How to Use Dictate Feature in Word

1. Open Word Doc, then find the Dictate icon under Home. For this to work, you must either have a microphone plugged in, or your computer must have one built in – it is not common for desktop computers to have built-in microphones.

2. Click Dictate icon then you can speck to take your notes, be sure to choose the language right for you, you can click the arrow below the Dictate icon to select language.

3. Click Dictate icon again to end the dictate.