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Office 365 Dictation in Word

Dictation lets you use speech-to-text to author content in Microsoft 365 with a microphone and reliable internet connection. It's a quick and easy way to get your thoughts out, create drafts or outlines, and capture notes. It's available both on the online as well as the desktop version of Word. Although the online version is shown below, the same procedure is followed for the installed version.

Word Online		
1	Open the Edge Browser. Click on App Launcher. Select the Word icon. Sign in with a district Microsoft account. Student#@learn71.ca and Login Password	
2	On the Home Tab select Dictate	
3	The first-time using Dictate you might have to **Allow** the microphone**.**	
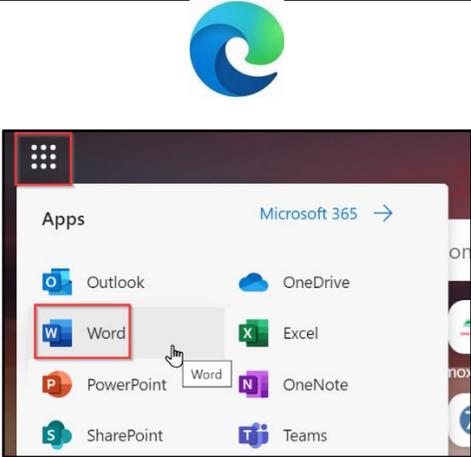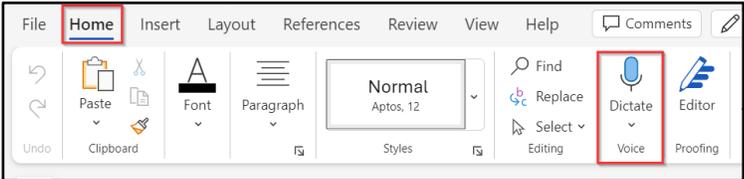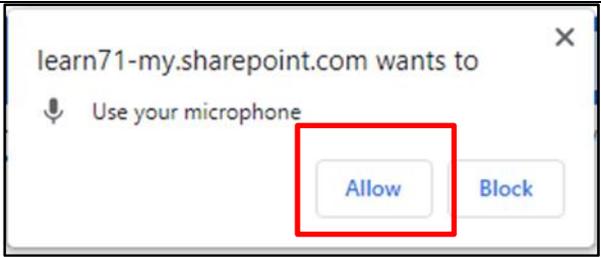
4	In the Dictate Toolbar, click the microphone icon. Speak in a clear voice and watch as your words are put onto paper.	White NOT listening Blue listening and writing
5	To change the dictation language, click the settings icon and select Spoken language > Select language. Choose if you would like to Enable auto-punctuation or not. SAVE	
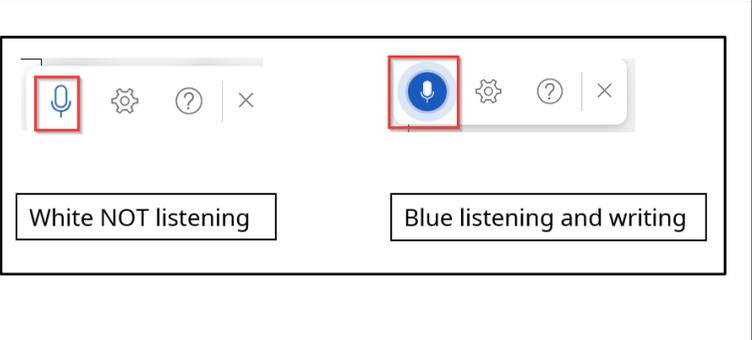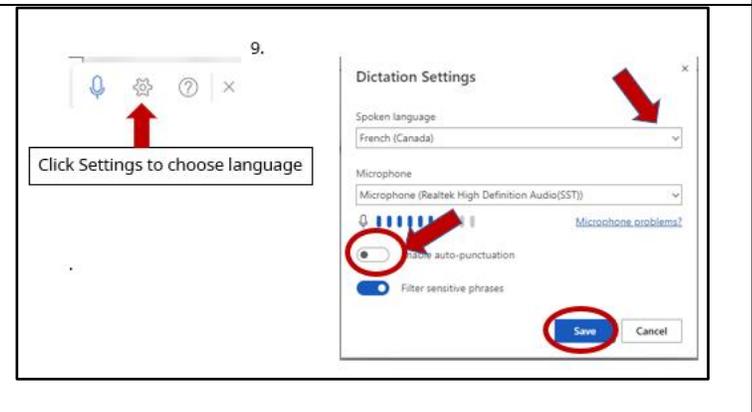
Using a noise cancelling headset/ microphone often helps to make speech to text dictating more successful.

To see a list of Commands that can be used when dictating, select the question mark icon to bring up the Help Menu.