

## Useful Built-in Dragon Commands for Microsoft Excel

By default, Dragon offers many natural language commands when working with MS Excel. This in most cases avoids the need to dictate commands that will access menu and menus selections and allows you to merely dictate what you want to do.

When dictating natural language commands, if the results are not as expected, simply say “Undo That” and try an alternative way of dictating the command.

### Add or Edit Cell Content

Command(s) you can say	Description
Press enter	Completes a cell entry and moves down one cell.
Apply	Completes a cell entry and stays in the cell.
Press escape Press cancel	Cancels the cell entry and stays in the cell.
Clear all from this cell	Clears the content of the active cell.
Delete that	Removes the content of the active cell and makes ready for a new entry.
Clear all from this row	Clears the content from all the cells of the active row.
Clear all from this column	Clears the content from all the cells of the active column.

## Select, Insert and Navigation

Command(s) you can say	Description
Select cell <column> <row>	Selects the cell <column> <row>. For example, say "select cell B2".
Select column (x)	Selects (highlights) the column letter dictated. For example, say "select column D".
Select row (x)	Selects (highlights) the row number dictated. For example, say "select row 5".
Press up Move up	Emulates the pressing of the Up-Arrow key on the keyboard
Press down Move down	Emulates the pressing of the Down-Arrow key on the keyboard
Press right Move right	Emulates the pressing of the Right-Arrow key on the keyboard
Press left Move left	Emulates the pressing of the Left-Arrow key on the keyboard
Insert (x) rows	Inserts the number of rows dictated above the active cell or row. For example, say "insert 2 rows".
Insert (x) columns	Inserts the number of columns dictated before the active cell or column. For example, say "insert 2 columns".
Insert row	Inserts one row above the active cell or row.
Insert column	Inserts one column before the active cell or column.
Move to next row	Moves the active cell to the next row.
Move to next column	Moves the active cell to the next column.
Move to previous row	Moves the active cell to the row before the current row. For example, if you are in cell F5, the active cell will be moved to F4.
Move to previous column	Moves the active cell to the column before the current column. For example, if you are in cell F5, the active cell will be moved to E5.
Move to row (x)	Moves the active cell to the row number dictated. For example, say "move to row 9".
Move to column (x)	Moves the active cell to the column letter dictated. For example, say "move to column D".
Move to Start of Row (x)	Moves the active cell to the first column of the row number dictated. For example, say "move to start of row 9".
Move to Start of Column (x)	Moves the active cell to the first row of the column letter dictated. For example, say "move to start of column D".
Start scrolling up	The spreadsheet will automatically start to scroll upwards.
Start scrolling down	The spreadsheet will automatically start to scroll downwards.
Stop scrolling	Stops the scrolling of the spreadsheet.
Scroll up	The spreadsheet will directly scroll to the top of the spreadsheet.
Scroll down	The spreadsheet will directly scroll to the bottom (last edited row) of the spreadsheet.

## Calculations

Command(s) you can say	Description
Add the values on the left	Adds the values of all cells to the left of the active cell.
Add the values on the right	Adds the values of all cells to the right of the active cell.
Add the values above	Adds the values of all cells above the active cell.
Add the values below	Adds the values of all cells below the active cell.
Average the values on the left	Calculates the average value of all cells to the left of the active cell.
Average the values on the right	Calculates the average value of all cells to the right of the active cell.
Average the values above	Calculates the average of all cells above the active cell.
Average the values below	Calculates the average of all cells below the active cell.

## Formatting and Viewing

Command(s) you can say	Description
Bold that	Applies Bold to the contents of the active cell.
Bold this row	Applies Bold to the cells content of the active row.
Bold this column	Applies Bold to the cells content of the active column.
Underline that	Underlines the content of the active cell.
Underline this row	Underlines the content of the cells in the active row.
Underline this column	Underlines the content of the cells in the active column.
Italicise that	Italicises the content of the active cell.
Italicise this row	Italicises the content of the cells in the active row.
Italicise this column	Italicises the content of the cells in the active column.
Set column width to (x)	Changes the active column width to the value dictated. For example, say "set column width to 15".
Set row height to (x)	Changes the active row height to the value dictated. For example, say "set row height to 20".
Zoom to (x) percent	Zooms to the value of the dictated percentage. For example, say "zoom to 80 percent".