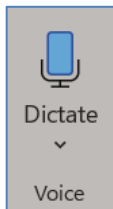


Application: Word – Dictate Documents

The Home tab has a Dictate button that allows you to dictate text to Word. All you need is a built-in microphone, or a headset with a microphone.

1. On the **Home** tab **Voice** group, **click** the **top half** of the **Dictate** button.



2. Wait for the **Dictate** button to turn on.

Tip: The first time you use Dictate you will be prompted to turn on microphone permission.



3. Begin speaking. The words you say will be typed in your document.

Tip: You can make corrections on your keyboard without turning the **Dictate** feature off.

4. To stop dictating, click the **Dictate** button again, or say **Exit dictation**.

To insert punctuation, say:

- Period
- Comma
- Question mark
- Exclamation mark
- New line
- Colon
- Semicolon
- Open quotes
- Close quotes

To edit as you dictate, say:

- Undo
- Delete
- Delete that
- Delete last word
- Delete last sentence



To format as you dictate, say:

- Bold
- Italics
- Underline
- Strikethrough
- Superscript
- Subscript
- Remove [format]
- Clear all formatting
- [format] that
- [format] last word
- [format] last sentence
- Align [left, centre, right]

