

# Microsoft Word 2000

## Step By Step

Module 5

### Textbook Sample

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## Concepts and Skills – Session 8

At the end of Session 8, you should understand these concepts:

- Tracking changes
- Revision marks
- Document reviewer
- Comments
- Document versions
- Accepting and rejecting changes
- Browse by Object
- Compare documents

At the end of Session 8, you should be able to perform these tasks:

- Review and edit a document while the **Track Changes** function is on
- Insert comments in a document you are reviewing
- Hide and display revision marks
- Customize how changes are marked
- Edit and delete comments
- Use the **Reviewing** toolbar to search for, accept and reject changes and comments
- Create an Outlook task while reviewing a document
- Create and view multiple versions of the same document
- Use the **Accept or Reject Changes** dialog box to search for changes
- Use the **Go To** and **Browse Object** functions to search for comments
- Compare two documents

## Tracking Changes

If you work with a group of colleagues, it is not uncommon for one member of the group to create a document, then ask the others to review it. Furthermore, the author may want the other members to make changes as they see fit.

Suppose that three staff members serve as reviewers, each of whom will make changes. When they are finished and send the document back to the original author, that author would probably like to be able to review the reviewer's changes, accepting some and perhaps rejecting others.

Word has a special function called **Track Changes** that does just that. The beauty of this function is that you can delete text or add new text while Word keeps track of these changes, all the while preserving the original version. In addition, it uses *color codes* to keep track of multiple reviewers. Finally, the changes can either be accepted or rejected by the original author.

To demonstrate, we're first going to serve the role of a reviewer. We'll make changes to a document while the Track Changes function is on. In a real life situation, you would complete the operation by saving the document in a shared folder (accessible to the author) or perhaps sending it back to the author (or to another reviewer) as an email attachment.

### 1. Open the file called **Stinger History**

As you can see, this is a brief history of the Stinger Computer Company. Let's suppose that it was written by a company staff writer who has asked you to look it over for accuracy and to make whatever changes you think are necessary.

Of course, you can edit a document without using the Track Changes function. However, it is extremely difficult to compare an original with an edited version if you do so. Of course, if you're just writing a letter to a friend and make changes to it later, the Track Changes function would probably not be worth activating.

There are several ways in which the **Track Changes** function can be turned on:

- Double-click on the **TRK** function at the bottom of the screen
- Hold down the Shift and Ctrl keys and press E
- Display the **Reviewing** toolbar and click on the **Track Changes** button
- Click on **Tools** on the menu bar, point to **Track Changes**, click on **Highlight Changes...**, make sure the **Track changes while editing** checkbox is selected, and click on **OK**

We'll use the first option.

2. Double-click on the **TRK** function at the bottom of the screen:



When you do, the letters should appear black to indicate the function is active:



Note: This is a toggle switch. If the **TRK** function was already ON, double-clicking it will turn it OFF. In that case, you will need to double-click it again so it is active.

You decide that, given Stinger's casual culture, "Robert" Clarke should be changed to "Bob" Clarke.

3. Highlight **Robert** on the first line

4. Type **Bob**

The edited text should appear like this:

in 1982 by ~~Robert~~Bob Clarke. At

As you can see, when **Track Changes** is active, deleted text remains on the screen and has a line drawn through it (strikethrough). The deleted text and any text that replaces it appears in a different color and is underlined.

In addition, you should see a short vertical line along the left margin. This helps you track down changes in a large document. (Note that it is possible to move this line to the right margin, or to suppress it completely, so you may see it on the right or not at all. We'll explore these options later).

5. Delete the word **early** at the top of the second paragraph
6. Insert the phrase **two close friends**, in the last line of the second paragraph, just in front of **Brian Glover**

The edited text should look like this:

| Stinger Computer Corporation was founded in 1982 by ~~Robert~~Bob Clarke. At the time, Bob was a junior at North Dakota State University majoring in electrical engineering. Personal computers were just emerging as an important office tool at that time, and Bob foresaw the growth potential of the PC market.

| Bob had purchased an ~~early~~-model Apple II computer and began building computers from kits for his friends. At first, the income provided Bob with extra cash to fulfill his hobby interests. Before long, demand for his creations became so great that he was forced to drop out of college in order to fulfill order requests in a timely manner. Realizing he could not run the business alone, Bob enlisted the forces of two close friends, Brian Glover and Steve Miller.

7. Boldface **North Dakota State** in the third paragraph

Although there is no obvious indication that the text format has changed, notice that Word does insert a vertical line on the margin to indicate a change has occurred.

8. Change the alignment of the header at the top of the document to left-align

This time Word ignores the change. Nor will Word indicate a change if you change the font face, font size or font color. Go ahead and try if you wish.

What happens if you decide to move text to a new location? To demonstrate, let's drag the seventh paragraph (the one-sentence paragraph that describes the Stinger website) up to the sixth paragraph.

9. Highlight the seventh paragraph
10. Using the mouse, drag the selected text up to the space between paragraphs 5 and 6

When you release the mouse button, the paragraph should be displayed in its new location underlined and in a different color. A copy should also appear in the original location, the text struck through and in the same color.

Suppose that you think the name of the **Bumbel-B** model should be changed to **Bumble-B**. Since the name appears frequently, let's use the Find and Replace function to make the change quickly.

11. Invoke **Find and Replace** by pressing Ctrl H
12. In the **Find what** box type **Bumbel**

13. In the **Replace with** box type **Bumble**

14. Click on the **Replace All** button

Word will display a message that it has made 6 replacements.

15. Click on its **OK** button

16. Close the **Find and Replace** dialog box

If you scroll down to the paragraphs containing that model name, you will see that it has marked them. As is the case with using Drag and Drop to move text, replacing text this way is treated the same as deleting the original and typing a replacement.

Finally, let's change the formatting of the bulleted list at the bottom of the document. We'll say that a reviewer decides the bullets should be changed to numbers.

17. Drag your mouse through the bulleted list to select all of it

18. Click on the **Numbering** button on the Formatting toolbar:



Numbering button

Word should indicate the change as a deletion (of the bullet symbol) and insertion of a number.

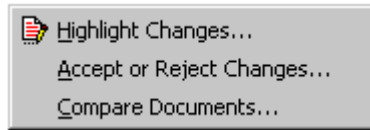
## Hiding Revision Marks

If you are making extensive additions and deletions to a document while **Track Changes** is active, the document can become difficult to read. You can temporarily hide the revision marks while working on it. To do so:

1. Click on **Tools** on the menu bar

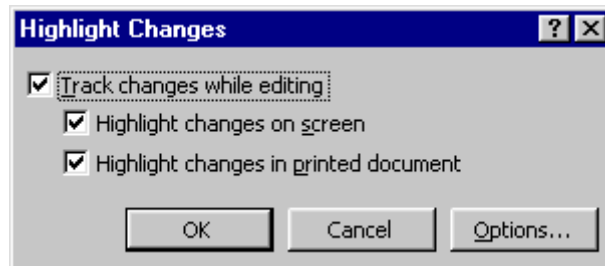
2. Point to **Track Changes**

You should see this small menu:



3. Click on **Highlight Changes...**

You should see this small dialog box:



The **Track changes while editing** checkbox turns the Track Changes function on or off. This option should currently be ON. If you were to turn it OFF and click **OK**, the existing changes would remain marked, but any subsequent changes would not. The same result would be achieved by double-clicking on **TRK** on the status bar at the bottom of the screen.

The **Highlight changes on screen** checkbox displays tracked changes on the screen as you review the document. If you clear this check, the changes will remain but will not be highlighted.

The **Highlight changes in printed document** checkbox will cause tracked changes to print along with the document. Clearing this check is similar to the screen setting above, except that the results only occur when the document is printed.

4. Clear the check from the **Highlight changes on screen** checkbox
5. Click on **OK**

The changes you made to the document should no longer be marked. Notice, however, that the **TRK** message is still displayed on the Status Bar at the bottom of the screen to indicate that Word is still keeping track of the changes. This option merely makes them invisible to make editing easier.

6. On your own, return to the **Highlight Changes** dialog box and click in the **Highlight changes on screen** checkbox, then click **OK** to restore the change marks