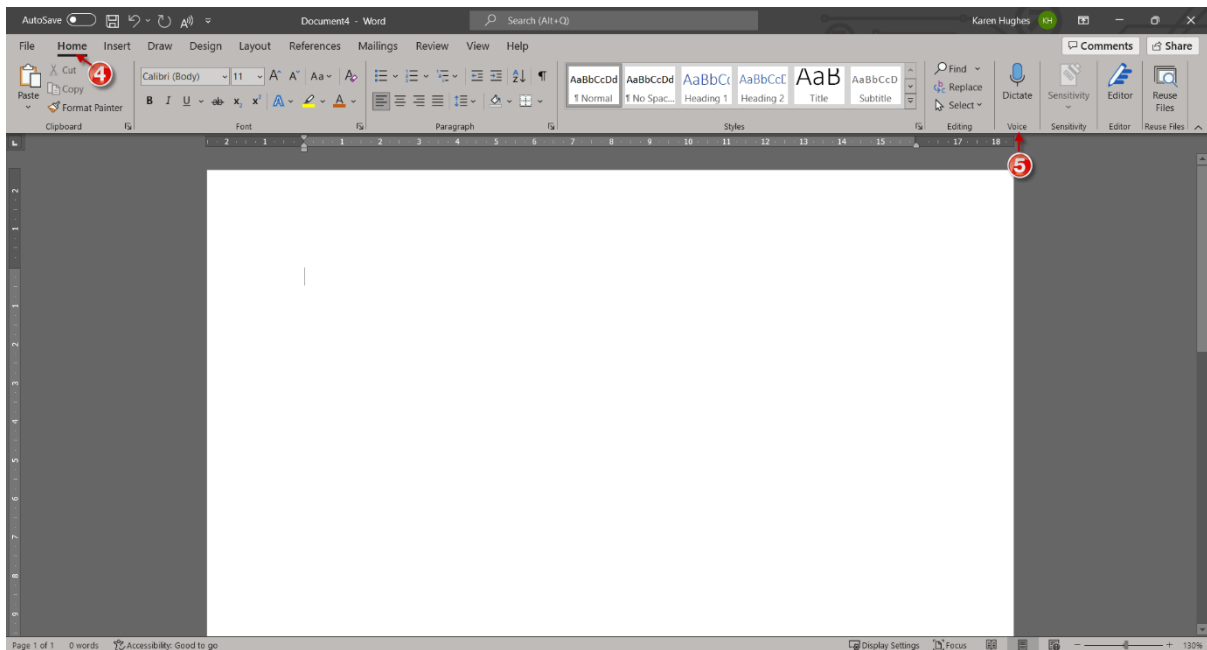
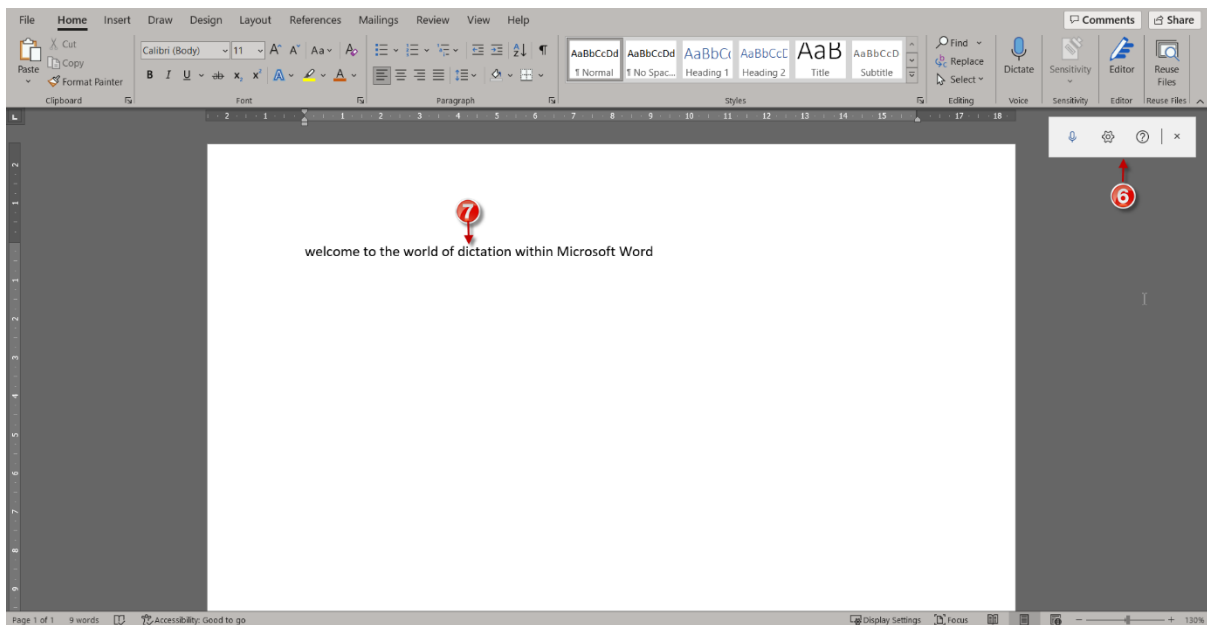


Figure 3: MS Word - Work Screen

6. Dictation setting panel appears.
7. Speak clearly, you will see what you are saying appear on your screen.





Commands that can be used when working with Dictate in MS Word

Commands can be used to format as you go the text being dictated.

For example, to dictate and format the following text “I am using MS Word Dictate. It is working very well.” You will need to say.

“I am using MS Word Dictate **Full Stop** **New Line** It is working very well **Full Stop**”

Command	Output
Full Stop	.
Comma	,
Question Mark	?
Exclamation Mark	!
New Line	New Line
Colon	:
New Paragraph	
Semicolon	;
Open Quotes Close Quotes	“ ”
Hyphen	-
Ellipsis, dot dot dot	...
open single quote close single quote	' '
open parentheses close parentheses	()
Open bracket Close bracket	[]
Open brace Close brace	{ }
Undo	Will undo your last entry
Delete	Word or phrase
Align Left	Left
Align Right	Right
Align Center	Center
Bold	Will bold text
Italics	Will italics text
Lowercase	Case size lowered
Uppercase	Case size higher
Underline	Underline text
Remove Bold, Italics, underline	Will remove the style
Highlight	Will highlight text



Phrases	Output
Pause dictation	Will pause until restarted
Stop dictation	Will stop dictation from running
Resume dictation	Will restart after pausing
Exit/Closed	Close the dictation
Insert/add comment	To add notes/comments to the document
Show comments	Will show notes/comments on the document
Show help	The help guide for dictation
Asterisk	*
Backslash	\
Forward slash	/
Backquote	`
Underscore	_
M dash	-
Ampersand	&
At sign	@

These are the most popular commands to use in dictation, you will be able to find more by saying “show help”.



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