

word 365

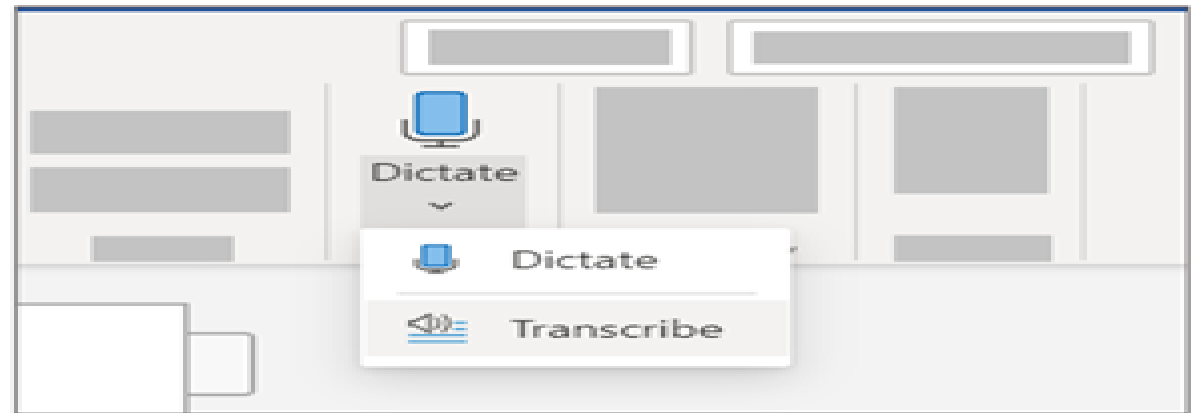
IT UNit Faculty of Agriculture Damietta University

By:Eng Nada Essa

- dictate
- transcribe
- read
- microsoft editor

Dictate

you can tell word what you want to write



Dictate

Dictate

Alt+`

Transcribe

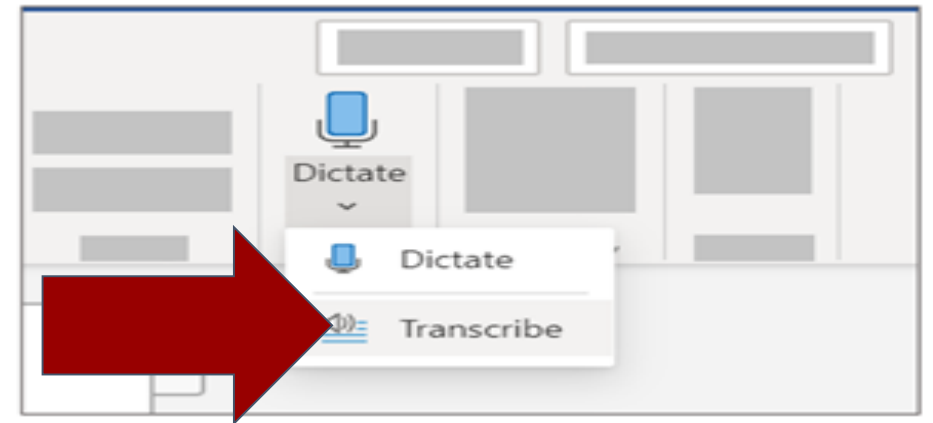
Here is col

Listen to me how are you



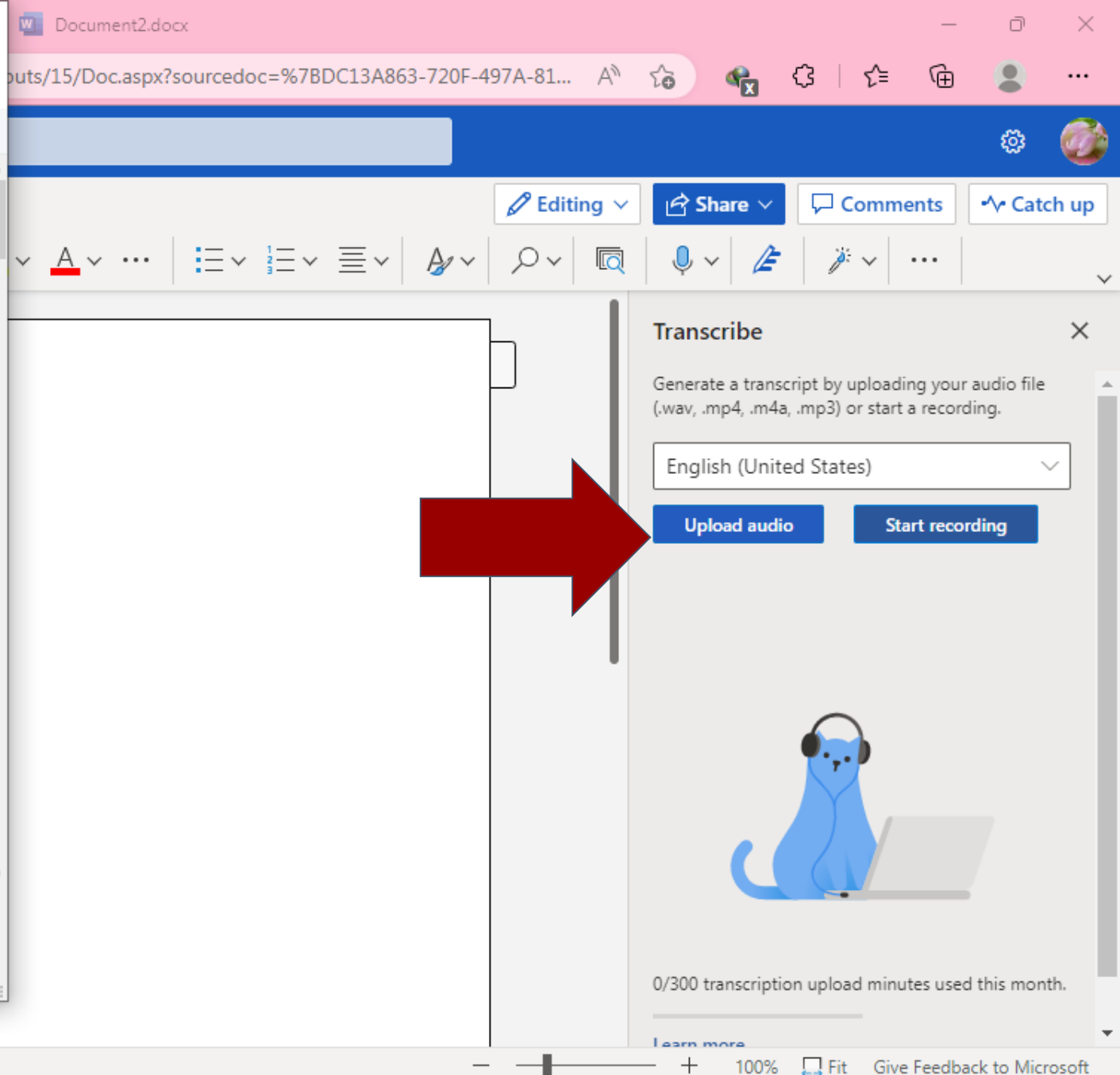
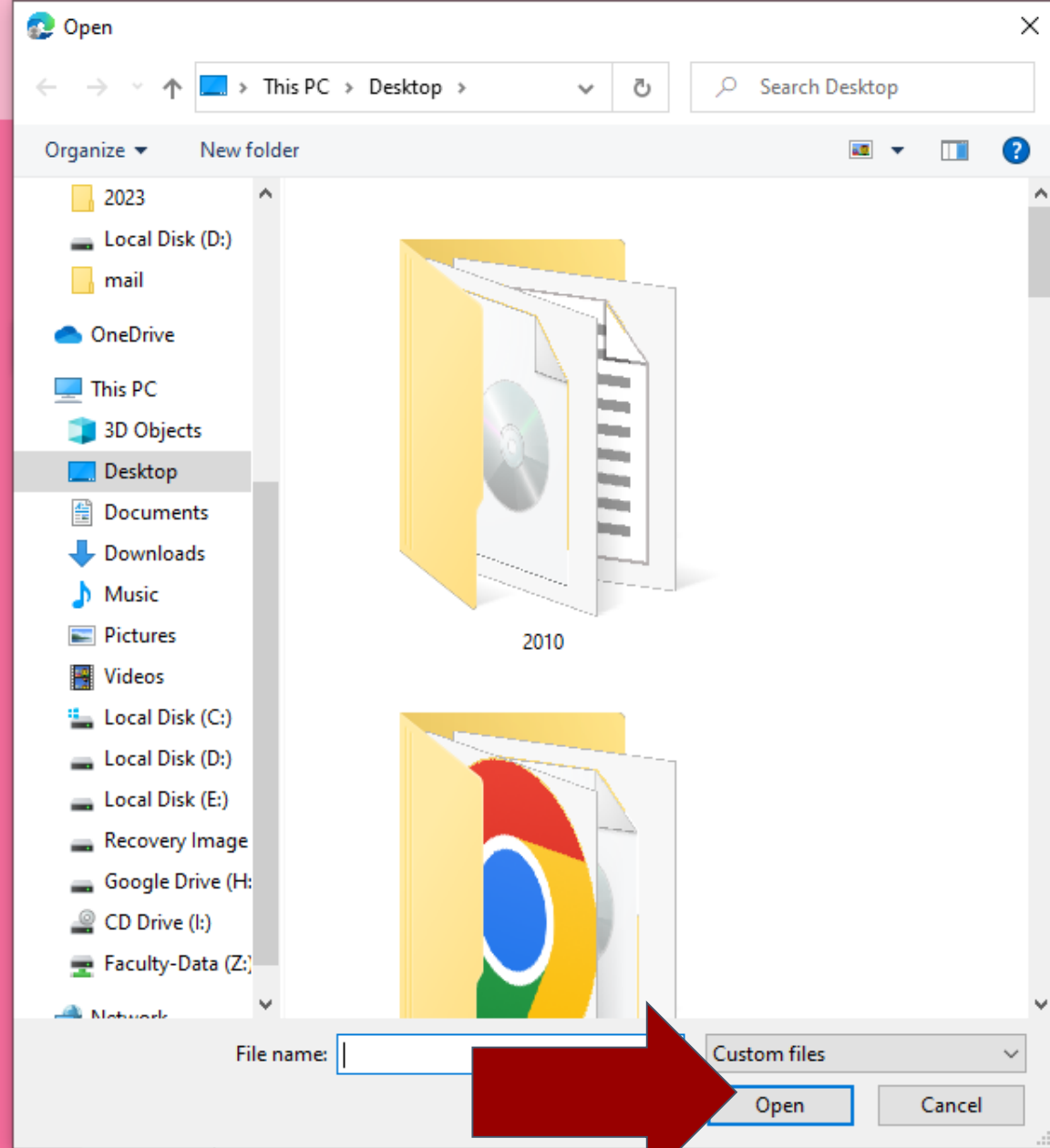
Try saying "pause dictation"

- You can record directly in Word while taking notes in the canvas and then transcribe the recording. Word transcribes in the background as you record; you won't see text on the page as you would when dictating. You'll see the transcript after you save and transcribe the recording.



- In the **Transcribe** pane, select **Start recording**.

The screenshot shows the Microsoft Word Online interface. The main document area contains the text "Here is col". On the right side, the "Transcribe" pane is open. It features a dropdown menu set to "English (United States)" and two buttons: "Upload audio" and "Start recording". A large red arrow points directly to the "Start recording" button. Below the buttons is an illustration of a blue cat wearing headphones and sitting at a laptop. At the bottom of the pane, it shows "0/300 transcription upload minutes used this month." and a "Learn more" link.





Word Document2 - Saved

Search (Alt + Q)

File Home Insert Layout References Review View Help

Undo

Cut

Copy

Calibri (Body)

11

A[^]

A_v

B

I

U

Highlight

Text Color

More

Bulleted List

Numbered List

Decrease Indent

Font Color

Find

Replace

Speech

Pen

Erase

More

Here is col

Transcribe

Your Recording 2.wav

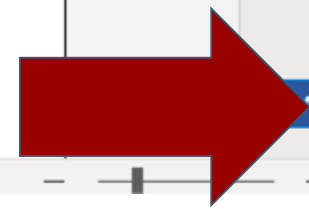
00:00:00 00:00:03

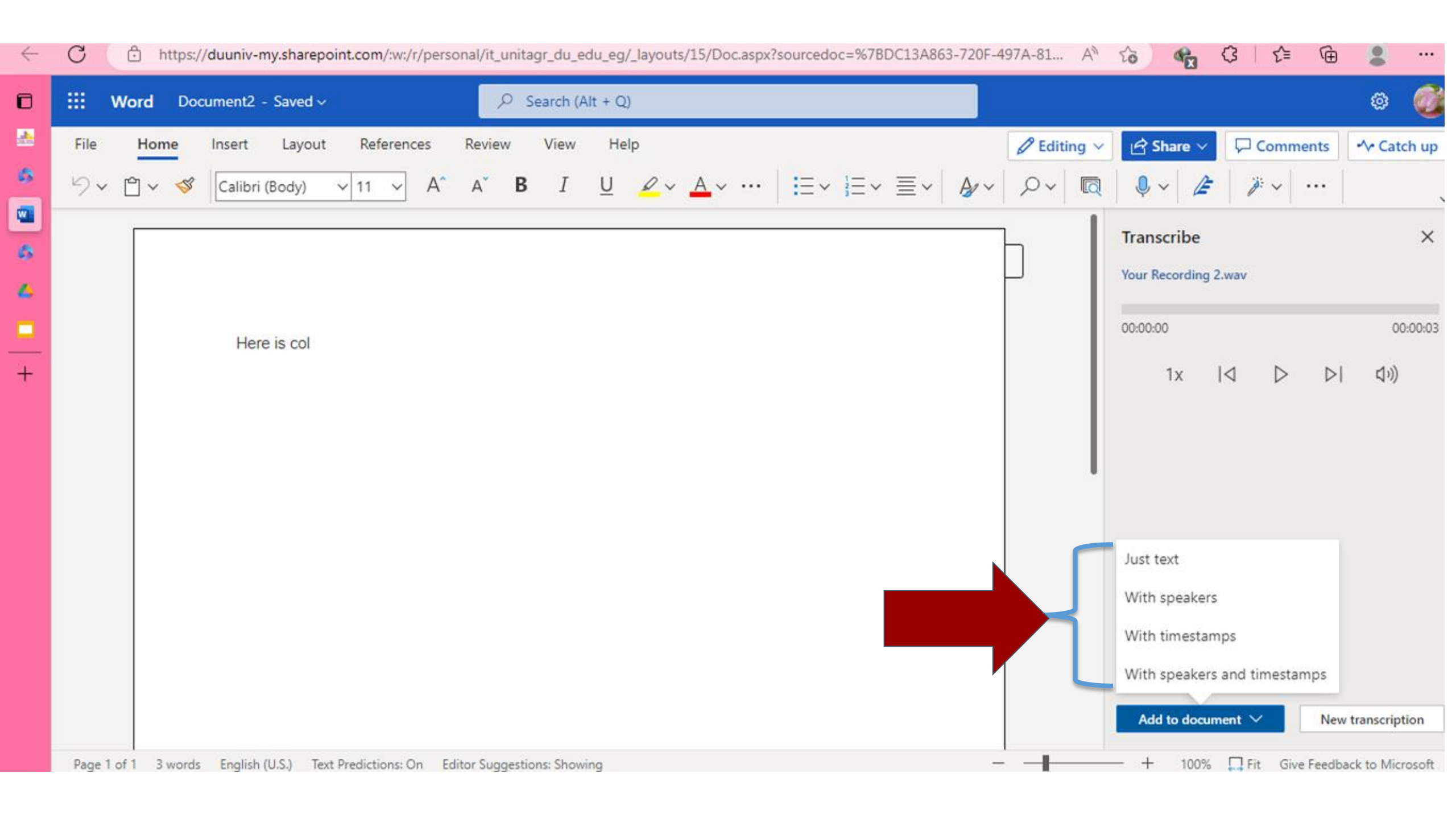
1x |< > >| >>|

Add to document

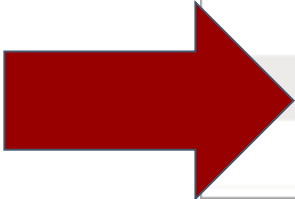
New transcription








Page 1 of 1 3 words English (U.S.) Text Predictions: On Editor Suggestions: Showing 100% Fit Give Feedback to Microsoft





Your recording files will be in transcribed files in one drive



Files		
	Name ▾	Modified ▾
	[redacted]	[redacted]
	[redacted]	[redacted]
	[redacted]	[redacted]
	[redacted]	[redacted]
	Transcribed Files	About an hour ago
	[redacted]	[redacted]

Microsoft Editor

What Are Some Key Benefits of Using a Grammar Checker?

- On top of learning the grammar basics that are listed in the table above, Editor has some other amazing features.
- **Clarity:** The Editor grammar checker helps to identify places where simpler wording can be used. It also assists in removing jargon and switching the text to active voice instead of passive voice.
- **Conciseness:** Keep your readers engaged by removing unnecessary words. Keep things simple.
- **Vocabulary and formality:** Depending on the document you are preparing, you may either want to avoid overly formal or informal language. Editor points out clichés, unnecessary words, formal or informal language, and slang.
- **Inclusiveness:** Editor makes sure that everyone feels represented and that your text is free of any bias.
- **Originality:** Make sure your text is free from plagiarism, or if you are quoting a source, properly cite their work.
- **Resume assistant:** It's often too easy to write in the first person when drafting a resume. Editor helps you avoid first-person text as well as vague words.

Here is col

You can check your errors in document using editor by clicking in editor button

Editor

Editor

Editor Score
Calculated at 100 words

Casual writing

Corrections

Spelling

Grammar

Refinements

Acronyms

Clarity

Conciseness

Here is col

You can choose your level for writing for checking errors

Editor

Editor Score
Calculated at 100 words

Casual writing

Corrections

Spelling

Grammar

Formal

Professional

✓ Casual

Refinements

Acronyms

Clarity

Conciseness

Here is col

The editor will show the errors and its types in your document here

Editor

Spelling

Grammar

Refinements

Acronyms

Clarity

Conciseness

Formality

Inclusiveness

Perspectives

Punctuation Conventions

Sensitive Geopolitical References

Here is col

The editor will show the errors and its types in your document here

Editor

Refinements

Acronyms



Clarity



Conciseness



Formality



Inclusiveness



Perspectives



Punctuation Conventions



Sensitive Geopolitical References



Vocabulary



Here is col

Check this to enable editor to tell you its prediction for correction

Editor

Similarity



Check for similarity to online sources.

Similarities reviewed

2 / 2*

Text Predictions



Text Predictions



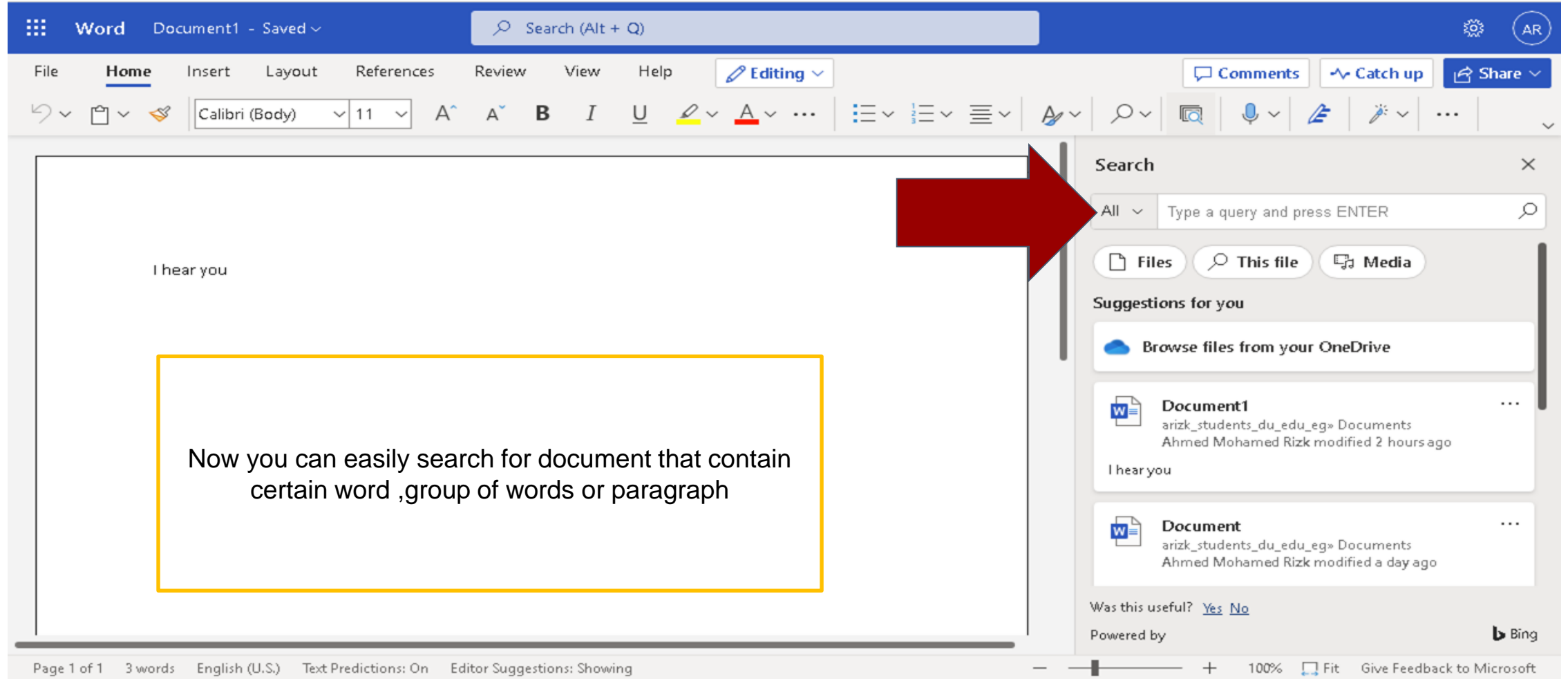
Insights



Document stats

Give feedback to Microsoft

Reuse files



The screenshot shows the Microsoft Word interface. The ribbon at the top includes tabs for File, Home, Insert, Layout, References, Review, View, and Help. The Home tab is active, showing font settings (Calibri (Body), size 11) and paragraph settings. The document text is "I hear you". A yellow box highlights the text "Now you can easily search for document that contain certain word ,group of words or paragraph". A red arrow points from this text to the search pane on the right. The search pane is titled "Search" and has a search bar with the placeholder "Type a query and press ENTER". Below the search bar are tabs for "Files", "This file", and "Media". The "Files" tab is selected, showing "Suggestions for you". The suggestions include "Browse files from your OneDrive" and two document entries: "Document1" and "Document". Both documents are from "arizk_students_du_edu_eg» Documents" and were modified by "Ahmed Mohamed Rizk". The status bar at the bottom shows "Page 1 of 1", "3 words", "English (U.S.)", "Text Predictions: On", "Editor Suggestions: Showing", and "100% Fit".

Word Document1 - Saved

Search (Alt + Q)

File Home Insert Layout References Review View Help Editing Comments Catch up Share

Calibri (Body) 11 A A B I U

I hear you

Now you can easily search for document that contain certain word ,group of words or paragraph

Search

All Type a query and press ENTER

Files This file Media

Suggestions for you

Browse files from your OneDrive

Document1
arizk_students_du_edu_eg» Documents
Ahmed Mohamed Rizk modified 2 hours ago
I hear you

Document
arizk_students_du_edu_eg» Documents
Ahmed Mohamed Rizk modified a day ago

Was this useful? Yes No

Powered by Bing

Page 1 of 1 3 words English (U.S.) Text Predictions: On Editor Suggestions: Showing 100% Fit Give Feedback to Microsoft