Translations in Word
Assistive technologies

1. Description?

- [ ] The 'translate' function makes it very easy to translate your text in Word, Excel and PowerPoint into another language.

2. For whom and why?

- [ ] Making translations in Word is an added value for every lecturer and student working with texts in foreign languages.

3. How does it work?

- [ ] **Translate a whole document (Word)**
  - [ ] Select Review > Translate > Translate Document.
  - [ ] Select your language to see the translation.
  - [ ] Select Translate. A copy of the translated document will be opened in a separate window.
- [ ] **Translate selected tex (Word, PowerPoint, Excel)**
  - [ ] In your document, highlight the text you want to translate.
  - [ ] Select Review > Translate > Translate Selection.
  - [ ] Select your language to see the translation.
  - [ ] Select Insert. The translated text will replace the text you highlighted in step1.

Since this is an automatically generated translation, adjustments are sometimes necessary.

4. Pricing

☐ This function is **free** to use.

5. Language

☐ Translations in Word is available in several languages, including English.

6. Type and platform

☐ Translations in Word is a function, available for laptop or PC (Windows and Mac).

7. More information?

☐ [Read more about Translations in Word.](#)