Windows Speech Recognition commands

Select Product Version

Windows 10 ⌄

Windows 10

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
Open Start	Start

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.

Open Search	Press Windows S
Perform an action in an app	Right-click; Press Windows Z; press ctrl B
Select an item by its name	**File**; **Start**; **View**
Select an item or icon	Click **Recycle Bin**; Click **Computer**; Click **file name**
Double-click an item	Double-click **Recycle Bin**; Double-click **Computer**; Double-click **file name**
Switch to an open app	Switch to **Paint**; Switch to **WordPad**; Switch to **program name**; Switch application
Scroll in one direction	Scroll up; Scroll down; Scroll left; Scroll right

Insert a new paragraph or new line in a document	New paragraph; New line
Select a word in a document	Select **word**
Select a word and start to correct it	Correct **word**
Select and delete specific words	Delete **word**
Show a list of applicable commands	What can I say?
Update the list of speech commands that are currently available	Refresh speech commands
Turn on listening mode	Start listening
Turn off listening mode	Stop listening
Move the Speech Recognition microphone bar	Move speech recognition
Minimize the microphone bar	Minimize speech recognition

Commands for dictation

To do this	Say this
Insert a new line in the document	New line

Insert a new paragraph in the document	New paragraph
Insert a tab	Tab
Insert the literal word (for example, insert the word "comma" instead of the punctuation mark)	Literal **word**
Insert the numeral form of a number (for examples, insert 3 instead of the word three)	Numeral **number**
Put the cursor before a specific word	Go to **word**
Put the cursor after a specific word	Go after **word**
Don't insert a space before the next word	No space
Go to the start of the current sentence	Go to start of sentence
Go to the start of the current paragraph	Go to start of paragraph
Go to the start of the current document	Go to start of document
Go to the end of the current sentence	Go to end of sentence
Go to the end of the current paragraph	Go to end of paragraph
Go to the end of the current document	Go to end of document

Select a word in the current document	Select **word**
Select a word range in the current document	Select **word range**; Select **word** through **word**
Select all text in the current document	Select all
Select a number of words before the location of the cursor	Select previous **20** words; Select previous **10** words
Select a number of words after the location of the cursor	Select next **20** words; Select next **10** words
Select the last text you dictated	Select that
Clear the selection on the screen	Clear selection
Capitalize the first letter of a word	Caps **word**
Capitalize all the letters of a word	All caps **word**
Make all the letters in a word lowercase	No caps **word**
Change the next number of words to uppercase	Change next **10** words to uppercase
Change the next number of words to lowercase	Change next **10** words to lowercase

Delete the previous sentence	Delete previous sentence
Delete the next sentence	Delete next sentence
Delete the previous paragraph	Delete previous paragraph
Delete the next paragraph	Delete next paragraph
Delete the selected or last dictated text	Delete that

Commands for the keyboard

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**
Press certain keyboard keys without saying "press" first	**Delete**; **Backspace**; **Enter**; **Page Up**; **Page Down**; **Home**; **End**; **Tab**

Notes

You can also use the ICAONATO 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

;	Semicolon
.	Period; Dot; Decimal point
:	Colon
"	Open double quote; Open quote
"	Close double quote; Close quote; Close inverted commas
'	Apostrophe
'	Open single quote
'	Close single quote
>	Greater than sign
<	Less than sign
/	Forward slash
\	Backslash
~	Tilde

@	At sign
!	Exclamation mark; Exclamation point
?	Question mark
#	Number sign; Pound sign
$	Dollar sign
%	Percent sign
^	Caret
(	Open parenthesis; Open paren
)	Close parenthesis; Close paren
_	Underscore
-	Hyphen; Minus sign; Dash
-	En dash
-	Em dash
=	Equal sign

+	Plus sign
{	Open brace; Open curly bracket
}	Close brace; Close curly bracket
[	Open bracket; Open square bracket
]	Close bracket; Close square bracket
|	Vertical bar
:-)	Smiley face
:-(	Frowny face
;-)	Winky face
™	Trademark sign
¾	Three-quarter sign
¼	One-quarter sign
½	One-half sign

£	Pound sterling sign
&	Ampersand; And sign
*	Asterisk
//	Double slash
`	Back quote
<	Open angle bracket
>	Close angle bracket
±	Plus or minus sign
«	Open angle quote
»	Close angle quote
×	Multiplication sign
÷	Division sign
¢	Cent sign
¥	Yen sign

§	Section sign
©	Copyright sign
®	Registered sign; Registered trademark sign
°	Degree sign
¶	Paragraph sign
…	Ellipsis; Dot dot dot
ƒ	Function sign

Commands for Windows and apps

To do this	Say this
Select an item by its name	**File**; **Start**; **View**
Select an item or icon	Click **Recycle Bin**; Click **Computer**; Click **file name**
Double-click an item	Double-click **Computer**; Double-click **Recycle Bin**; Double-click **folder name**
Right-click an item	Right-click **Computer**; Right-click **Recycle Bin**; Right-click **folder name**

Minimize all windows to show your desktop	Show desktop
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.)
Select a numbered item	**19** OK; **5** OK
Double-click a numbered item	Double-click **19**; Double-click **5**
Right-click a numbered item	Right-click **19**; Right-click **5**
Open an app	Open **Paint**; Open **WordPad**; Open **app name**
Switch to an open app	Switch to **Paint**; Switch to **WordPad**; Switch to **app name**; Switch application
Close an app	Close that; Close **Paint**; Close **Documents**
Minimize	Minimize that; Minimize **Paint**; Minimize **Documents**
Maximize	Maximize that; Maximize **Paint**; Maximize **Documents**
Restore	Restore that; Restore **Paint**; Restore **Documents**

Cut	Cut that; Cut
Copy	Copy that; Copy
Paste	Paste
Delete	Delete that; Delete
Undo	Undo that; Scratch that; Undo
Scroll in one direction	Scroll up; Scroll down; Scroll right; Scroll left
Scroll an exact distance in pages	Scroll down **2** pages; Scroll up **10** pages
Scroll an exact distance in other units	Scroll up **5**; Scroll down **7**
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
Show the mousegrid	Mousegrid
	Number of the square; 1; 7; 9

Move the pointer to the center of a mousegrid square	
Select a mousegrid square	Click **number of the square**
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
Select an area in the mousegrid 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

Properties

Applies to
Windows 10, Windows 7

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