

Microsoft Word Dictation Cheat Sheet

Speak the first draft, then review and edit it

1. Start Dictating

- 1 Open Word.
- 2 Select Home.
- 3 Select Dictate.
- 4 Wait for the listening indicator.
- 5 Begin speaking.
- 6 Select Dictate again to stop.



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2. Useful Spoken Commands

Command	Result
"full stop"	.
"comma"	,
"question mark"	?
"new line"	moves to next line
"new paragraph"	starts a paragraph
"delete that"	removes recent text where supported
"undo"	reverses the last action where supported
"bold that"	applies bold where supported
"create bullet list"	starts bullets where supported

Commands vary by language and Word version.

3. Better Results

- Use a headset where possible.
- Reduce background noise.
- Speak clearly and steadily.
- Use short sentences.
- Say punctuation aloud.
- Check names, dates and numbers.
- Correct technical terms.
- Always proofread.

4. Remember

Dictation is ideal for:

- first drafts
- notes
- procedures
- reports
- capturing ideas

It does not replace:

- proofreading
- fact checking
- secure information handling
- human judgement

Speak it. Review it. Correct it. Then share it.

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