



Speech Recognition

Course Outlines

Dragon NaturallySpeaking – Beginners – CPD Accredited

Days of Training: 1/2 - 1

Overview

(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 Professional

Next Steps

Dragon NaturallySpeaking - Intermediate

Assistive Technology Requirements

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.

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 Colour
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

For Information contact:

01423 870 476 [or info@voicepower.co.uk](mailto:info@voicepower.co.uk)

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VoicePower Limited
3 Hornbeam Square South
Hornbeam Park
Harrogate
HG2 8NB