

How to Use Microsoft Office by Talking Instead of Typing

Whether it's a broken keyboard or a broken finger, you can still produce that document using these steps and Microsoft Office.

Mac computer

1. Open System Preferences.
2. Go to 'Dictation and speech'
3. Select 'Turn on Dictation'
4. Open Microsoft Word
5. Press the Function (fn) key twice
6. Start speaking

Windows computers

1. Right click on the desktop
2. Select 'Personalize'
3. Click 'Control Panel Home'
4. Select 'Ease of Access' and click 'Start Speech Recognition'
5. Take the tutorial. After you've finished, open Microsoft Word
6. Click the microphone icon at the top of the screen. Start speaking

Tips

- Speak loudly and clearly.
- Let computer automatically get used to your voice.

Things you will need

- OS X 10.8 Mountain Lion or Windows 7/8
- Microphone attached to computer (laptops and notepads may have one)
- Microsoft Office(Version 2013/2010 for PC, Mac 2011)