



**Part I - the minimum recommended training
(half a day)**

GETTING STARTED

- Show full menus
- Opening and closing Dragon
- Check Dragon Settings
- Microphone position
- Controlling the microphone
- Results box
- Opening, closing and switching between applications
- Check audio settings

THE BASICS IN MICROSOFT WORD

- Opening and closing Word documents
- Speaking style
- Commands
- Select & Say
- Correcting recognition errors
- Deleting text
- Selecting text
- Punctuation
- Pull down menus

MICROSOFT WORD – INTERMEDIATE

- Navigating
- Formatting text
- Bullets
- Numbering
- Fonts
- Aligning
- Capitalising

MICROSOFT WORD – ADVANCED

- Spelling
- Working with Word styles
- Working with Tables

REFINING THE VOCABULARY

- Adding your own words and phrases to the vocabulary
- Written form/spoken form
- Modifying the properties of words
- Deleting words from the vocabulary
- Vocabulary builder
- Training your pronunciation of words and phrases
- Processing your existing documents to analyse for new words and to adapt to your writing style

COMMAND BROWSER

- How to create custom Text & Graphics commands to insert frequently used blocks of text and images

MISCELLANEOUS

- Performing mouse clicks by voice
- Wondering whether to say click, press or type?
- Reading

Part 2 (additional half a day)

MICROSOFT OUTLOOK

- Email management including smart commands
- Outlook Calendar management
- Outlook Contacts management
- Outlook Tasks management
- Dragon NaturallySpeaking Outlook commands for Preferred edition users

INTERNET EXPLORER

- Opening Internet Explorer
- Opening a text link
- Opening an image link
- Going to a web page
- Navigating around a web page
- Searching the web including smart commands
- Going to the first text box, e.g. a search box
- Clicking a check box, list box or radio button
- Printing a web page

ACCESSING DOCUMENTS BY VOICE

- Using desktop shortcuts
- Using other methods

MICROSOFT EXCEL

- Dictating a list of numbers
- Moving to and selecting cells, columns and rows
- Selecting a range of cells
- Deleting the contents of a cell
- Formatting
- Aligning
- Font
- Formulae
- Charts
- Other Excel commands
- Dictation and Editing Modes

MICROSOFT POWERPOINT

- Controlling PowerPoint's menu system
- Creating slides

TIPS FOR APPLICATIONS THAT DRAGON IS NOT SPECIFICALLY DESIGNED TO WORK IN

FREQUENTLY ASKED QUESTIONS

- Where can I find more information about Dragon NaturallySpeaking?

APPENDIX A

- Backing up and restoring voice files

APPENDIX B

- Recommended settings in Dragon's options