



University Information  
Technology Services

**Using Word 2011®  
at  
Kennesaw State University**  
*Collaboration*

University Information Technology Services

Training, Outreach, Learning Technologies and Video Production

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## **Introduction**

*Office 2011*® has been designed specifically for the Mac® computer. Each Mac at Kennesaw State University includes the following *Office 2011* products: *Word*®, *Excel*®, and *PowerPoint*®. These packages will help you to develop useful documents, manage data, and create powerful presentations. This booklet, recommended for intermediate-level Macintosh® users, has been developed to help you learn more about the collaboration features in Word 2011.

## **Learning Objectives**

The learning objectives in this document include:

- Having the ability to edit a document
- Knowing how to accept or reject edits made by other people
- Understanding how to merge two documents

## Editing the Document

When you edit a document in Word 2011, the following are examples of the types of edits that you can apply to the document:

- Add a comment
- Insert text
- Delete text
- Move text
- Format text (bold, italics, underline, etc.)

The following instructions explain how to edit a document.

### Tracking

When editing a document, it is important to turn on the *Track Changes*. This is explained in the following.

1. Click the *Review* tab (see *Figure 1*).

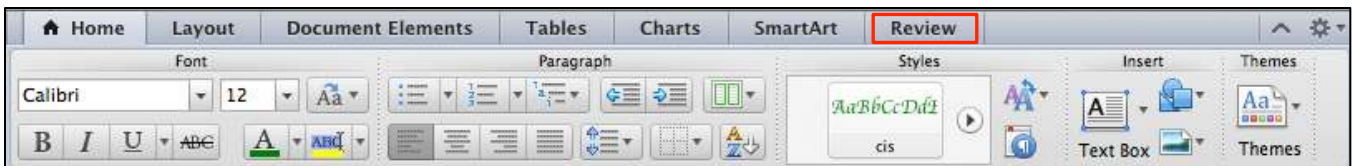


Figure 1 – Review Tab

2. In the *Tracking* group, you can click the button indicated in *Figure 2* to turn Tracking *On* and *Off*. So that you can edit your document, be certain that the button displays *On*.



Figure 2 – Tracking

### Add a Comment

The following explains how to add a comment to a document.

1. Click the *Review* tab (see *Figure 3*).

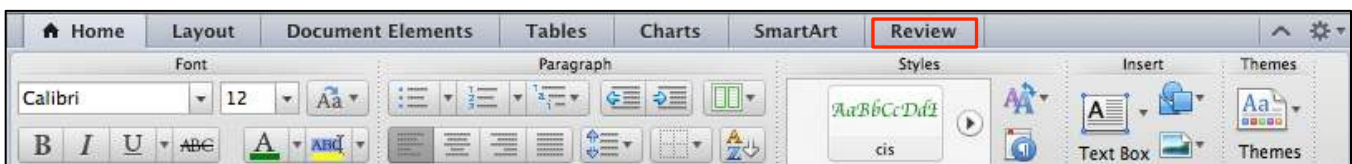


Figure 3 – Review Tab

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