

Word Online - Dictate Tool

1. Open Office 365

(<https://www.comoxvalleyschools.ca/>, Office 365)

Sign in with a district Microsoft account.

[Student#@learn71.ca](#) and Login Password



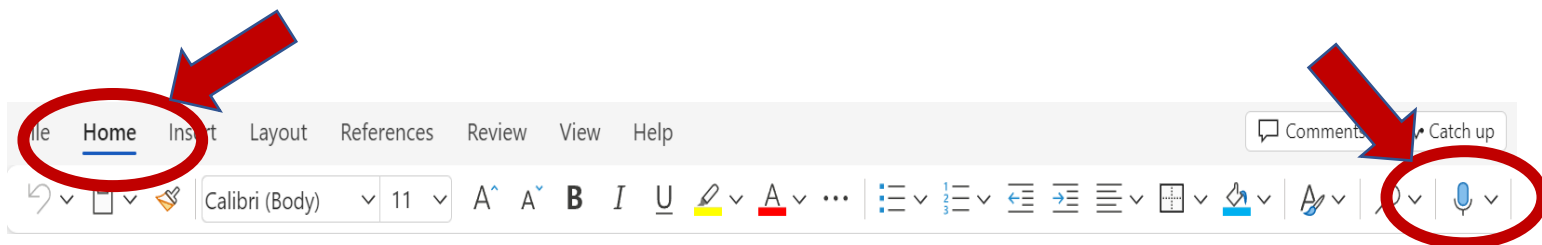
2. Open Word – 3 dots and Word



3. Select a Blank, Recent, or Saved document.

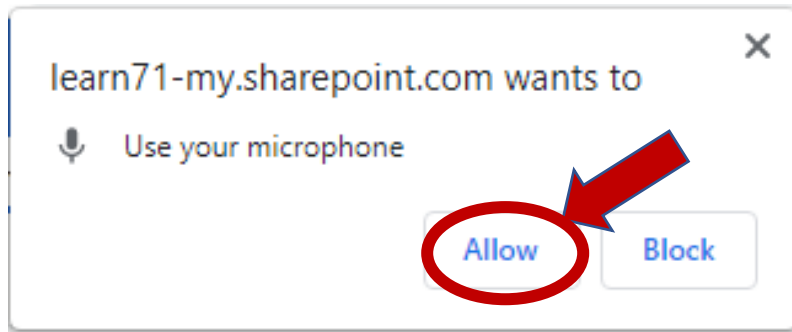


4. On the Home Tab select Dictate



5. The first-time using Dictate you might have to **Allow** the microphone.

*** Make sure to select ALLOW**



6. In the Dictate Toolbar, click the microphone icon.



White NOT listening

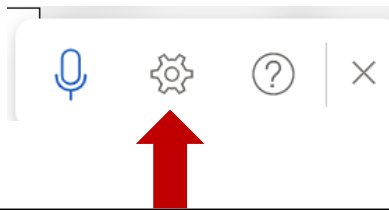


Blue listening and writing

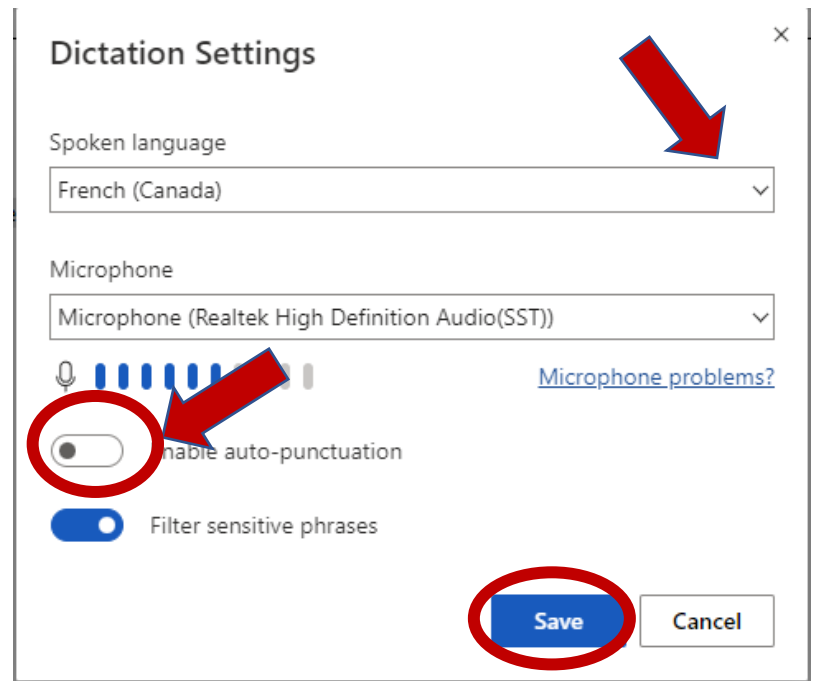
7. Dictate – speak ideas

8. 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

9.



Click Settings to choose language



Tips:

- 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.

Speech to Text – Dictate - Word

