Lesson 1 Reviewing your Document - Track Changes

Collaborating on Documents.

Word contains features that make it easy for several people to work on a document together. Rather than passing a hard copy of the document containing manual changes back and forth, you have Word automatically track the changes, and then you can pass the document electronically.

Track Changes

By using the Track changes tool, you can easily see what change have been made to the existing document. This feature is very useful if you are collaborating with others, or wish to make suggestions that can be later accepted or rejected. Furthermore you can quickly switch between different views to see the extent of the changes, or if you wish to view the original document in its entirety.

If you wish make changes to a document that you want to share with others, you must enable Track Changes first before making any changes to your document.

1. In the Ribbon, click on the Review tab.

2. In the *Tracking* group, click on Track Changes **(1).**

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3. Word will now begin to track changes to your document, *inserting text*,*deleting text* etc.The *Track Changes* button will be shaded blue to indicate that track changes has been activated.

4. To **turn off** track changes. *Click* the **Track Changes** button.

Note: Track Changes will remain on unless it is deactivated; even if you save your document. Be sure to turn off track changes if you don't want others to track changes. If you want to prevent others from turning off track changes, see Locking Track Changes.

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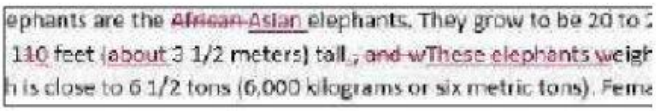
Making Changes to your Document with Track Changes

Once *Track Changes* has been activated, **Word** will make note of all changes to your documents. To make changes to you document, simply edit the document as you normally would. The *default settings* for change will appear as *red lettering* for **inserting**, and *red lettering* with a strikethrough for **deletions. (2)**



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Leaving Comments

You can leave notes in your document for others to read that ask for clarification, explain a revision, etc. When you *review settings* are set to *Simple Makeup*, all comments will be hidden and area that have had a comment added will display a speech bubble.

To add a comment to you document:-

1. *Click* with your document, or select a section of text that you want to add the comment to.
2. In the **Ribbon**, *click* on the **Ribbon** tab

3. In the Comments grouping,*click* on **New Comment (2)**

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4. A comment textbox will be added to your document, Type your message within the coment textbox to leave your comment**. (3)**

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5. Once finished, *click* **anywhere** inside your document to leave the *comment textbox.*

6. To edit your comment, click on the **speech bubble** to *display* your comment.

Reply to a Comment

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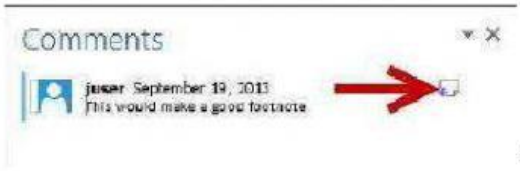
The following shows how to reply to a comment while in ***Simple Markup view .***

1. *Click* on the **Speech bubble** to *display* your **comment**. The **comment window** will appear.
2. In the **comment window**, click on the **Reply** icon. **(4)**



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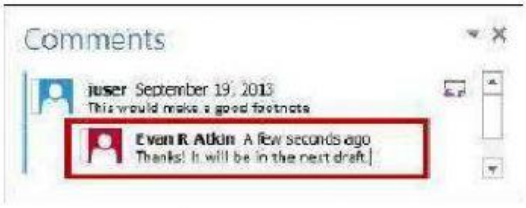
3.Your user *name* will be added to the comment window. **Type** your *response* to the original comment.**(5)**



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Delete a Comment

The following shows how to **delete** to a comment while in **Simple Markup** view:

1. *Click* on the **speech bubble** to *display* your comment.
2. In the *Ribbon*, *click* on **Review** button

3. In the *Comments grouping*, *click* on **Delete. (6)**

6

4. The comment will be deleted from the comment.

Changing your Review Display Settings

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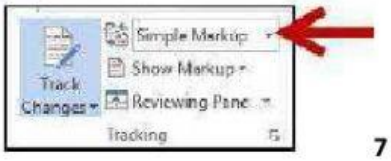
While the Track Changes is active,you can alter your display settings to show how changes appear in your document. To alter your settings :-

1. In the Ribbon, click on the Review tab .

2. In the *Tracking group*, next to the **Review Display Settings** icon , click in the **dropdown(7).**



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3. A list of display options will appear, Select one of the following to apply,

Simple Markup	Provides a clean, uncomplicated view of your document. You will see indicators where tracked changes have been made as a red line. Will also show comments as a speech bubble. See **Error! Not a valid result for table.**.
All Markup	Will show all changes and comments made to your document.
No Markup	Will show how the final version of the document will look with changes. No comments will be shown.
Original	Will show how the original version of the document looks without changes and comments.

Questions:

1. **What are the Track Changes tools used for. Explain in full.**

2. **Do you think using a comment on your shared document important?**

3. **How do you leave a comment on your document?**

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4. **How do you edit and delete a comment?**

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