

Q&A – Tips and Tricks Using Word and Word Projects
May 1, 2021 Virtual Technology Conference
Presented by Jerry Heaton, Member/Word Teacher
Central Kentucky Computer Society



Jerry: I missed the first few minutes of this talk. Are Dictate and Editor available in Word 2019.

A. Jerry: Until now I thought DICTATE and EDITOR was on everyone's newer word versions. However, after reading some 40+ emails I've received since my class, I've decided it must be something that's available only to those people who are paying for Microsoft 365 (formerly Office 365) I get occasional updates on my Microsoft 365 programs, and I guess that's how I suddenly discovered the dictate and editor icons showing up. I thought nothing unusual about that happening. I get frequent updates by buying 365.

Dale: Is this in Office 365? I have Office Home & Business 2019 on disk not a download. I missed how you get the "Dictate" & "Editor" icons to appear

A. I'm beginning to believe it's only available if you have Microsoft 365 and pay for it either monthly or buy the cheaper annual fee.

From Judy: [How to Dictate Text in Microsoft Office | PCMag](#)

Betty: Do you purposely leave autosave off?

A. I am a snowbird and spend time in Kentucky in the summer and in Florida in the winter. I don't carry computers back and forth therefore storing documents in the cloud is important. If I'm working on a temporary document that I don't need in both locations, I turn the autosave off however on most all documents it does stay on.

Peter: What is the best way to use Word with a voice to text tool with the sound coming from a digital recorder?

A. I have had varying luck in letting Word transcribe to text, from voice recorders. One time it picked up nearly everything that was said, however another time it picked up nothing.

Peter: What is a digital recorder?

A. I assume you are asking about a hand-held tape recorder or perhaps voice from a TV program.

Patricia: Can you add the "ignores" to the dictionary?

A. Word has a 250,000-word dictionary built in. You can add unique names and words by right clicking on the challenged word and a dialogue box appears with the option, ADD TO DICTIONARY.

Patricia: What happened to the clip art library that used to be in Word?

A. I'm not sure I remember exactly what you recall, but there still are some images available if you go to insert and under ILLUSTRATIONS SECTION, there are icons and 3D models and shapes which has a limited amount of stuff you might want. Most of the time if I want images in pictures, I go to Google and select images. That works best for me.

Martin: Is there a way to write scripts in Word to perform repetitive tasks?

A. There is a way to use macros. You record the script, give it a name, and you can play it back when ready. It has been years since I've done this or even talked about it, so I have a learning curve to go through to do it again. Go to the search bar in Word and type macros. Play with it, you just might figure it out.

From Judy: [Word macros: Four examples to automate your documents | PCWorld](#)

Dennis: I just opened up my Microsoft 365 and see the Editor, but it does not show the DICTATE option.

A. On my computer DICTATE shows on the home section in Word, Outlook and PowerPoint. I don't know why you don't find that. Since you have Microsoft 365, there's help available, click on help > support and I think they should help you by a phone call or using the chat room.

Johnny: Can Word read the text back to you after editing?

A. Yes, in the search bar at the top of the page, type READ ALOUD. It will instantly start reading aloud starting from wherever your insertion point resides and it just keeps going. I finally found there is a pale audio control bar on the upper right-hand side of your text document which allows you to turn it off, pause it or stop it altogether. I had to look for that. This feature is actually located by clicking Review > Speech > Read Aloud.

Dale: How can I update my Office 2019?

A. [Install Office updates - Office Support \(microsoft.com\)](#)

Comments

Edward: For Word 2019, Win + H = Toggle microphone

Michael: Sounds like the EDITOR is very similar to Grammarly.

Kevin: Rather than ignore a name, wouldn't you prefer to add it to the Dictionary?

John: The practice of having two spaces after a period is no longer an acceptable practice.

Anita: Alternatives to a paid Microsoft program, I use a free program called Grammarly which functions much the same way as your demonstration. - There is also a paid subscription for more sophisticated writers.

Leslie: This is so helpful. There was a box waiting for you to answer what kind of paste you wanted, with or without formatting.

Diane: That note idea was very good and I tried it. It worked in Outlook email but did not work in Comcast webmail. Just FYI.

John: Dragon Naturally Speaking for dictation. (From Judy, Microsoft recently bought Nuance (DN) for approximately \$16B including debt.)

Leslie: Google how to use Dictate in Office 2019. There is a YouTube video for it.