

# Microsoft Word Dictation Cheat Sheet

Updated July 2022

## Punctuation

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

## Spacing

You say	You get
New line	new line
New line new line	new paragraph

## Special Characters

You say	You get
And sign	&
Asterisk	*
At sign	@
Copyright sign	©
Degree sign	°
Forward slash	/
Paragraph sign	¶
Registered sign	®
Section sign	§
Vertical bar sign	

## Currencies

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

## Math Symbols

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

## Emojis

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

*Note: To learn more about Microsoft Dictate, click the question mark in the dialog. Many of these phrases work the same for dictation from Apple and Google.*

thatwhitepaperGuy