



Google Docs Voice Typing

Cheat Sheet

Typing and editing in Google Docs with only your voice.

Punctuation

Period
Comma
Exclamation point
Question mark
New line
New paragraph

Font Size

Decrease font size
Increase font size
Font size [6-400]
Make bigger
Make smaller

Paragraph Formatting

Decrease indent
Increase indent
Line spacing [1-100]
Line spacing double
Line spacing single

Lists

Create bulleted list
Create numbered list
Insert bullet
Insert number

Scrolling

Scroll down
Scroll up

Moving

Go to/Move To - Start of/End of paragraph, column, line, row, table, document

Go to/Move To - Next/Previous Character, column, footnote, formatting change, heading, heading [1-6], image, line, link, list, list item, misspelling, paragraph, row, table, word, page

Go/Move - Forward/Backward [number] characters, [number] words

Go/Move - Up/Down [number] lines, [number] paragraphs

Stop Dictation

Stop listening

"PERIOD"

Text Formatting

Apply heading [1-6]
Apply normal text
Apply subtitle
Apply title
Bold
Italicize
Italics
Strikethrough
Subscript
Superscript
Underline
All caps [word or phrase]
Capitalize [word or phrase]

Alignment

Align center
Align justified
Align left
Align right
Center align
Left align
Right align

Remove Formatting

Clear formatting
Remove formatting
Remove bold
Remove italics
Remove strikethrough
Remove underline

Selecting Text

Select [word or phrase]
Select all
Select all matching text
Select list item
Select list items at current level
Select next character
Select next [number] characters
Select last character
Select last [number] characters
Select line
Select next line
Select next [number] lines
Select last line
Select last [number] lines
Select paragraph
Select next paragraph
Select next [number] paragraphs
Select last paragraph
Select last [number] paragraphs
Select word
Select next word
Select next [number] words
Select last word
Select last [number] words
Deselect
Unselect
Select none

Edit

Copy
Cut
Paste
Delete
Delete last word
Delete [word or phrase]
Insert link [then say the URL you want to use]
Copy link
Delete link
Insert table of contents
Delete table of contents
Update table of contents
Insert comment [then say your comment]
Insert bookmark
Insert equation
Insert footer
Insert footnote
Insert header
Insert horizontal line
Insert page break

"GO TO END OF DOCUMENT"

Resume Dictation

Resume, Resume with [word or phrase], Go to the end of the paragraph, Move to the end of the paragraph, Go to the end of the line, Move to the end of the line, Go to [word]