VoxAid AT Edition

Microsoft Office

Commands cheat sheet

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VoxAid commands cheat sheet for MS Office

Notes:

It is useful to be aware of the default built-in Dragon commands to click a button or other items, show MouseGrid and the pressing of keyboard keys.

It is best practice to pause before and after dictating command phrases.

Where necessary, VoxAid commands can be trained to recognise your voice | Help is available from the support page on the VoxAid.co.uk website.

VoxAid command phrases include natural language variations to perform tasks.

Microsoft Word

Command(s) you can say	Description
highlight in <colour>[1] highlight selected text <colour>[1]	Highlights the colour of the selected text in the specified colour. For example, say "highlight in red".
extract highlighted text export highlighted text	Extracts all highlighted text within a document and copies to a new document.
extract the highlights as plain text	Extracts all highlighted text within a document and copies to a new document as plain text.
extract the <colour>[1] highlights export the <colour>[1] highlights	Extracts all highlighted text of a specific colour to a new Word document. For example, say "extract the red highlights".
remove the highlights clear the highlights	Removes the highlights from the selected text.
remove the <colour>[1] highlights clear the <colour>[1] highlights	Removes the highlights of a specific colour from the selected text. For example, say "remove the red highlights".
autofit all tables autofit tables to window	Autofit to window all tables within the document.
create comment	Creates a comment.
extract all comments extract comments to new document	Extracts all comments within a document and copies to a new document.
remove hyperlinks	Removes all hyperlinks from the whole document.
show line numbers display line numbers	Show line numbers.
hide line numbers remove line numbers	Hide line numbers.
turn split screen on turn split screen off	Turns on I off Split screen.
split screen (x) percent	Split screen by a percentage amount. For example, say "split screen 60 percent" (increments of 10).

[1] *Available colour options: automatic colour | black | blue | turquoise | bright green | pink | red | yellow | white | dark blue | teal | green | violet | dark red | dark yellow | grey | light grey*

Microsoft Excel

Command(s) you can say	Description
create a table of contents	Creates a table of contents indexing all worksheets within the workbook.
speak the selection read the range	Reads out loud the selected range of cells.
extend selection on extend selection off	Turns on/off the extend selection feature.
copy worksheet to new workbook	Copies the active worksheet to a new workbook.
create new workbook for each worksheet	Creates an individual workbook for each of the worksheets within the document. Saves the new workbooks on the user's desktop.
export chart to word	Exports the selected chart to an open Word document.
export chart to powerpoint	Exports the selected chart to an open PowerPoint document.
export all charts to powerpoint	Exports all charts to an open PowerPoint document.

Microsoft PowerPoint

Command(s) you can say	Description
create a table of contents	Creates a table of contents indexing all slides within the workbook.
move slide to position (n)	Moves the selected slide to position (n) in the order of slides. For example, you can say "move slide to position three".
Show rulers Hide rulers	Shows/hides the PowerPoint rulers.
Show slide animations Remove slide animations	Shows/removes animations from the selected slide.
export slide to new powerpoint file	Exports all selected slides to a new PowerPoint file.
export slide to microsoft word	Exports the selected slide to an open Word document.
export all slides to microsoft word	Exports all slides within the document to an open Word document.

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Microsoft Publisher

Command(s) you can say	Description
bring to front	Bring to front the selected object(s).
bring forwards	Bring forwards the selected object(s).
send to back	Send to back the selected object(s).
send backwards	Send backwards the selected object(s).
group objects	Group the selected objects.
ungroup objects	Ungroup the selected group of objects.
center selected object	Center aligns the selected object.
center page objects	Center aligns all objects on the active page.
center all objects	Center aligns all objects throughout the document.
rotate left 45 | rotate right 45 rotate left 90 | rotate right 90	Rotates the selected object. For example, say "rotate right 90".
rotate 180 rotate 270	Rotate object.
rotate by	Rotate selected object. Dictate the amount into the pop-up window.

Office Notes:

Dragon generic, menu, keyboard and mouse commands are available for use and should be used with these custom commands.

Footnote:

[1] Available colour options: automatic colour | black | blue | turquoise | bright green | pink | red | yellow | white | dark blue | teal | green | violet | dark red | dark yellow | grey | light grey

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VoxAid commands cheat sheet for Microsoft OneNote

Notes:

It is useful to be aware of the default built-in Dragon commands to click a button or other items, show MouseGrid and the pressing of keyboard keys.

It is best practice to pause before and after dictating command phrases.

Where necessary, VoxAid commands can be trained to recognise your voice | Help is available from the support page on the VoxAid.co.uk website.

VoxAid command phrases include natural language variations to perform tasks.

Manage Pages, Notebooks and Sections functions

Command(s) you can say	Description
open a notebook	Open a notebook
open a new onenote window open new onenote window	Open a new OneNote window
open a small onenote window create a side note	Open a small one note window to create a side note
open move option open copy option	Open move option for current section (opens the Move or Copy Section window)
create new section create section	Create new section
create new section group	Create new section group
create page below current page create a new page below	Create a new page below the current page tab on the same level
create a sub-page below current page create new sub-page below	Create a new sub-page below the current page
password protect this section add a password	Password protect the section
lock all sections	Lock all password protected sections
change paper size	Open the Paper size pane

OneNote Window functions

Command(s) you can say	Description
toggle full page view enable full page view disable full page view	Enable or disable the full-page view
toggle ruler lines show ruler lines hide ruler lines	Show or hide Ruler lines on current page

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OneNote Window functions (cont'd)

Command(s) you can say	Description
`increase width of page tab`	Increase width of page tab
`decrease width of page tab`	Decrease width of page tab
`increase width of section tab`	Increase width of section tab
`decrease width of section tab`	Decrease width of section tab

`toggle section tabs`
`show section tabs`
`hide section tabs`
	Show or hide section tab

`zoom in`	Zoom in
`zoom out`	Zoom out

`toggle office ribbon`
`show office ribbon`
`hide office ribbon`
	Show or hide office ribbon

`toggle full screen view`
`enable full screen view`
`disable full screen view`
	Enable or disable the full screen view

`replicate onenote window` `replicate this window`	Replicate OneNote window
`dock One Note window` `undock One Note window`	Dock/ undock OneNote program window to desktop

Navigation functions

Command(s) you can say	Description
`jump to title of page`	Jump to the title of the page and select it
`switch notebook` `change notebook`	Switch to a different notebook on the Navigation bar; then dictate "press up arrow" or "press down arrow" to select a notebook. Dictate "press enter" to confirm
`go to next page in section` `go to next page`	Go to next page in section
`go to previous page in section` `go to previous page`	Go to previous page in section
`go to next section`	Go to next section
`go to previous section`	Go to previous section
`go to first page in section` `go to first page`	Go to first page in the section
`go to last page in section` `go to last page`	Go to last page in the section
`move focus to notebook area`	Move focus to Notebook area; continue by dictating "press up arrow" or "press down arrow" to select page. Dictate "*Press Escape*" to cancel
`move focus to pages area`	Move focus to Pages area; continue by dictating "press up arrow" or "press down arrow" to select page. Dictate "*Press Escape*" to cancel
`move focus to section area`	Move focus to Section area; continue by dictating "press up arrow" or "press down arrow" to select section. Dictate "*Press Escape*" to cancel

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Add Items functions

Command(s) you can say	Description
add hyperlink insert hyperlink	Insert hyperlink
insert current date insert todays date	Insert current Date
insert current time insert the time	Insert current Time
insert current date and time insert todays date and time	Insert current date and time
insert document on current page insert file on current page	Insert document or file on current page
insert document as a printout insert file as a printout	Insert document or file as a printout on current page
show document printouts hide document printouts	Show/Hide document printouts on current page (when running OneNote in high contrast mode)
insert picture from file insert image from file	Insert picture from file
insert picture from scanner insert picture from camera	Insert picture from scanner or a camera
insert screen clipping	Insert screen clipping. the OneNote icon must be active in the notification area on the windows taskbar

Tag Notes functions

Command(s) you can say	Description
apply to do tag check to do tag clear to do tag	Apply, mark, or clear 'To-Do' tag
apply important tag clear important tag	Apply or clear the Important tag
apply question tag clear question tag	Apply or clear the 'Question' tag
apply remember for later tag clear remember for later tag	Apply or clear the 'Remember for later' tag
apply definition tag clear definition tag	Apply or clear the 'Definition' tag
apply highlight tag remove highlight tag	Apply or clear the 'Highlight' tag
apply contact tag clear contact tag	Apply or clear the 'Contact' tag
apply address tag clear address tag	Apply or clear the 'Address' tag
apply phone number tag clear phone number tag	Apply or clear the 'Phone number' tag
remove all note tags clear all note tags	Remove all note tags from the selected notes

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OneNote Tables functions

Command(s) you can say	Description
insert a table create a table	Open Insert Table window
create a column insert a column	Create another column in a table with a single row
create a row insert a row	Create another row when in the last cell in a table
create a column to the right insert a column on the right	Create column to the right of current column in table
create a column to the left insert a column on the left	Create column to the left of current column in table
create a row below insert a row below	Create row below current row in table
create a row above insert a row above	Create row above the current one in table (when the cursor is at the beginning of any row)
delete this row delete row	Delete current empty row in table (when the cursor is at the beginning of the row)
create another paragraph insert another paragraph	Create another paragraph in the same cell in a table
convert text to math equation convert to a math equation	Start a math equation or convert selected text to a math equation

Outlines functions

Command(s) you can say	Description
show through level 1	show through level 1
expand to level 2 show to level 2	Expand to level 2
expand to level 3 show to level 3	Expand to level 3
expand to level 4 show to level 4	Expand to level 4
expand to level 5 show to level 5	Expand to level 5
expand to level 6 show to level 6	Expand to level 6
expand to level 7 show to level 7	Expand to level 7
expand to level 8 show to level 8	Expand to level 8
expand to level 9 show to level 9	Expand to level 9
expand all levels	Expand all levels
increase indent by one level increase indent	Increase the indent by one level
decrease indent by one level decrease indent	Decrease the indent by one level
expand collapsed outline expand outline	Expand a collapsed outline
collapse expanded outline collapse outline	Collapse an expanded outline

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Search functions

Command(s) you can say	Description
move to search box go to search field	Move insertion point to search box
press down arrow move down press up arrow move up	Navigate up and down the search results and preview next result
dismiss search	While searching all notebooks, go to selected result and dismiss search
change scope to find on this page	Change the search scope to; find on this page
change scope to this section	Change the search scope to; this section
change scope to this section group	Change the search scope to; this section group
change scope to this notebook	Change the search scope to; this notebook
change scope to all notebooks	Change the search scope to; all notebooks
open search results pane	Open the Search Results pane
search page for the word (x) search page for the phrase (x)	Search only current page. For example, say "search page for the phrase "William Shakespeare".
move to next result	While searching current page, move to next result
move to previous result	While searching current page, move to previous result
dismiss page search	Finish searching page

Outlook 2016 functions

Command(s) you can say	Description
send page by email	Send selected pages in an Email
create a today outlook task	Create a Today Outlook task from selected note
create a tomorrow outlook task	Create a Tomorrow Outlook task
create a this week outlook task	Create a This Week Outlook task
create a next week outlook task	Create a Next Week Outlook task
create a no date outlook task	Create a No Date Outlook task
open selected outlook task	Open the selected Outlook task
mark outlook task as complete	Mark the selected Outlook task as complete
delete selected outlook task	Delete selected Outlook task
sync changes in shared notebook	Sync changes in current shared notebook
sync changes in all shared notebooks	Sync changes in all shared notebooks
mark current page as unread	Mark current page as unread

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Other functions

Command(s) you can say	Description
perform spell check check spelling	Check spelling
open research pane open thesaurus show synonyms	Open research pane and thesaurus for the currently selected word
start a new audio recording start a recording	Start new audio recording
play selected audio	Play selected audio recording
stop playback of selected audio stop playback	Stop playback of selected audio recording
rewind ten seconds	Rewind the current audio recording by 10 seconds
rewind five minutes	Rewind the current audio recording by 5 minutes
fast forward ten seconds	Fast-forward the current audio recording by 10 seconds
fast forward five minutes	Fast-forward the current audio recording by 5 minutes
start a new video recording start video recording	Start new video recording

Styling and Formatting functions

Command(s) you can say	Description
insert line break	Insert a line break without starting a new paragraph
insert new paragraph	Insert a new paragraph
indent paragraph	Indent paragraph
outdent paragraph	Outdent paragraph
move the selected paragraphs up move paragraph up	Move the current paragraph or several selected paragraphs up
move the selected paragraphs down move paragraph down	Move the current paragraph or several selected paragraphs down
jump to title of page	Jump to the title of the page and select it
highlight selected text	Highlight the selected text
apply heading style one	Apply Heading 1 style to the current note
apply heading style two	Apply Heading 2 style to the current note
apply heading style three	Apply Heading 3 style to the current note
apply heading style four	Apply Heading 4 style to the current note
apply heading style five	Apply Heading 5 style to the current note
apply heading style six	Apply Heading 6 style to the current note

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Styling and Formatting functions (cont'd)

Command(s) you can say	Description
apply normal style	Apply Normal style to the current note
increase font size	Increase the font size of the selected text
decrease font size	Decrease the font size of the selected text
apply superscript remove superscript	Apply or remove superscript on the selected text
apply subscript remove subscript	Apply or remove subscript on the selected text
apply strikethrough remove strikethrough	Apply or remove strikethrough on the selected text
apply bullet points remove bullet points	Apply or remove bulleted list format on the selected text
apply numbering remove numbering	Apply or remove numbered list format on the selected text
apply normal format	Apply normal format on the selected text
change page colour	Change the page colour (dictate "*press up arrow, press down arrow, press left arrow, press right arrow*" to navigate the available colours, dictate "*press enter*" to select your choice)
remove page colour	Remove and set page colour to none
change section colour to <colour>[1]	Change the current section colour. For example, say "change section colour to purple".
remove section colour	Remove and set section colour to none

MS OneNote Notes:

Dragon generic, menu, keyboard and mouse commands are available for use and should be used with these custom commands.

When performing dictation, the "Dictation Box" may at times appear and the use of commands such as "click transfer" and "click cancel" work in the normal way. The Dictation box can be turned off for the current application.

Footnote:
[1] Available colour options: blue | yellow | green | red | purple | cyan | orange | magenta | blue mist | purple mist | tan | lemon | apple | teal | red chalk | silver |

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