

# Microsoft Word Dictation Cheatsheet

as of February 2021

## Punctuation

You say	You get
Period or full stop	.
Comma	,
Question mark	?
Exclamation mark	!
New line	new line
Apostrophe-s	's
Colon	:
Semicolon	;
Open quotes	“
Close quotes	”
Hyphen	-
En-dash	–
Em-dash	—
Ellipsis or dot dot dot	...
Open single quote	‘
Close single quote	’
Open parentheses	(
Close parentheses	)
Open bracket	[
Close bracket	]
Open brace	{
Close brace	}

## Special Characters

You say	You get
Asterisk	*
Backslash	\
Forward slash	/
Vertical bar sign	
Underscore	—
Paragraph sign/mark	¶
Section sign	§
Ampersand or and sign	&
At sign	@
Copyright sign	©
Registered sign	®
Degree symbol	°
Caret symbol	^

## Currency

You say	Output
Dollar sign	\$
Pound sterling sign	£
Euro sign	€
Yen sign	¥

thatwhitepaperguy

## Mathematics

You say	You get
Percent sign	%
Number sign or pound sign	#
Plus sign	+
Minus sign	-
Multiplication sign	x
Plus or minus sign	±
Division sign	÷
Equal sign	=
Less than sign or left chevron	<
Greater than sign or right chevron	>

## Emojis

You say	You get
Smiley face	:)
Frowny face	:(
Winky face	;) )
Heart emoji	<3

*Note: Dictation is available in Microsoft Word from Office 365 and the free online version of Word.*

*Many of these phrases work just the same for dictation from Apple and Google.*