**How to Use Dictation in Microsoft Office**

**Dictation in Microsoft Office**

Turning on the dictation option in Office is as easy as a button click. On the **Home** tab in Word or PowerPoint, on desktop or online, click **Dictate** in the Voice section on the far right of the ribbon.



In Outlook, you’ll see the **Dictate** button on the right side of the ribbon when composing, replying to, or forwarding an email as well as when creating a new event in Outlook Calendar.



**Use Dictation**

After clicking the Dictate button:

* Start speaking immediately to dictate your words. You’ll see the small Dictation Toolbar appear.
* To pause, click the **microphone** icon in the toolbar and then again to resume. You can also use the command “pause dictation” and then click the icon to resume.
* To stop, click the **X** to exit dictation and close the toolbar or use the command “exit dictation.”



**Adjust the Dictation Settings**

You can adjust a few helpful settings for your dictation. Click the **Dictation Settings** (gear) icon in the Dictation Toolbar.

From there, you can choose a different language, enable automatic punctuation, and turn on a profanity filter.



**Supported Dictation Languages**

Microsoft currently supports variations of English, Chinese, French, German, Italian, and Spanish. Other languages with limited support include Danish, Japanese, Polish, Portuguese, Russian, and several more with others being added over time.

**Helpful Commands**

When you’re composing a document, slideshow, or email, it’s not all about the words. You may need to add a bold font, include a special character, delete a word, or create a list. You can use dictation commands to take care of items like this as well. Here are several common commands.

**Add punctuation**: Say the name of the punctuation such as “period,” “comma,” “left bracket,” “right bracket,” “hyphen,” or “colon.”

**Include symbols or characters**: Just like adding punctuation, simply say what you want to add. Try things like “percent sign,” “minus sign,” “degree symbol,” “caret symbol,” dollar sign,” or “smiley face.”

**Delete**: To delete the last spoken item or one before the cursor, just say “delete.” You can also use “delete last [number] words or sentences” or “delete [word or phrase].”

**Format text**: You can use bold, italics, underline, strikethrough, and similar font formatting. After dictating the word or sentence, follow it with the formatting you want to use. For example, you could say “the water was cool and blue,”  “bold blue.” This would then format the word “blue” in bold font. You can also use commands like “underline the last word” or “italicize the last sentence.”

**Create lists**: If you want a bullet or numbered list, simply create one with “start bullet list” or “start numbered list”. After dictating a list item, say “next line” to add another. When you finish, use the command “exit list”.

If you would like help at any time while dictating, just say “show help” or click the **question mark** in the Dictation Toolbar.

Punctuation

|  |  |
| --- | --- |
| **Phrase(s)** | **Output** |
| period, full stop | . |
| comma | , |
| question mark | ? |
| exclamation mark/point | ! |
| new line | new line |
| apostrophe-s | 's |
| colon | : |
| semicolon | ; |
| open quotesclose quotes | " " |
| hyphen | - |
| ellipsis, dot dot dot | ... |
| begin/open single quoteend/close single quote | ' ' |
| left/open parenthesesright/close parentheses | ( ) |
| left/open bracketright/close bracket | [ ] |
| left/open braceright/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 5PM”, then saying “bold tomorrow” which would leave you with "review by **tomorrow** at 5PM."
* Try phrases like “bold last word” or “underline 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 | x |
| plus or minus sign | ± |
| division sign | ÷ |
| equal sign | = |
| less than sign, left angle bracketgreater 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 |