

Windows Speech Recognition commands

Applies to Windows 10

Here is the link to the online version <http://windows.microsoft.com/en-us/windows-10/speech-recognition-commands>

Windows Speech Recognition lets you control your PC by voice alone, without needing a keyboard or mouse. The following tables list commands that you can use with Speech Recognition.

If a word or phrase is bold, it's an example. Replace it with similar words to get the result you want.

For info on how to set up Speech Recognition for the first time, see [Use speech recognition](#).

Notes

Any time you need to find out what commands to use, say "what can I say?"

Speech Recognition is only available for the following languages: English (United States, United Kingdom, Canada, India, and Australia), French, German, Japanese, Mandarin (Chinese Simplified and Chinese Traditional), and Spanish.

Common Speech Recognition commands

To do this	Say this
<hr/>	
To do this	Say this
Open Start	Start
<hr/>	
To do this	Say this
Open Cortana	Press Windows C

Note

Cortana is only available in certain countries/regions, and some Cortana features might not be available everywhere. If Cortana isn't available or is turned off, you can still use search.

To do this	Say this
Open Search	Press Windows S

To do this	Say this
To do this	Say this
Perform an action in an app	Right-click; Press Windows Z; press ctrl B
To do this	Say this
Select an item by its name	File; Start; View
To do this	Say this
Select an item or icon	Click Recycle Bin; Click Computer; Click file name
To do this	Say this
Double-click an item	Double-click Recycle Bin; Double- click Computer; Double-click file name
To do this	Say this
Switch to an open app	Switch to Paint; Switch to WordPad; Switch to program name; Switch application
To do this	Say this
Scroll in one direction	Scroll up; Scroll down; Scroll left; Scroll right
To do this	Say this
Insert a new paragraph or new line in a document	New paragraph; New line
To do this	Say this
Select a word in a document	Select word
To do this	Say this
Select a word and start to correct it	Correct word
To do this	Say this
Select and delete specific words	Delete word
To do this	Say this
Show a list of applicable commands	What can I say?

To do this	Say this
To do this	Say this
Update the list of speech commands that are currently available	Refresh speech commands
To do this	Say this
Turn on listening mode	Start listening
To do this	Say this
Turn off listening mode	Stop listening
To do this	Say this
Move the Speech Recognition microphone bar	Move speech recognition
To do this	Say this
Minimize the microphone bar	Minimize speech recognition

Commands for dictation

To do this	Say this
Insert a new line in the document	New line
To do this	Say this
Insert a new paragraph in the document	New paragraph
To do this	Say this
Insert a tab	Tab
To do this	Say this
Insert the literal word (for example, insert the word "comma" instead of the punctuation mark)	Literal word
To do this	Say this
Insert the numeral form of a number (for examples, insert 3 instead of the word three)	Numeral number
To do this	Say this
Put the cursor before a specific word	Go to word

To do this	Say this
Put the cursor after a specific word	Go after word
To do this	Say this
Don't insert a space before the next word	No space
To do this	Say this
Go to the start of the current sentence	Go to start of sentence
To do this	Say this
Go to the start of the current paragraph	Go to start of paragraph
To do this	Say this
Go to the start of the current document	Go to start of document
To do this	Say this
Go to the end of the current sentence	Go to end of sentence
To do this	Say this
Go to the end of the current paragraph	Go to end of paragraph
To do this	Say this
Go to the end of the current document	Go to end of document
To do this	Say this
Select a word in the current document	Select word
To do this	Say this
Select a word range in the current document	Select word range; Select word through word
To do this	Say this
Select all text in the current document	Select all
To do this	Say this
Select a number of words before the location of the cursor	Select previous 20 words; Select previous 10 words
To do this	Say this
Select a number of words after the location of the cursor	Select next 20 words; Select next 10 words

To do this	Say this
Select the last text you dictated	Select that
To do this	Say this
Clear the selection on the screen	Clear selection
To do this	Say this
Capitalize the first letter of a word	Caps word
To do this	Say this
Capitalize all the letters of a word	All caps word
To do this	Say this
Make all the letters in a word lowercase	No caps word
To do this	Say this
Change the next number of words to uppercase	Change next 10 words to uppercase
To do this	Say this
Change the next number of words to lowercase	Change next 10 words to lowercase
To do this	Say this
Delete the previous sentence	Delete previous sentence
To do this	Say this
Delete the next sentence	Delete next sentence
To do this	Say this
Delete the previous paragraph	Delete previous paragraph
To do this	Say this
Delete the next paragraph	Delete next paragraph
To do this	Say this
Delete the selected or last dictated text	Delete that

Commands for the keyboard

To do this	Say this
To do this	Say this

To do this	Say this
Press a key or key combination	Press keyboard key; Press A; Press capital B; Press Shift plus A; Press Ctrl plus A

To do this	Say this
Press certain keyboard keys without saying "press" first	Delete; Backspace; Enter; Page Up; Page Down; Home; End; Tab

Notes

You can also use the ICAO\NATO phonetic alphabet. For example, say "press alpha" to press A or "press bravo" to press B.

Speech Recognition commands for the keyboard works only with languages that use Latin alphabets.

Commands for punctuation marks and special characters

To insert this	Say this
,	Comma
To insert this	Say this
;	Semicolon
To insert this	Say this
.	Period; Dot; Decimal point
To insert this	Say this
:	Colon
To insert this	Say this
“	Open double quote; Open quote
To insert this	Say this
”	Close double quote; Close quote; Close inverted commas
To insert this	Say this
'	Apostrophe
To insert this	Say this
‘	Open single quote
To insert this	Say this

'	Close single quote
To insert this	Say this
>	Greater than sign
To insert this	Say this
<	Less than sign
To insert this	Say this
/	Forward slash
To insert this	Say this
\	Backslash
To insert this	Say this
~	Tilde
To insert this	Say this
@	At sign
To insert this	Say this
!	Exclamation mark; Exclamation point
To insert this	Say this
?	Question mark
To insert this	Say this
#	Number sign; Pound sign
To insert this	Say this
\$	Dollar sign
To insert this	Say this
%	Percent sign
To insert this	Say this
^	Caret
To insert this	Say this
(Open parenthesis; Open paren
To insert this	Say this

)	Close parenthesis; Close paren
To insert this	Say this
_	Underscore
To insert this	Say this
-	Hyphen; Minus sign; Dash
To insert this	Say this
–	En dash
To insert this	Say this
—	Em dash
To insert this	Say this
=	Equal sign
To insert this	Say this
+	Plus sign
To insert this	Say this
{	Open brace; Open curly bracket
To insert this	Say this
}	Close brace; Close curly bracket
To insert this	Say this
[Open bracket; Open square bracket
To insert this	Say this
]	Close bracket; Close square bracket
To insert this	Say this
	Vertical bar
To insert this	Say this
:~)	Smiley face
To insert this	Say this
:~(Frowny face
To insert this	Say this

; -)	Winky face
To insert this	Say this
™	Trademark sign
To insert this	Say this
¾	Three-quarter sign
To insert this	Say this
¼	One-quarter sign
To insert this	Say this
½	One-half sign
To insert this	Say this
£	Pound sterling sign
To insert this	Say this
&	Ampersand; And sign
To insert this	Say this
*	Asterisk
To insert this	Say this
//	Double slash
To insert this	Say this
`	Back quote
To insert this	Say this
<	Open angle bracket
To insert this	Say this
>	Close angle bracket
To insert this	Say this
±	Plus or minus sign
To insert this	Say this
«	Open angle quote
To insert this	Say this

»	Close angle quote
To insert this	Say this
×	Multiplication sign
To insert this	Say this
÷	Division sign
To insert this	Say this
¢	Cent sign
To insert this	Say this
¥	Yen sign
To insert this	Say this
§	Section sign
To insert this	Say this
©	Copyright sign
To insert this	Say this
®	Registered sign; Registered trademark sign
To insert this	Say this
°	Degree sign
To insert this	Say this
¶	Paragraph sign
To insert this	Say this
...	Ellipsis; Dot dot dot
To insert this	Say this
f	Function sign

Commands for Windows and apps

To do this	Say this
To do this	Say this
Select an item by its name	File; Start; View

To do this	Say this
To do this	Say this
Select an item or icon	Click Recycle Bin; Click Computer; Click file name
To do this	Say this
Double-click an item	Double-click Computer; Double-click Recycle Bin; Double-click folder name
To do this	Say this
Right-click an item	Right-click Computer; Right-click Recycle Bin; Right-click folder name
To do this	Say this
Minimize all windows to show your desktop	Show desktop
To do this	Say this
Select something if you don't know what it's 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.)
To do this	Say this
Select a numbered item	19 OK; 5 OK
To do this	Say this
Double-click a numbered item	Double-click 19; Double-click 5
To do this	Say this
Right-click a numbered item	Right-click 19; Right-click 5
To do this	Say this
Open an app	Open Paint; Open WordPad; Open app name
To do this	Say this
Switch to an open app	Switch to Paint; Switch to WordPad; Switch to app name; Switch application
To do this	Say this
Close an app	Close that; Close Paint; Close Documents
To do this	Say this
Minimize	Minimize that; Minimize Paint; Minimize Documents
To do this	Say this

To do this	Say this
Maximize	Maximize that; Maximize Paint; Maximize Documents
To do this	Say this
Restore	Restore that; Restore Paint; Restore Documents
To do this	Say this
Cut	Cut that; Cut
To do this	Say this
Copy	Copy that; Copy
To do this	Say this
Paste	Paste
To do this	Say this
Delete	Delete that; Delete
To do this	Say this
Undo	Undo that; Scratch that; Undo
To do this	Say this
Scroll in one direction	Scroll up; Scroll down; Scroll right; Scroll left
To do this	Say this
Scroll an exact distance in pages	Scroll down 2 pages; Scroll up 10 pages
To do this	Say this
Scroll an exact distance in other units	Scroll up 5; Scroll down 7
To do this	Say this
Go to a field in a form or app	Go to field name; Go to Subject; Go to Address; Go to cc

Commands for using the mouse

To do this	Say this
To do this	Say this

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