

Century 21 *Jr.*

Input Technologies &
Computer Applications

KEYBOARDING

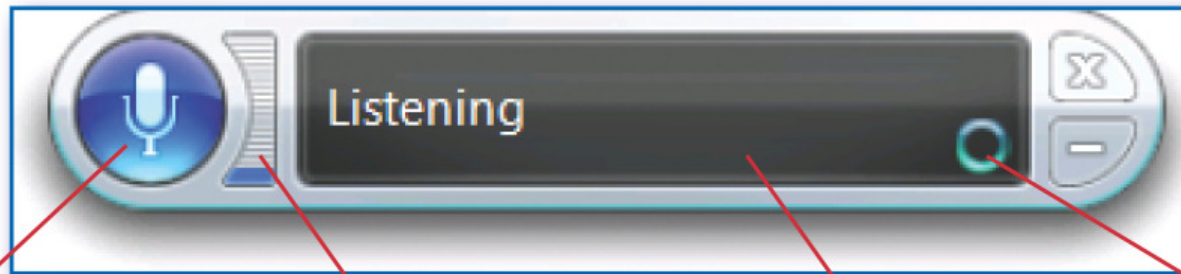
Review: Chapter 8 – Speech Recognition Tools

Adjust Headset

- Place headset comfortably on your head
- Place the speaking side of the microphone towards your mouth
- Position the microphone about $\frac{3}{4}$ " from your lower lip
 - To correct breathing errors, move the listening side of the microphone down until it is even with your lower lip



Speech Recognition UI



A. Microphone button in Speech Recognition mode

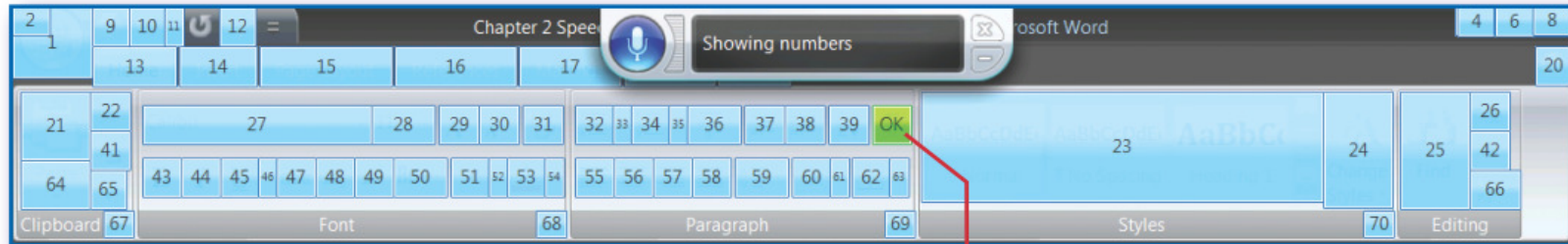
B. Audio meter

C. Text feedback area

D. Busy icon

- Microphone button turns speech on and off
- Audio meter lets you know how loud you are speaking
- Text feedback area displays messages

SHOW NUMBERS Command



Say the number followed by **OK**.

- After saying a number, look in the Text Feedback Area of the speech UI to see the name of the command
- Say CANCEL to remove the numbers without choosing a command

Speak Clearly

- Do not break words into syllables
- Do not omit sounds
- Do not run words together
- Speak normally
 - Do not shout, whisper, speak too fast or too slow
- Do not let your voice trail off or weaken at the end of a word, command, or sentence



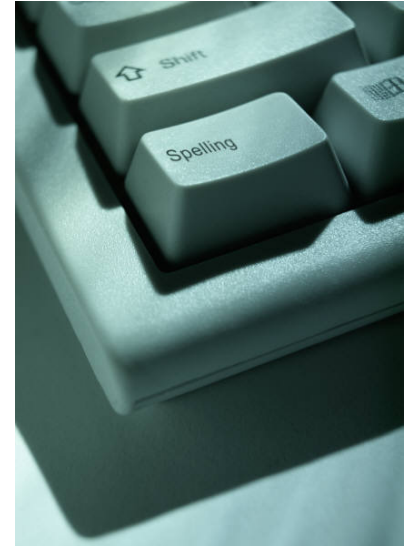
Correcting Mistakes

- Make corrections at the end of each paragraph
- Three levels of correction:
 - Level 1: Pick the number from the Alternates Panel
 - Level 2: Say it again and pick the number
 - Level 3: Spell it



Spelling Tips

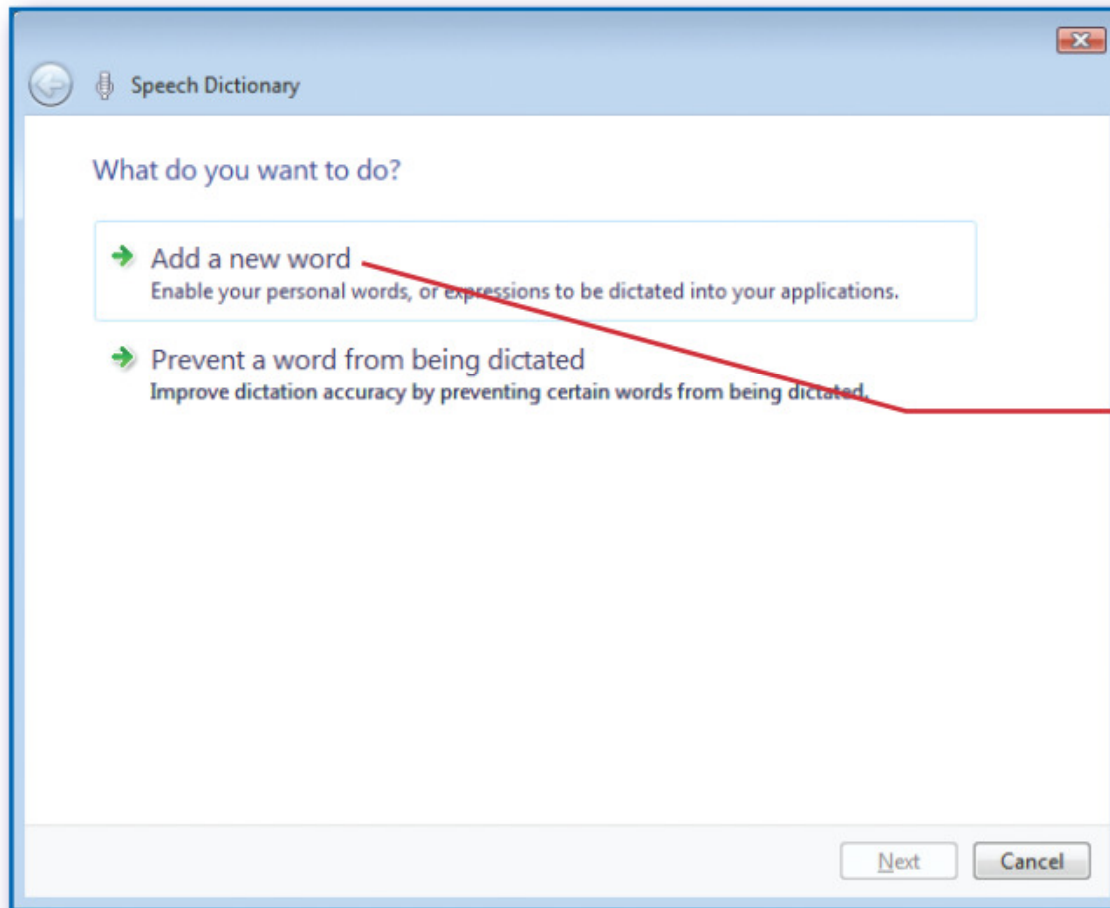
- Spell briskly and sharply
- For capital letters, say CAPITAL before the letter
 - *CAPITAL a*
- If the wrong letter keeps appearing, use AS IN and a word that begins with the same letter
 - *a AS IN apple*
 - *CAPITAL b AS IN boy*
- Say NUMERAL before the digits 0-9



More Commands

- UNDO
- SELECT
- OPEN
- BULLETS
 - Must be on Home tab to use
- GO TO / GO AFTER
- INSERT
- UPPERCASE / CAPITALIZE

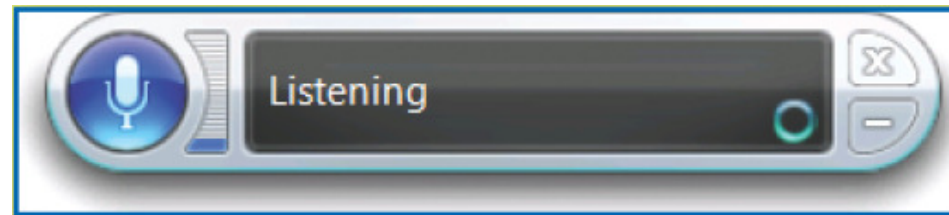
Adding Words to the Dictionary



SHOW
SPEECH
OPTIONS
then select

Review Question

1. What is the status of Speech Recognition as shown in this image?

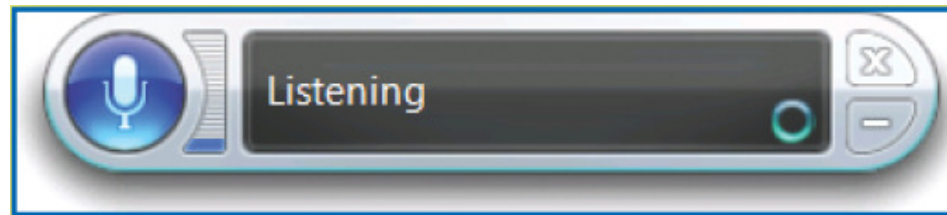


- a. Listening
- b. Confused
- c. Still not ready
- d. Working

Read the question and decide which answer you think is correct. Click the mouse to see the correct answer.

ANSWER

1. What is the status of Speech Recognition as shown in this image?



- a. Listening
- b. Confused
- c. Still not ready
- d. Working

Review Question

2. Extra words that appear randomly (such as *the*, *we*, and *but*) often indicate
 - a. Enunciation difficulties
 - b. Breathing errors
 - c. Someone else has been using the speech system
 - d. Level 1 errors

Read the question and decide which answer you think is correct. Click the mouse to see the correct answer.

ANSWER

2. Extra words that appear randomly (such as *the*, *we*, and *but*) often indicate
 - a. Enunciation difficulties
 - b. Breathing errors
 - c. Someone else has been using the speech system
 - d. Level 1 errors

Review Question

3. Which command does not create a line break?
- a. NEW LINE
 - b. START NEW
 - c. NEW PARAGRAPH
 - d. PRESS ENTER

Read the question and decide which answer you think is correct. Click the mouse to see the correct answer.

ANSWER

3. Which command does not create a line break?
- a. NEW LINE
 - b. START NEW
 - c. NEW PARAGRAPH
 - d. PRESS ENTER

Review Question

4. Stop to correct errors after
 - a. Every few words
 - b. Every sentence
 - c. A completed paragraph
 - d. The end of the document

Read the question and decide which answer you think is correct. Click the mouse to see the correct answer.

ANSWER

4. Stop to correct errors after
 - a. Every few words
 - b. Every sentence
 - c. A completed paragraph
 - d. The end of the document

Review Question

5. Which command moves the insertion point to the bottom of a document?
- a. SCROLL DOWN
 - b. GO DOWN 20
 - c. GO TO END OF DOCUMENT
 - d. SCROLL TO BOTTOM

Read the question and decide which answer you think is correct. Click the mouse to see the correct answer.

ANSWER

5. Which command moves the insertion point to the bottom of a document?
- a. SCROLL DOWN
 - b. GO DOWN 20
 - c. GO TO END OF DOCUMENT
 - d. SCROLL TO BOTTOM