

## SPEECH RECOGNITION COMMON COMMANDS

### FREQUENTLY USED COMMANDS

The table below shows some of the most commonly used commands in Windows Speech Recognition. The words in italics indicate that many different things can be said in place of the example word or phrase. You will still get useful results using the different things.

To do this	Say this
Open Start	Start
Open Cortana	Press Window C
Open Search	Press Windows S
Perform an action in an app	Right-click; Press Windows Z; press ctrl B
Click any item by its name	Click File; Start; View
Click any item	Click Recycle Bin; Click Computer; Click file name
Select an item or icon	Double-click Recycle Bin; Double-click Computer; Double-click file name
Switch to an open program	Switch to Paint; Switch to WordPad; Switch to program name; Switch application
Double-click an item	Double-click Recycle Bin; Double Click Computer; Double-click File Name
Switch to an open app	Switch to Paint; Switch to WordPad; Switch to program name; Switch application
Scroll in one direction	Scroll up; Scroll down; Scroll left; Scroll right
Insert a new paragraph or new line in a document	New paragraph; New line
Select a word in a document	Select word
Select a word and start to correct it	Correct word
Select and delete specific words	Delete word
Show a list of applicable commands	What can I say?
Update the list of speech commands that are currently available	Refresh speech commands
Turn on listening mode	Start listening
Turn off listening mode	Stop listening
Move the Speech Recognition microphone bar	Move speech recognition
Minimize the microphone bar	Minimize speech recognition
View Windows Help and Support content about specific tasks	How do I do something?  For example, say "How do I install a printer?" and a list of help topics is returned.

### COMMANDS FOR DICTATION (WORKING WITH TEXT)

The table below shows commands for using Speech Recognition to work with text. Italicized words indicate that many different things can be said in place of the example word or phrase and get useful results.

To do this	Say this
Insert a new line in the document	New line
Insert a new paragraph in the document	New paragraph
Insert a tab	Tab
Insert the literal word for the next command (for example, you can insert the word "comma" instead of the punctuation mark)	Literal word
Insert the numeral form of a number (for examples, insert 3 instead of the word three)	Numeral number
Put the cursor before a specific word	Go to word
Put the cursor after a specific word	Go after word
Don't insert a space before the next word	No space
Go to the start of the sentence that the cursor is in	Go to start of sentence
Go to the start of the paragraph the cursor is in	Go to start of paragraph
Go to the start of the document	Go to start of document
Go to the end of the sentence that the cursor is in	Go to end of sentence
Go to the end of the paragraph that the cursor is in	Go to end of paragraph
Go to the end of the current document	Go to end of document
Select the word in the current document	Select word
Select the word range in the current document	Select word range; Select word through word
Select all text in the current document	Select all
Select a number of words before the location of the cursor	Select previous 20 words; Select previous 10 words
Select a number of words after the location of the cursor	Select next 20 words; Select next 10 words
Select the last text you dictated	Select that
Clear the selection on the screen	Clear selection
Capitalize the first letter of the selected word	Caps word
Capitalize all the letters of the word	All caps word
Make all the letters in the word lowercase	No caps word
Change the next number of words to uppercase	Change next 10 words to uppercase
Change the next number of words to lowercase	Change next 10 words to lowercase
Delete the previous sentence	Delete previous sentence
Delete the next sentence	Delete next sentence
Delete the previous paragraph	Delete previous paragraph
Delete the next paragraph	Delete next paragraph
Delete the selected or last dictated text	Delete that

#### COMMANDS FOR KEYBOARD KEYS

The table below shows commands for using Speech Recognition to press keyboard keys. Italicized words indicate that many different things can be said in place of the example word or phrase and get useful results.

To do this	Say this
Press any key on the keyboard	Press keyboard key; Press a; Press capital b; Press Shift plus a; Press Ctrl plus A
Press certain keyboard keys without saying "press" first	Delete; Backspace; Enter; Page Up; Page Down; Home; End; Tab

### COMMANDS FOR PUNCTUATION MARKS AND SPECIAL CHARACTERS

The following table shows commands for using Speech Recognition to insert punctuation marks and special characters. Italicized words indicate that many different things can be said in place of the example word or phrase and get useful results.

To make this appear	Say this
,	Comma
;	Semicolon
.	Period, Dot; Decimal point
:	Colon
"	Open double quote; Open quote
"	Close double quote; Close quote; Close inverted commas
'	Apostrophe
'	Open single quote
'	Close single quote
>	Greater than sign
<	Less than sign
/	Forward slash
\	Backslash
~	Tilde
@	At sign
!	Exclamation mark; Exclamation point
?	Question mark
#	Number sign; Pound sign
\$	Dollar sign
%	Percent sign
^	Caret
(	Open parenthesis; Open paren
)	Close parenthesis; Close paren
_	Underscore
-	Hyphen; Minus sign; Dash
-	En dash
—	Em dash
=	Equal sign
+	Plus sign
{	Open brace; Open curly bracket
}	Close brace; Close curly bracket
[	Open bracket; Open square bracket
]	Close bracket; Close square bracket
	Vertical bar

To make this appear	Say this
:)	Smiley face
:(	Frowny face
;-)	Winky face
™	Trademark sign
$\frac{3}{4}$	Three quarter sign
$\frac{1}{4}$	One quarter sign
$\frac{1}{2}$	One half sign
£	Pound sterling sign
&	Ampersand; And sign
*	Asterisk
//	Double slash
`	Back quote
<	Open angle bracket
>	Close angle bracket
±	Plus or minus sign
«	Open angle quote
»	Close angle quote
×	Multiplication sign
÷	Division sign
¢	Cent sign
¥	Yen sign
§	Section sign
©	Copyright sign
®	Registered sign, Registered trademark sign
°	Degree sign
¶	Paragraph sign
...	Ellipsis; Dot dot dot
f	Function sign

### COMMANDS FOR WINDOWS AND APPS

The table below but shows commands for using Speech Recognition to perform tasks in Windows. Italicized words indicate that many different things can be said in place of the example word or phrase and get useful results.

To do this	Say this
Select an item by its name	File; Start; View
Click an item or icon	Click File; Click Bold; Click Save; Click Close; Click Recycle Bin; Click Computer; Click File Name
Double-click an item	Double-click Computer; Double-click Recycle Bin; Double-click folder name
Right-click an item	Right-click Computer; Right-click Recycle Bin; Right-click folder name
Minimize all windows to show your desktop	Show desktop

To do this	Say this
Select something you don't know what it is called	Show numbers (Numbers will appear on the screen for every item in the active window. Say an item's corresponding number to select it.)
Select a numbered item	19 OK; 5 OK
Double-click a numbered item	Double-click 19; Double-click 5
Right-click a numbered item	Right-click 19; Right-click 5
Open an app	Open Paint; Open WordPad; Open app name
Switch to an open app	Switch to Paint; Switch to WordPad; Switch to app name; Switch application
Close a app	Close that; Close Paint; Close Documents
Minimize	Minimize that; Minimize Paint; Minimize Documents
Maximize	Maximize that; Maximize Paint; Maximize Documents
Restore	Restore that; Restore Paint; Restore Documents
Cut	Cut that; Cut
Copy	Copy that; Copy
Paste	Paste
Delete	Delete that; Delete
Undo	Undo that; Scratch that; Undo
Scroll in one direction	Scroll up; Scroll down; Scroll right; Scroll left
Scroll an exact distance in pages	Scroll down 2 pages; Scroll up 10 pages
Scroll an exact distance in other units	Scroll up 5; Scroll down 7
Go to a field in a form or a app	Go to field name; Go to Subject; Go to Address; Go to Cc

#### COMMANDS FOR USING THE MOUSE

The table below but shows commands for using Speech Recognition to click anywhere on the screen. Italicized words indicate that many different things can be said in place of the example word or phrase and get useful results.

To do this	Say this
Show the mousegrid	Mousegrid
Move the mouse pointer to the center of any mousegrid square	Number – or numbers – of the square; 1; 7; 9; 1, 7, 9
Click any mousegrid square	Click number of the square
Select an item to drag with the mousegrid	Number – or numbers – of the square where the item appears (followed by) mark; 3 mark, 7 mark, 9 mark
Select an item in the mousegrid where you want to drag the item	Number – or numbers – of the square where you want to drag (followed by) click; 4 click, 5 click, 6 click

Information in this document was retrieved from the Microsoft Windows Help and Support site.