1. Click the **Microsoft Office Button**
2. click **Word Options** at the bottom of the dropdown. 

6.

5.

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3.

1. Click **Proofing**.
2. Make sure **Check grammar with spelling** is selected.
3. Under **When correcting grammar in Word**, select the **Show readability statistics** check box.
4. Click ok.

After you enable this feature, open a file that you want to check, and check the spelling. When Word finishes checking the spelling and grammar, it displays information about the reading level of the document.