Read Aloud Instructions

Add Speak to the Quick Access Toolbar

Use voice recognition in Windows 10

Applies to: Windows 10

Set up a microphone

Before you set up voice recognition, make sure you have a microphone set up.

1. Select the Start button, then select Settings > Time & Language > Speech.
2. Under Microphone , select the Get started button.

Help your PC recognize your voice

You can teach Windows 10 to recognizbuuu(i)-0.6 (c07.7 (e)-0.9 .,)-4.7 (Hc)-148 (e)-0.8 (r)1.2 (e)-0.8 'Y su

Keyboard Short Cuts

Keyboard shortcuts

When learning keyboard shortcuts pick a few you use regularly and as you begin to use them naturally try using additional shortcuts.

DOCUMENT		
Select all	Ctrl + A	
Copy	Ctrl + C	Ctrl + Insert
Paste	Ctrl + V	Shift + Insert
Cut	Ctrl + X	
Undo	Ctrl + Z	
Redo	Ctrl + Y	
Bold	Ctrl + B	
Underline	Ctrl + U	
Italics	Ctrl + I	
Find	Ctrl + F	
Beginning or End of Document	Ctrl + Shift + Home or End	
Page up or down	Shift + Pg Up or PG Dn	
Beginning or End of line	Shift + Home or End	

Move/highlight one

ASSISTANCE		
Open Cortana	+ C	"hey Cortana"
Open Settings	+ I	