A QUICK GUIDE TO

SPEECH TO TEXT (DICTATE)

WHAT IS SPEECH TO TEXT (DICTATE)?

Dictation lets you use speech-to-text to author content in Office with a microphone and reliable internet connection.

Use your voice to quickly create documents, emails, notes, presentations, or even slide notes.

START DICTATING

Go to Home Tab > Dictate. First-time users will be prompted to enable microphone permissions.

A microphone icon will appear - wait for it to turn on to be sure it started listening.

Click on the gear icon to see the following settings:

- Auto punctuation
- Profanity filter
- Spoken language

LISTEN BACK WITH READ ALOUD

Click or tap at the beginning of the passage you want to hear. Place your cursor at the beginning of the document to read the whole document aloud.

Select Review Tab > Read Aloud

CHANGE LANGUAGES

In total, you can use Microsoft Dictate with 13 languages.

Several of the supported languages have multiple variants as well, such as English, French.

Select the arrow at the side of the microphone to select your dictate language.

PUNCTUATION

Insert punctuation at any time by saying what you want to enter clearly.

Some common punctuation you can enter by saying the following:

- Comma
- Semicolon
- Period; Dot; Decimal point
- Colon
- At sign
- Exclamation mark
- Question mark

Scan the QR code to see all commands you can give for punctuation.

WHERE CAN I USE SPEECH TO TEXT?

ACCELERATE LEARNING WITH THE RIGHT TOOLS:
FIND ADDITIONAL QUICK GUIDES TO GET STARTED