Windows 11 Voice Typing Commands

Click into a text box, press **Windows logo key + H**, wait for **Listening...**, then say these. English commands from Microsoft Support, checked 13 October 2026. Other languages have their own lists.

Say this	To do this
Start, stop and edit	
Stop listening, stop voice typing, stop dictation, stop dictating, stop voice mode	Stop voice typing
Pause voice typing, pause dictation, pause voice mode	Pause voice typing
Delete that, erase that, scratch that (UK English: ignore that)	Delete the last word or phrase, or the selected text
Select that	Select the last word or phrase
Undo that, revert	Undo the previous change
Press Enter	Press Enter
Backspace, press Backspace	Press Backspace
Tab, press Tab	Press Tab
Insert space, press space	Add a space
New line, next line	Start a new line
New paragraph	Start a new paragraph
Punctuation	
Full stop, period	Insert **.**
Comma	Insert **,**
Question mark	Insert **?**
Exclamation mark, exclamation point	Insert **!**
Colon	Insert **:**
Semicolon	Insert **;**
Ellipsis, dot dot dot	Insert **...**
Hyphen	Insert **-**
Minus sign	Insert a minus sign
N-dash	Insert a short dash (en dash)
M-dash	Insert a long dash (em dash)
Apostrophe-s	Insert **'s**
Open quotes, close quotes	Insert opening or closing double quotes
Open single quote, close single quote	Insert opening or closing single quote
Faces	
Smiley face, frowny face, winky face	Insert **:) :(;)**
Heart emoji	Insert **<3**

Say this	To do this
Brackets	
Open parentheses, close parentheses	Insert **( )**
Open square bracket, close square bracket	Insert **[ ]**
Open curly brace, close curly brace	Insert **{ }**
Less than sign, greater than sign	Insert **< >**
Symbols	
At sign, at mention	Insert **@**
Number sign, pound sign	Insert **#**
Pound sterling sign	Insert **£**
Dollar sign	Insert **$**
Euro sign	Insert **€**
Yen sign	Insert **¥**
Percent sign	Insert **%**
Ampersand, and sign	Insert **&**
Asterisk	Insert *
Plus sign	Insert **+**
Equal sign	Insert **=**
Plus or minus sign	Insert **±**
Multiplication sign	Insert **×**
Division sign	Insert **÷**
Forward slash	Insert **/**
Backslash	Insert ****
Underscore	Insert **_**
Vertical bar, pipe character	Insert **|**
Caret symbol	Insert **^**
Tilde symbol	Insert **~**
Backquote, backtick	Insert the grave accent (key left of 1)
Degree symbol, degree sign	Insert **°**
Section sign	Insert **§**
Paragraph sign, paragraph mark	Insert **¶**
Copyright sign	Insert **©**
Registered sign	Insert **®**

Settings: press Windows logo key + H, then select the gear icon: Voice typing launcher, Automatic punctuation, Filter profanity, Default microphone, Wait time before acting.

Skip spoken commas: turn on Automatic punctuation, then only say the marks you need exactly.

Needs the internet: voice typing uses online speech recognition. Keyboard menu: Windows logo key + Alt + H.

Full PC control by voice: voice access, in Settings > Accessibility > Speech. Alt + Shift + B wakes it or puts it to sleep.