

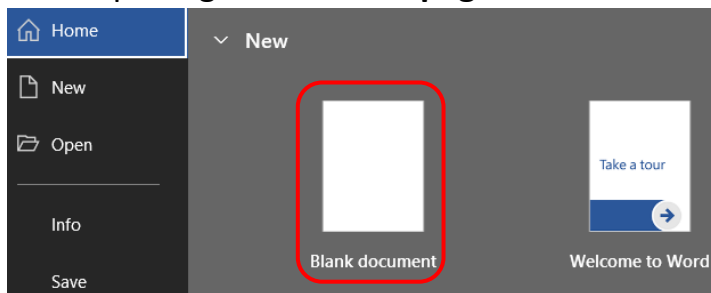
Dictate.



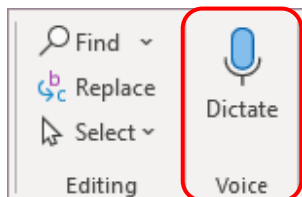
- **Note:** The dictation feature is only available to Microsoft 365, and it can be found on Microsoft Word, PowerPoint, and OneNote for Windows 10 in the voice section. Also, it works on the web, Windows, macOS, iOS, and Android versions of these programs.

How to access it from the program?

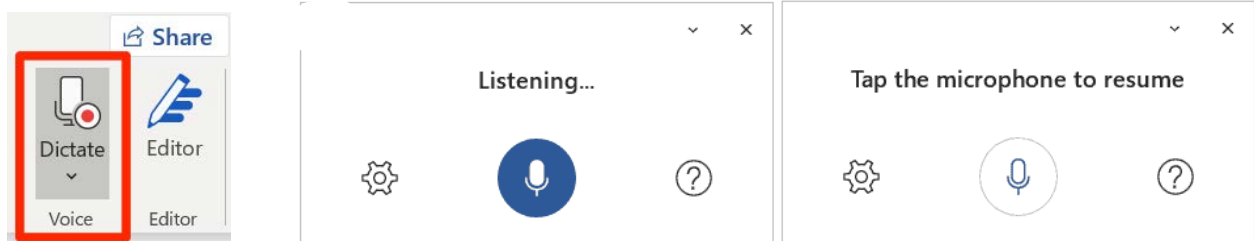
1. After opening a **new blank page** or document.



2. Then on the **Home** options, in the **Voice** section, you will find the **Dictate** feature.



3. Click on it and wait for the **Dictate** button to **turn on** and it will start listening to your dictation.



4. Start speaking to see text appear on the screen.
 5. You can insert punctuation at any time by saying them explicitly or by typing.
- **Note:** For example, Period (.), comma (,), or semicolon (;). For the full list of commands check the **"What can I say?"** list and **dictations Tips** on the next page of this guide.

Edit

1. You can fix any mistakes with your **keyboard** without having to turn off the dictation feature.

What can I say?

Try saying "new line", "new paragraph," "delete", "bold that", and "start list".
Other supported punctuation, commands, and symbols are below.

Punctuation

Phrase(s)	Output
period, full stop	.
comma	,
question mark	?
exclamation mark/point	!
new line	new line
apostrophe-s	's
colon	:
semicolon	;
open quotes close quotes	" "
hyphen	-
ellipsis, dot dot dot	...
begin/open single quote end/close single quote	' '
left/open parentheses right/close parentheses	()
left/open bracket right/close bracket	[]
left/open brace right/close brace	{ }

Editing

undo
delete*
delete that*
delete last [1-100] words/sentences
delete [word or phrase]*
insert space
backspace
backspace [1-100]

*Tips

- Saying “delete” by itself removes the last word or punctuation before the cursor.
- Saying “delete that” removes the last spoken utterance.
- An example of using [phrase] would be dictating “what a super nice day” and then saying, “delete super.” You would then be left with the phrase "what a nice day."

Formatting

bold
italics
underline
strikethrough
<format*> [word or phrase]
superscript
subscript
indent
decrease indent
clear all formatting
align [left, center, right]

*Tips

- You can bold, italicize, underline, or strikethrough a word or phrase. An example would be dictating “review by tomorrow at 5 PM”, then saying “bold tomorrow” which would leave you with "review by **tomorrow** at 5 PM."
- Try phrases like “bold last word” or “underline the last sentence.”

Creating lists

start list
start numbered list
next line
exit list

Adding comments

add comment [your message here]*

*Tips

- Saying “add comment look at this tomorrow” will insert a new comment with the text “Look at this tomorrow” inside it.
- Saying “add comment” by itself will create a blank comment box that can be manually typed into.

While dictating

show help
pause dictation
exit dictation*

*Tips

- To resume dictation, please use the keyboard shortcut (ALT + `) or press the **Mic** icon in the floating dictation menu.

Symbols

Phrase(s)	Output
asterisk	*
backslash	\
forward slash	/
vertical bar sign, pipe character	
backquote, backtick	`
underscore	_

m-dash	—
n-dash	-
paragraph sign/mark	¶
section sign	§
ampersand, and sign	&
at sign	@
copyright sign	©
registered sign	®
degree symbol	°
caret symbol	^

Mathematics

Phrase(s)	Output
percent sign	%
number/pound sign	#
plus, sign	+
minus sign	-
multiplication sign	×
plus, or minus sign	±
division sign	÷
equal sign	=
less than sign, left angle bracket greater than sign, right angle bracket	< >

Currency

Phrase(s)	Output
dollar sign	\$
pound sterling sign	£
euro sign	€
yen sign	¥

Emoji/faces

Phrase(s)	Output
smiley face	:)
frowny face	:(
winky face	;)
heart emoji	<3