



HOW TO USE DICTATION IN MS WORD

ABSTRACT

This guide shows users how to use dictation in MS Word. All Information and wording within this document conform to Plagiarism Policy

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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. Newer laptop with have a microphone in built to 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

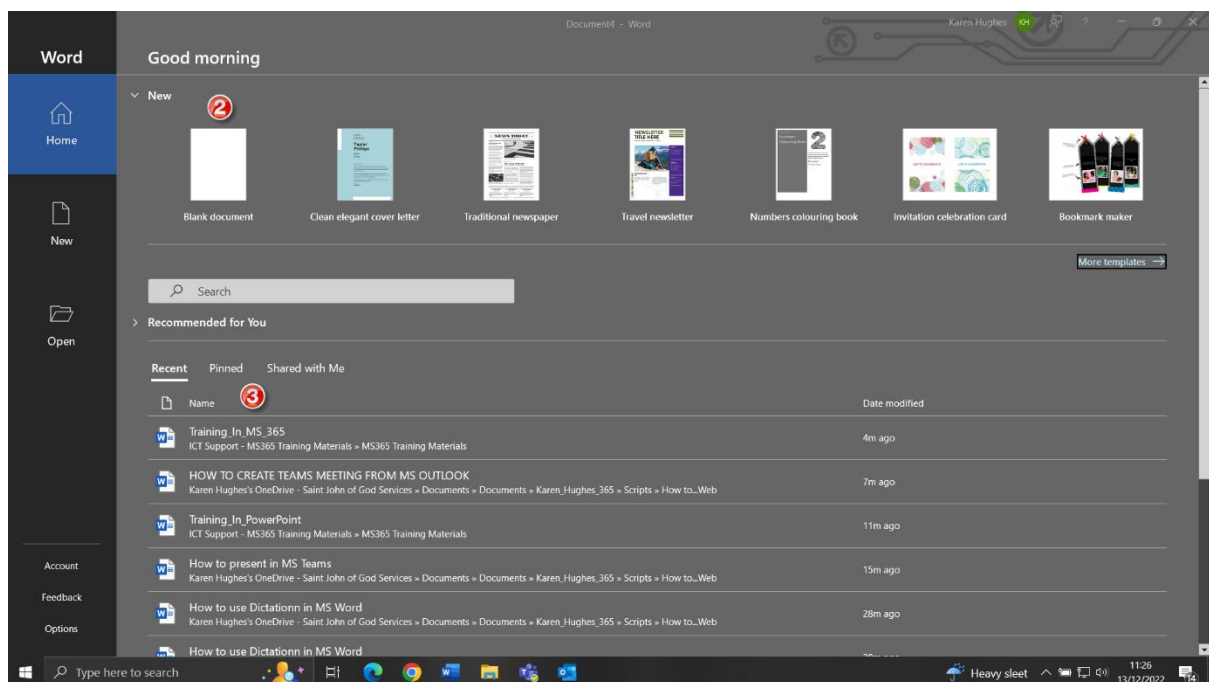


Figure 2: Open MS Word Screen



Step 2: Setting up Dictate in MS Word

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

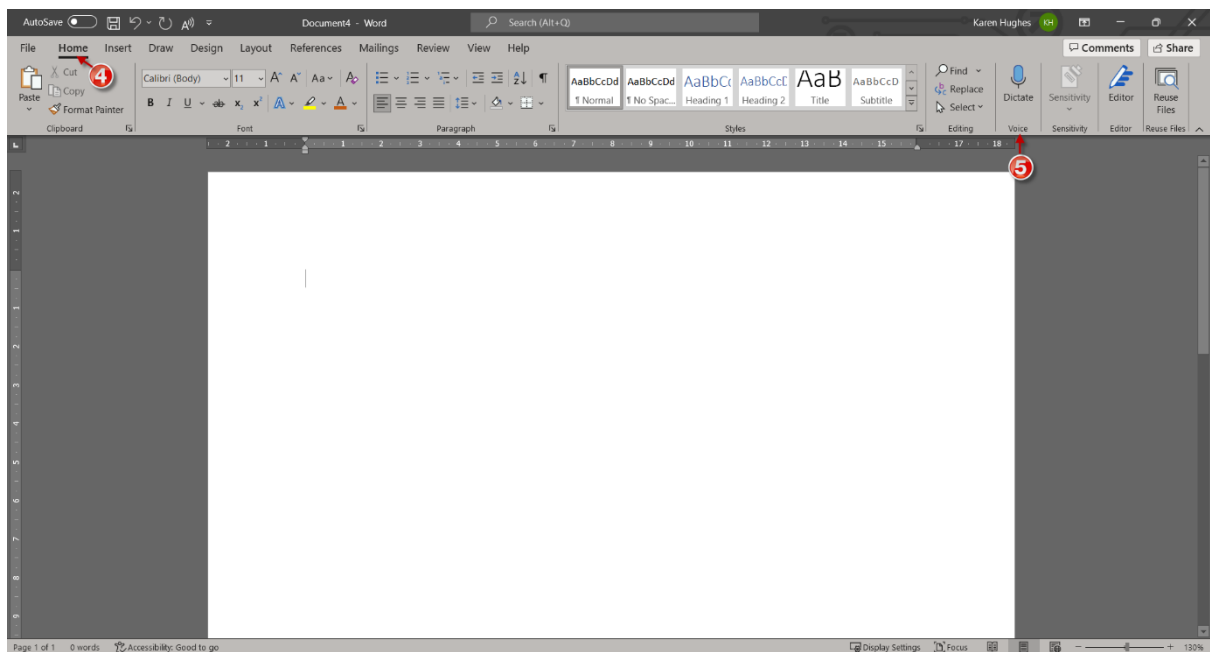


Figure 3: MS Word - Work Screen

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

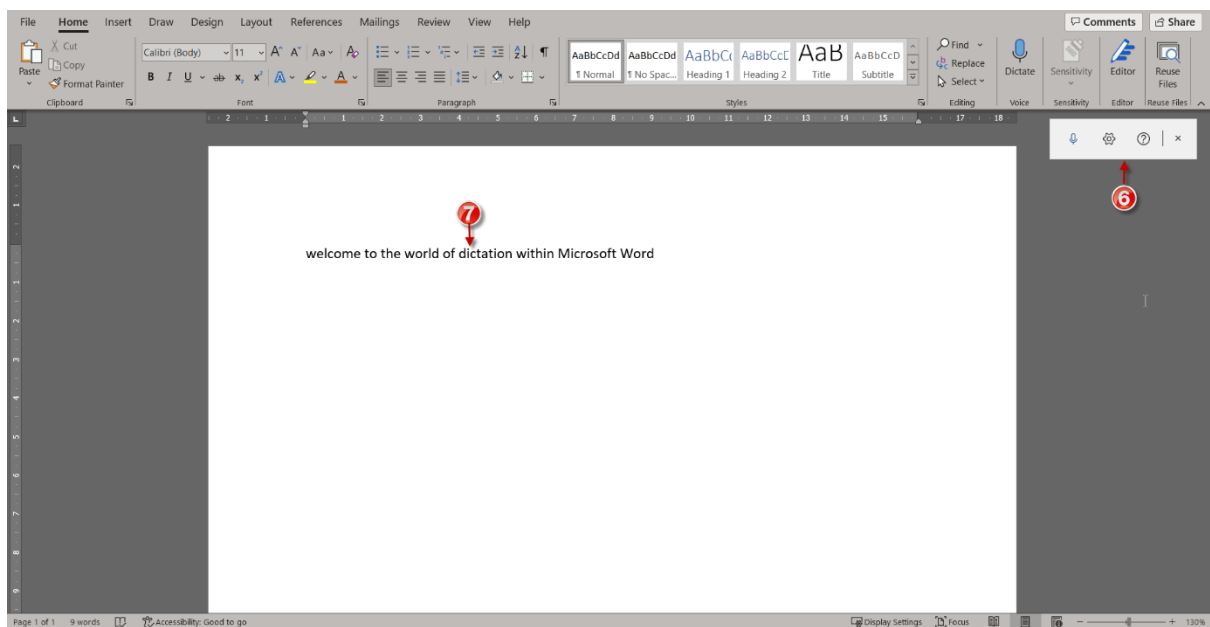


Figure 4: Words Dictated



Step 3: Dictate Toolbar

8. The Dictate toolbar is where you can control the setting.

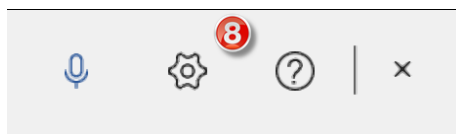


Figure 5: Dictate Toolbar

9. Can turn off and on the mic.

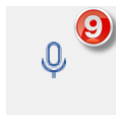


Figure 6: Mic

10. Setting for dictate, once you click on the settings a put screen will appear.



Figure 7: Setting Options

11. Dictation Settings.

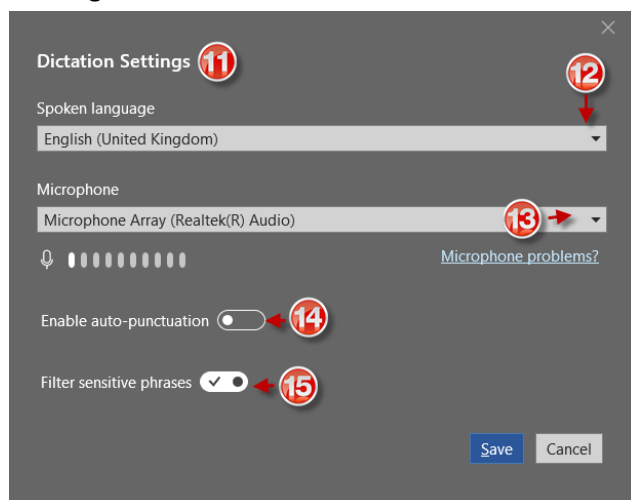


Figure 8: Dictation Settings

12. Drop menu, you can change the spoken language to your desired language.
13. Drop menu, you can use the built in mic or if you have a headset, you can select the headset.
14. Enable auto-punctuation, maybe be best to leave this disabled.
15. Filter sensitive phrases, please leave this enabled.



16. Help option: the Help options will go through all the commands used with Dictate.



Figure 9: Help Option

17. Close button: This will exit out of dictate.



Figure 10: Close



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

Phrases	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 saying to use in dictation, you will be able to find more by saying show help.



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Course Reference

<https://web.microsoftstream.com/video/b5602888-715f-447a-8d32-ba2d36e74055>