Microsoft Office 2019
Translate words or phrases

TRANSLATE WORDS OR PHRASES IN WORD, EXCEL, OR POWERPOINT
Did you know that with MS office 2019 you can now translate words, phrases or even whole documents? Multilingual communication has never been easier.

To translate text in a document, all you need to do is;

1. Click highlight the cell or text you want to translate.
2. Then click **Review** and then **Translate** (in the taskbar ribbon).
3. Next select the language you wish to translate to.
4. Now Select **Insert**. The selected translated language will replace the highlighted text you selected.

*If you accidentally selected the incorrect text, simply press **Ctrl + z** on your keyboard to undo.*

TRANSLATE A WHOLE DOCUMENT
You can also translate a whole document; all you need to do is;

1. Select **Review**, **Translate**, then **Translate Document**.
2. Next select the language you wish to translate to.
3. Select **Translate**, then a copy of the translated document will open in a separate window.
4. Click **OK** in the original document to close the translator.