



## Microsoft Word Dictate

**What is speech to text?**

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**What speech-to-text options are available?**

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**Microsoft Word speech to text**

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## Using Microsoft Dictate:

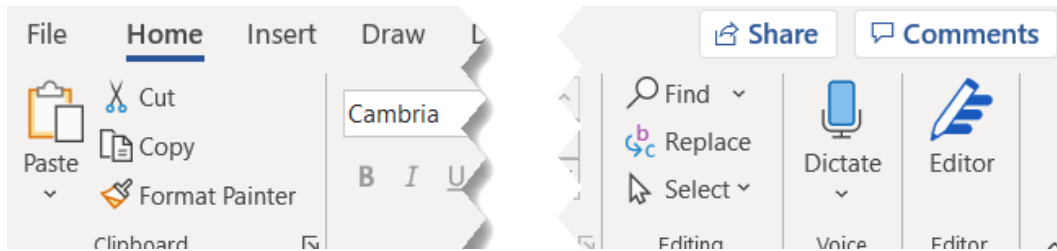
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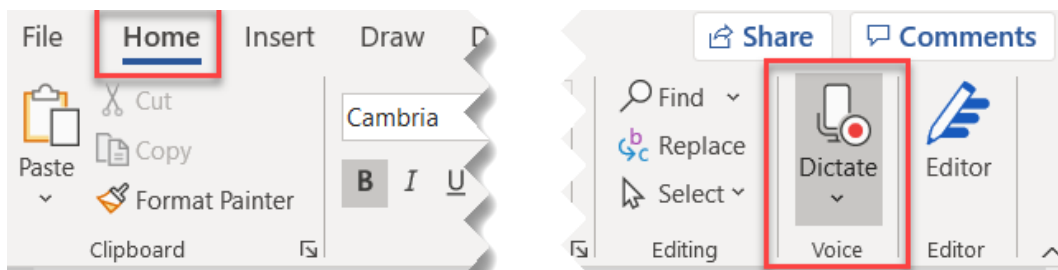
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## Miscellaneous notes:

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# MS Word Dictate Basic Commands

## Punctuation

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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	( )

## Editing

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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

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bold

italics

underline

indent

### \*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."