Step 1: Open PowerPoint or Word File and Press combination key (Windows Logo + H)
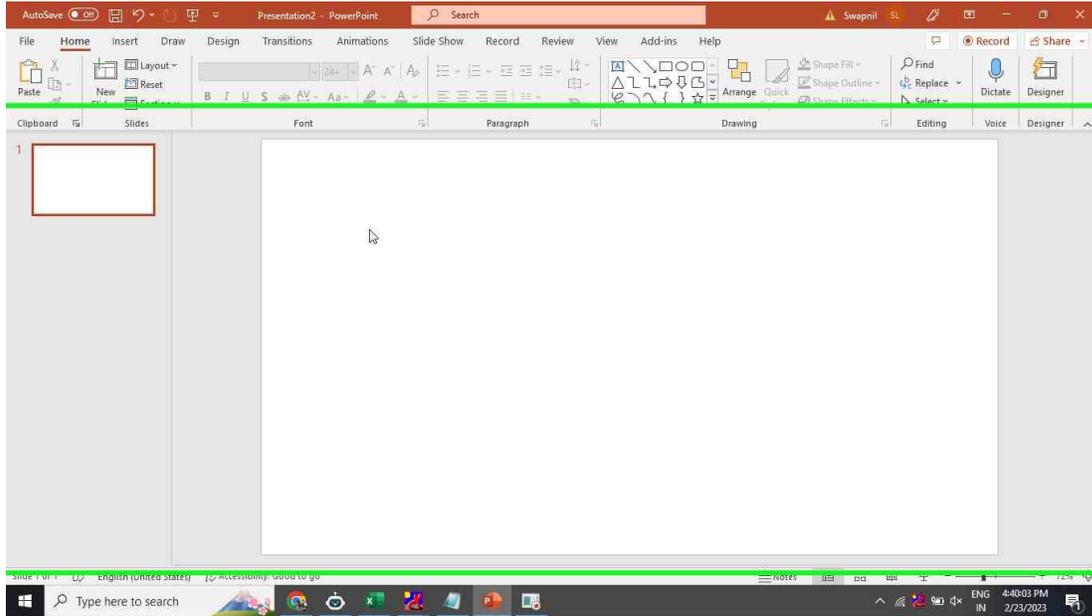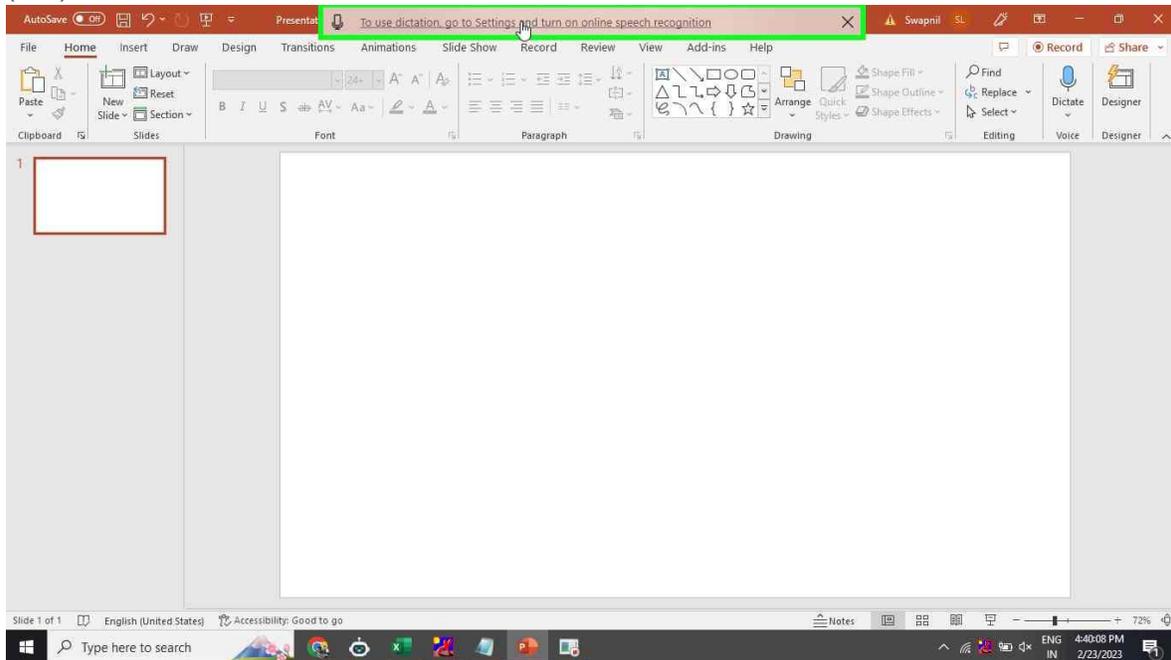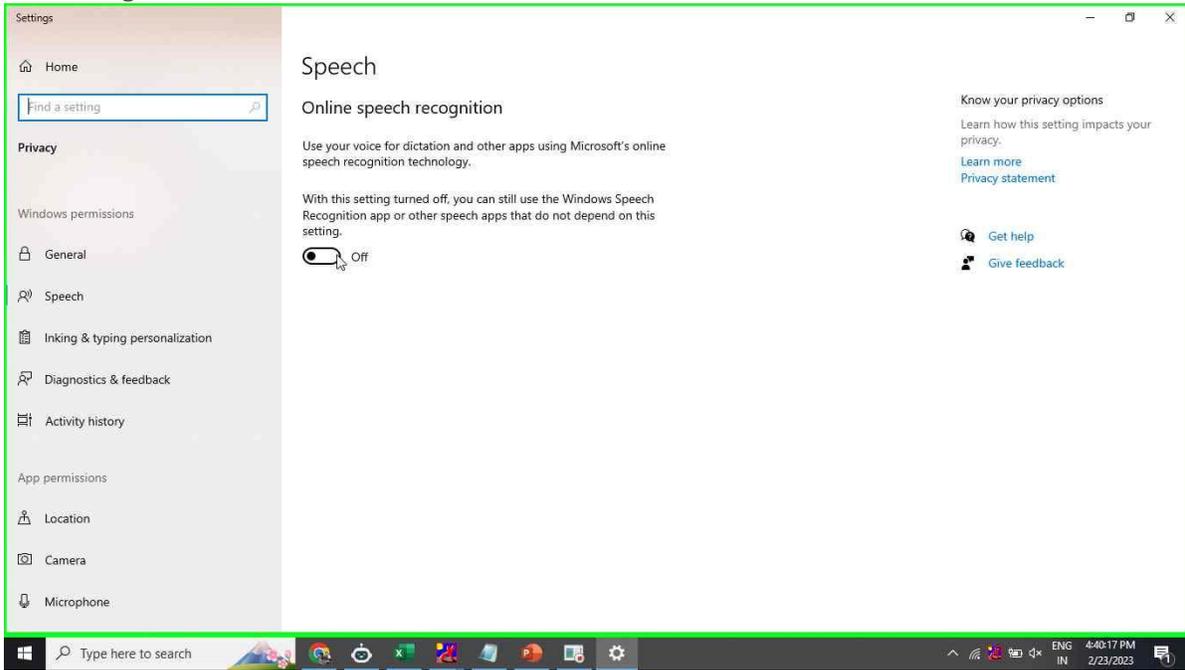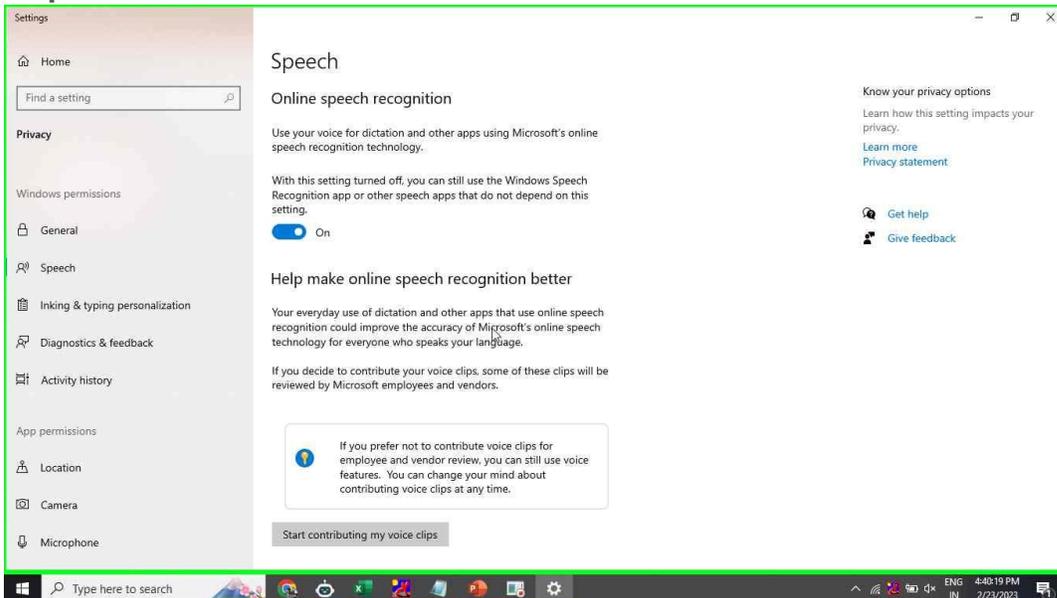

Step 2: click on "To use dictation, go to Settings and turn on online speech recognition (link)"
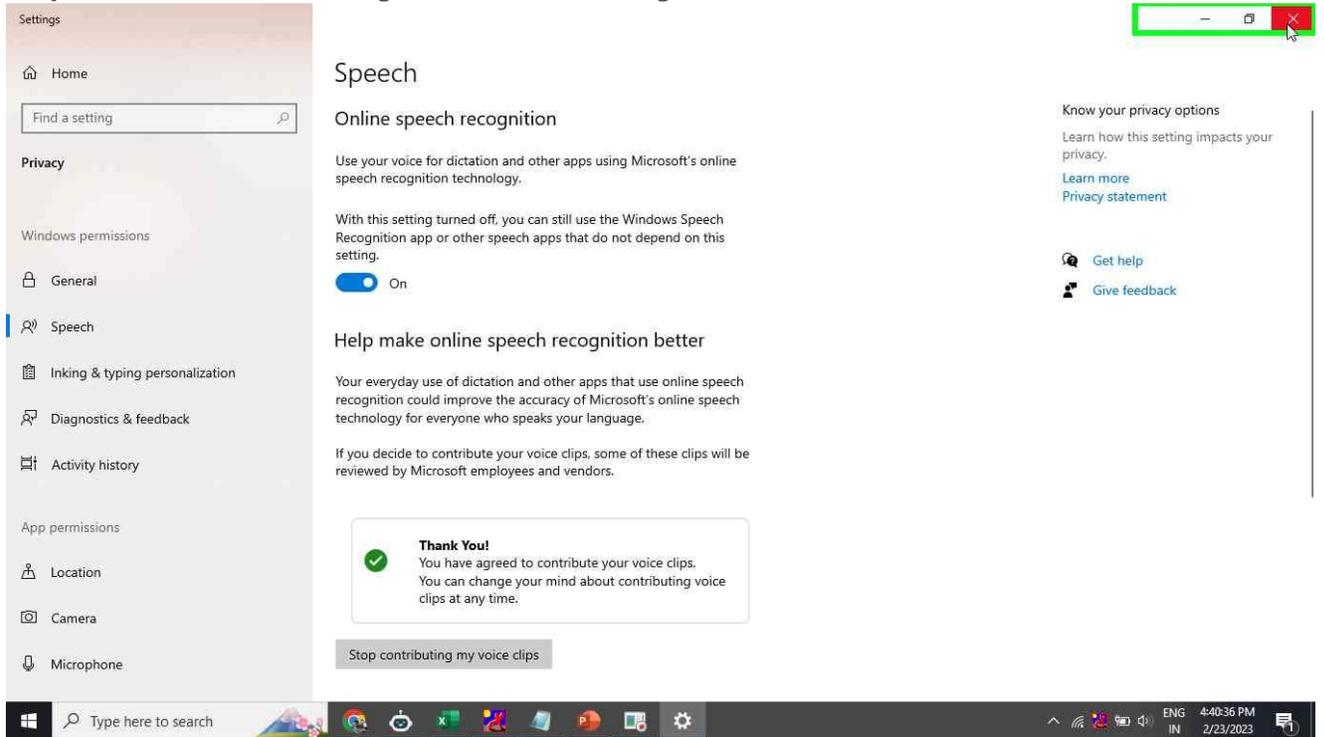
Step 3: click on "With this setting turned off, you can still use the Windows Speech Recognition app or other speech apps that do not depend on this setting. (toggle switch)" in "Settings"

Step 4: Click on "On" Button

Step 5: click on "Close Settings (button)" in "Settings"

Step 6: Now, Press combination key (Windows Logo + H)
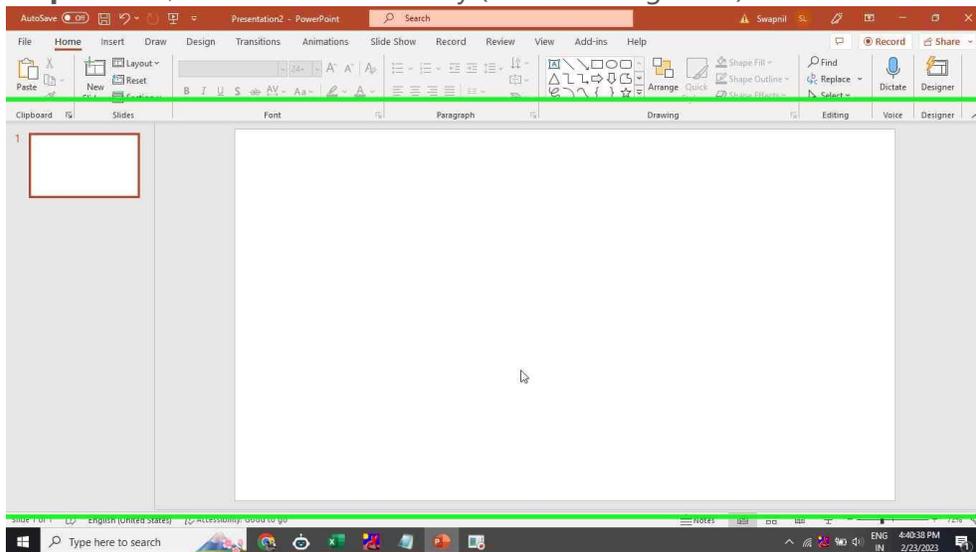
Step 7: User left click on "Initializing... (text)" and Speak once when the tool shows "listening"