

## Speech Recognition

### Course Outlines

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#### Dragon NaturallySpeaking – Beginners

Days of Training: ½ - 1

##### Overview

(Preferred & Professional Editions)

In this course, trainees 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.  
Proficiency with non-standard applications.  
Dragon NaturallySpeaking Preferred/Professional Version 8 or above

##### Next Steps

Dragon NaturallySpeaking - Intermediate

##### Special Needs

Your VoicePower trainer will discuss your requirements with you in order to adapt the training to suit the needs of the individual user.

##### Course Length

Options available:

Half day (3 hours)

Full day (6 hours)

Both offer option for follow-up training

##### 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.

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##### Creating a Voice File

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

##### Starting to Dictate

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

##### 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

##### Formatting Text

Change Font and Size  
Change Text Alignment  
Change Text Color  
Create Numbered & Bulleted Lists

##### Unusual/Difficult Dictation

Post Codes  
References  
Numbers  
Single Letters and Digits  
Symbols and Characters

##### PC Navigation

Switching Between Applications  
Minimise/Maximise  
Menu Bar  
Moving Around Documents

##### Help and Other Essential Functions

Help / Support  
Saving Speech Files  
Closing Dragon  
Opening Dragon  
Backup Voice File

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