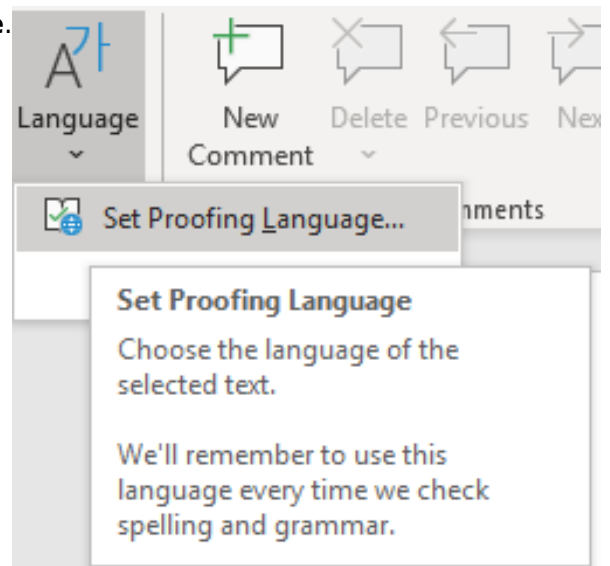


Language Settings in Microsoft Word (Office 365 Edition)

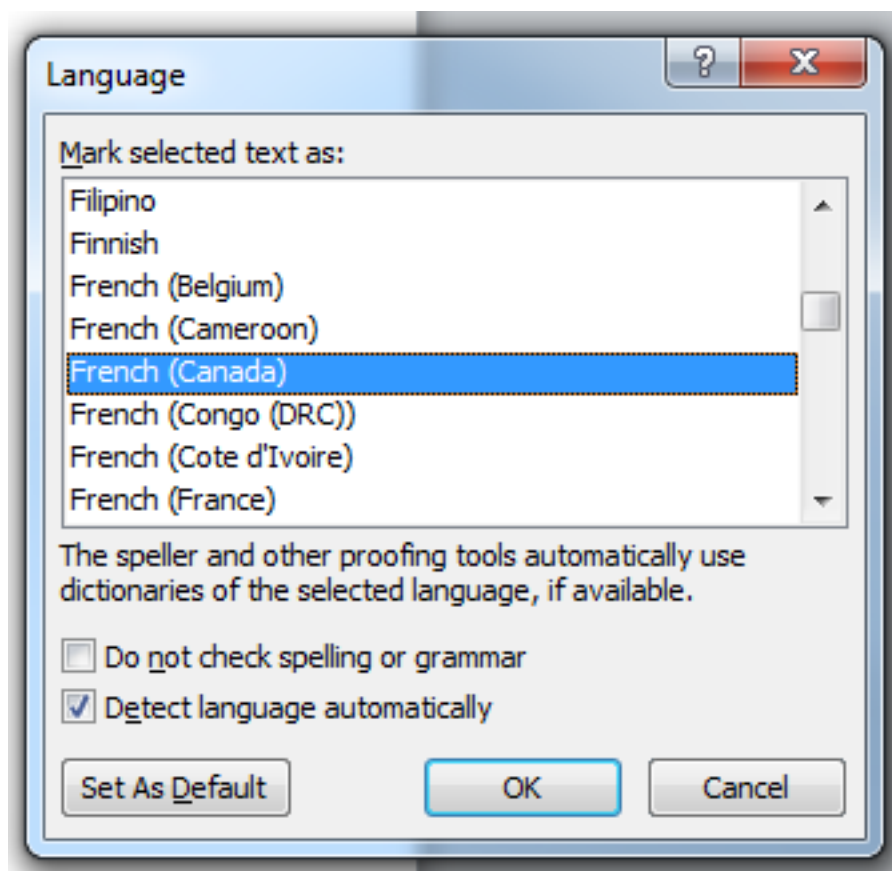
Changing the Default Language

If you would like to check the spelling and grammar of your file in a language other than English, follow these steps:

1. Login to one of the workstations with your UTORid and password.
2. Under the **Start** menu, scroll up to **Microsoft Office** icon and click on **Microsoft Word**.
3. The program will now open on the desktop.
4. Click on the **Review** tab.
5. Under **Language**, click on **Set Proofing Language**.



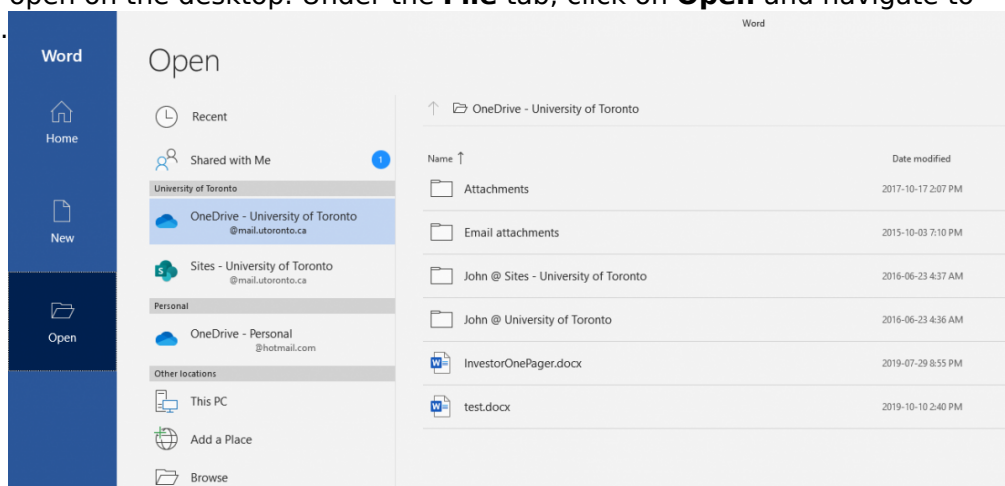
6. A window will appear on the screen labelled **Language**. Highlight your preferred language by clicking on it, as shown below.



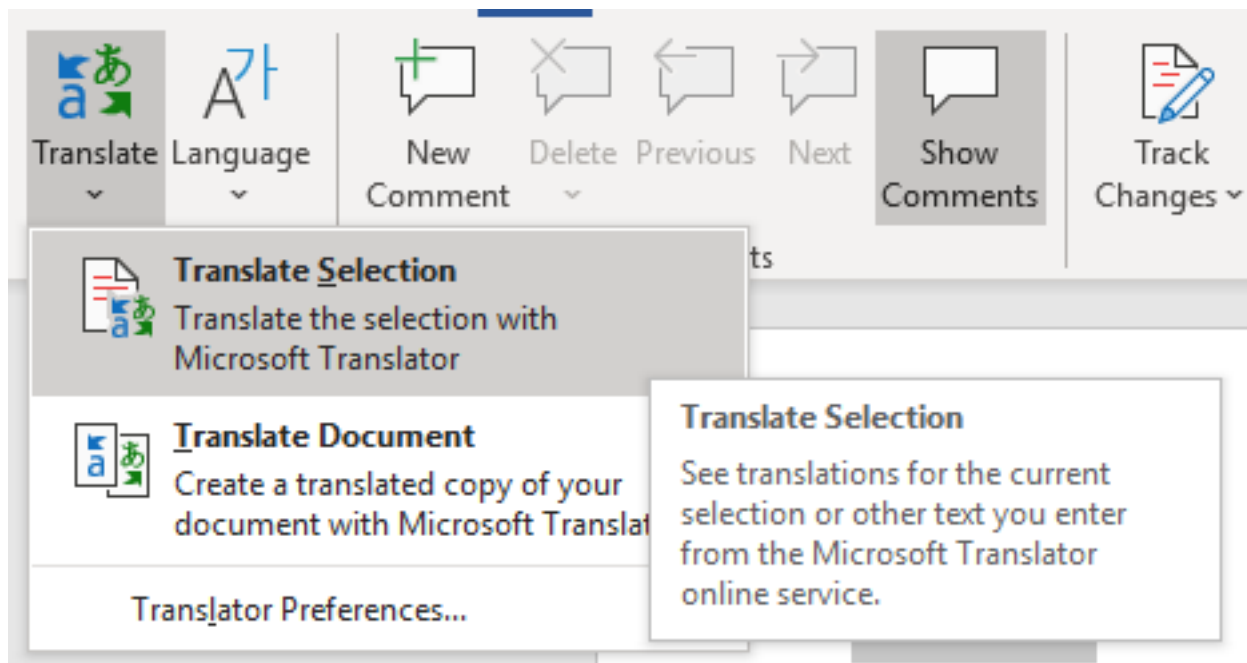
7. Click **OK**.

Translation

1. Login to one of the workstations with your UTORid and password.
2. Under the **Start** menu, scroll up to **Microsoft Office** icon and click on **Microsoft Word**.
3. The program will now open on the desktop. Under the **File** tab, click on **Open** and navigate to the file that you need.



4. Click on the **Home** tab.
5. Highlight a word or a phrase in your document that you would like translated.
6. Click on the **Review** tab.
7. Click on **Translate** and then on **Translate Selected Text**.



8. A pane will appear on the right-hand side of the screen called **Translator**.
9. In the under **Translator**, specify the original language of your document (under the scroll-down menu next to **From**) as well as the language to which you would like your text to be translated to (under the scroll-down menu next to **To**), as shown below.

Translator

Selection

Document

[Translate the whole document?](#)

From **French (detected)**

atelier

↕

To **English**

workshop

Insert

^ Translations of **atelier**

other


workshop

atelier

noun

studio

atelier

Translated by  Microsoft

[Privacy statement](#)

10. Results are displayed below **Microsoft Translator**, as shown in the example above.

Note:

Word does not have an extensive translator. If you need to translate the entire text of your document, there are a number of online translators available, such as [Google Translate](#) or [Microsoft Translator](#).



Last updated: June 10, 2020

Source URL: https://library.vicu.utoronto.ca/library_services/technology/language_settings