

Dragon NaturallySpeaking® – Beginners

Overview

(Preferred & Professional Editions) In this course, clients will use speech recognition software to create a voice file, and learn how to operate a PC and software programs using voice.

Prerequisites

Some knowledge of Windows preferred but not essential.

Dragon NaturallySpeaking® Preferred/Professional Version 5 or above

Next Steps

Dragon NaturallySpeaking® Follow Up/Intermediate

Course Length

Options available:

Half day (3 hours)

Full Day (6 hours)

Both offer option for follow-up training

Appropriate breaks are taken between sessions.

Special Needs

Clients with Special Needs should discuss requirements with the Trainer in advance of booking the course.

NB:

Speech Recognition is a personalised program requiring one-to-one training. For this reason, the course outline may vary depending on the individual person's needs and ability.

Session 1: Creating a Voice File

- Intro to Speech Recognition
- Microphone
- Create User File
- Reading Script
- Dragon Bar
- Results Box

Session 2: Starting to Dictate

- Desktop
- Starting Applications
- Dictation Hints
- Dictating in Word
- Correcting Mistakes
- Different methods of correction
- Choices Available
- Spell Mode Box
- Difference between correcting and editing
- Playback/Read That

Session 2: Editing a Document

- Navigate in a Document
- Insert Text
- Select Text
- Move and Copy Text
- Delete Blocks of Text
- Undo Changes
- Find and Replace Text

Session 3: Formatting Text

- Change Font and Size
- Apply Font Styles and Effects
- Change Text Color

Session 4: Formatting Paragraphs

- Change Paragraph Alignment
- Indent Paragraphs
- Change Spacing Between Paragraphs and Lines
- Insert Page Numbers & Bullets

Session 5: Unusual/Difficult Dictation

- Post Codes
- References
- Numbers
- Single Letters and Digits
- Symbols and Characters

Session 6: PC Navigation

- Switching Between Applications
- Minimise/Maximise
- Menu Bar
- Moving Around Documents

Session 7: Dictation Styles and Methods

- Different Styles of Dictating
- Dictation Modes
- Vocabulary
- Adding Words to Vocabulary
- Spoken –v- Written Form

Session 8: Dictation Shortcuts

- Text Macros
- Command Browser
- Amending Macros

Session 9: Other Software Programs

- Working within real documents/programs:
- Outlook
- Excel
- Internet
- Intranet
- PowerPoint
- Lotus Notes
- In-House Programs

Session 10: Help and Other Essential Functions

- Help
- Sample Commands
- Saving Speech Files
- Closing Dragon
- Opening Dragon
- Check Audio Setup