


To Show Reading Level of a Document

Display readability statistics

1. On the **Tools** menu, click **Options**, and then click the **Spelling & Grammar** tab.
2. Select the **Check grammar with spelling** check box.
3. Select the **Show readability statistics** check box, and then click **OK**.
4. On the **Standard toolbar**, click **Spelling and Grammar** .

When Microsoft Word finishes checking spelling and grammar, it displays information about the reading level of the document.

