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## Launch Tip of the Month July 2024

One of the best things about Microsoft 365 is that they keep expanding the features in their products. One of the most useful newer features is unknown to many people. Are you familiar with Dictate and where it can be used?

Dictate is a speech-to-text tool that makes it possible for you to speak into your computer's microphone instead of typing. The tool is available in a number of desktop and online versions of programs including Word, Outlook, OneNote, and PowerPoint.

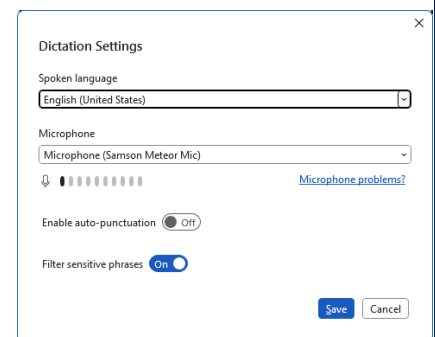
To turn on Dictate, click the Dictate icon on the Home ribbon of most programs or the Message ribbon in Outlook. You can also use the shortcut key Alt+`. The key for this accent (known as a grave accent) can be found to the left of the number 1 key in the upper left corner of your keyboard.



Once enabled, you will be able to access a panel which includes Settings and Help. Click the gear icon to access Settings. Here you can choose a language and microphone, along with turning on auto punctuation and filtering sensitive phrases.



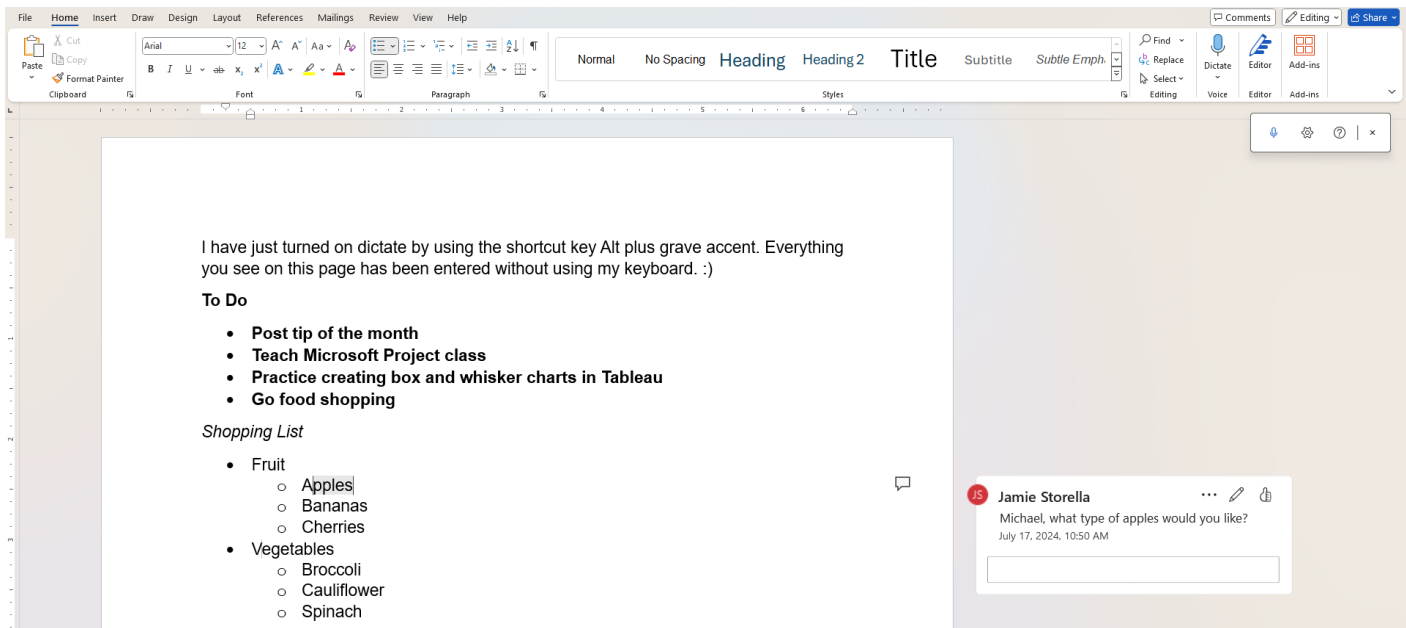
Clicking the Help icon opens a panel with particularly useful information about how to use Dictate. The possibilities will amaze you! If you start by selecting your language in the Help pane, it will supply a list of useful commands.



Once the tool is turned on, you can begin speaking and the text automatically appears on your screen. If auto-punctuation is turned off, you will need to tell the computer what punctuation you want to use. If it is turned on, the computer guesses the appropriate punctuation.

You can also tell the computer commands you want to do. These include commands to bold or italicize chosen words, pause or restart Dictate, edit the document, select text, or navigate the document, add comments, insert emojis, align text, and even create bulleted and numbered lists.

Look at the example below to see some of the possibilities.



## Here are some of the possible commands:

To do this	Say this
Insert a new line in the document	New line
Insert a new paragraph in the document	New paragraph
Insert a tab	Tab
Insert the literal word (for example, insert the word "comma" instead of the punctuation mark)	Literal <b>word</b>
Insert the numeral form of a number (for examples, insert 3 instead of the word three)	Numeral <b>number</b>
Put the cursor before a specific word	Go to <b>word</b>
Put the cursor after a specific word	Go after <b>word</b>
Don't insert a space before the next word	No space
Go to the start of the current sentence	Go to start of sentence
Go to the start of the current paragraph	Go to start of paragraph
Go to the start of the current document	Go to start of document
Go to the end of the current sentence	Go to end of sentence
Go to the end of the current paragraph	Go to end of paragraph
Go to the end of the current document	Go to end of document
Select a word in the current document	Select <b>word</b>
Select a word range in the current document	Select <b>word range</b> ; Select <b>word through word</b>
Select all text in the current document	Select all
Select a number of words before the location of the cursor	Select previous <b>20</b> words; Select previous <b>10</b> words
Select a number of words after the location of the cursor	Select next <b>20</b> words; Select next <b>10</b> words
Select the last text you dictated	Select that
Clear the selection on the screen	Clear selection
Capitalize the first letter of a word	Caps <b>word</b>
Capitalize all the letters of a word	All caps <b>word</b>
Make all the letters in a word lowercase	No caps <b>word</b>
Change the next number of words to uppercase	Change next <b>10</b> words to uppercase

To do this	Say this
Change the next number of words to lowercase	Change next <b>10</b> words to lowercase
Delete the previous sentence	Delete previous sentence
Delete the next sentence	Delete next sentence
Delete the previous paragraph	Delete previous paragraph
Delete the next paragraph	Delete next paragraph
Delete the selected or last dictated text	Delete that
Create a bulleted list	Create bulleted list
Create a numbered list	Create numbered list

Want to learn more about new features in Microsoft products?

## **Microsoft Office: Tips, Tricks & New Features in Word, Excel, PowerPoint, and Outlook**

3 Hours

This class is designed for people who regularly work in an older version of these products but would like to learn the new features of the version they currently use.

The topic list for this class depends on which version the students have moved from and which version they are moving to.

Visit <https://www.launchtraining.com/outlines> to view all our class outlines.