SET▶BC

Word Dictate & Predictive Text

Introduction

When students are completing written work, they are often using Microsoft Word. Word Dictate is a free and easy to use speech to text tool where auto-punctuation can be enabled. Within Windows, predictive text can be enabled which offers support when typing.
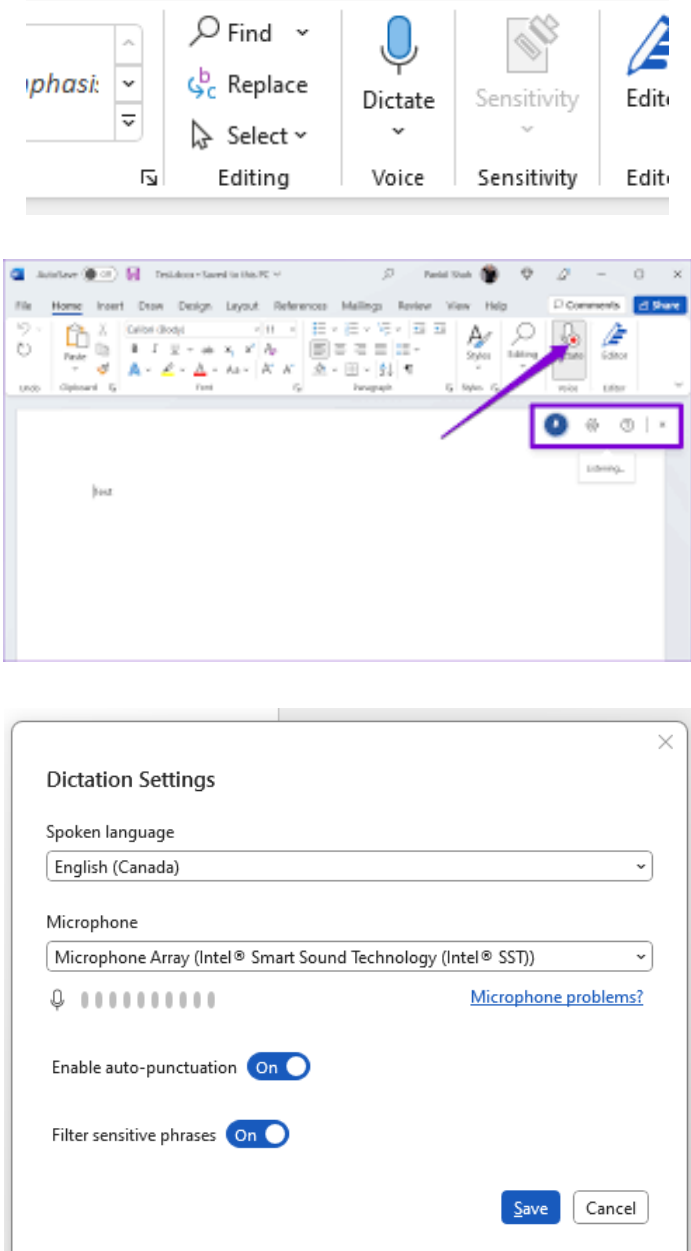
Learning Objectives

Completing this tutorial will give you experience:

- Using Word Dictate
- Using Windows predictive text

This tutorial assumes that:

- You have access to Microsoft Word.
- You are working on a Windows computer.
- You have access to a headset with a built-in microphone.

Dictate Tool in Word

Step	Instruction	Visual Depiction
1	Dictation accuracy is improved by wearing a headset with a built-in microphone. Click on Dictate. The microphone begins listening immediately. Clicking on the microphone again will turn off the microphone. Click on Settings and enable auto-punctuation if desired.	

Windows Predictive Text

Step	Instruction	Visual Depiction
1	To enable predictive text, first type 'Typing' in the Windows Search bar. Enable both 'Show text Suggestions when typing on the physical keyboard' and 'Multilingual text suggestions.' Now, when you are typing, predictive text appears. Click on a word if you wish to send it to the document.	