

Microsoft Office document language

Overview

Many assistive technologies can operate in different languages to provide a tailored experience for the learner. However, these tools can only do this when the document has a specified language.

There are three functions for which you can set a language.

- Editing – this is the language in which you type your document.
- Proofing tools – this is the language Office will use to do the spelling and grammar check.
- Display – this is the language Office will use to display its menus.

Set your Editing and Proofing tools language

1. Go to File\Options\Language.
2. You will see a list of languages




Set your display language

- 1.

 Set the Office Language Preferences.

Choose Editing Languages

Add languages to edit your documents. Editing languages set language-specific features, including sorting.

Editing Language	Keyboard Layout	Proofing (Spelling, Grammar...)
English (United Kingdom) <default>	Enabled	 Installed
French (France)	Enabled	 Installed
German (Germany)	Enabled	 Installed

[Add additional editing languages]

Add