- Abra o Word, vá ao menú Iniciar e procure a aplicação Word.
- Clique em "Blank Document"



• Clique no menú em "File"



• Clique em "Options" no menú do lado esquerdo, vai abrir uma janela, e escolha "Language" e clique em "Not Installed" como está na imagem abaixo:

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• Vai ser redirecionado para a página de suporte da Microsoft, escolha o idioma Português na lista e clique no link Download, escolha a versão do seu office se é 32bits ou 64bits:

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	Step 2: Confi After you install th preferences. This c	igure Office lar he language accessor configuration affects							
	Note: If you're using Office 365 and the commands available are different from what's shown here, click the Office 2016 tab and follow the instructions there.								
	1. In any Office a	pplication, go to File	> Options >	Language.					
	2. Under Office d	display Language , m	nake sure the d	isplay language you wan	t Office to use	is listed.			

- Execute o ficheiro que foi descarregado com o nome OfficeSetup.exe, está localizado na pasta Transferências
- Siga os passos da instalação.
- Abra qualquer aplicação Office e estará visível o idioma já configurado.