



University Information  
Technology Services

# Microsoft Office Word 2016 for Windows

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## Reviewing Your Document

University Information Technology Services

Learning Technologies, Training & Audiovisual Outreach

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# University Information Technology Services

## Microsoft Office: Word 2016 for Windows Reviewing Your Document

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## Introduction

This booklet is the companion document to the Word 2016: Reviewing Your Document workshop. Several of the tools available under the *Review* tab provide the user with a way for tracking the changes in their document and leaving notes for others to see (e.g. when a professor returns a paper to the student, it usually has corrections in addition to comments), as well as combining and comparing changes across multiple documents.

## Learning Objectives

After completing the instructions in this booklet, you will be able to:

- Turn track changes on and off.
- Understand the different review display settings and how to apply them.
- Accept/reject changes to the document.
- Add/delete/reply to comments in the document.
- Lock tracking changes for your document.
- Combine changed documents.
- Compare changed documents.

## 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 can 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 changes 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 to 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. Click on the **Review** tab (See Figure 1).
2. In the *Review* tab, click on **Track Changes** (See Figure 1).

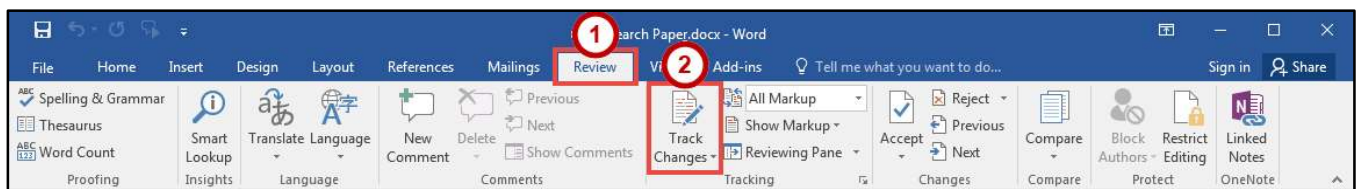


Figure 1 - Track Changes

3. Word will now begin to track changes to your document (e.g. inserting text, deleting text, etc.). The *Track Changes* button will be shaded to indicate 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*.

## Making Changes to Your Document with Track Changes

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

The largest elephants are the ~~African~~ Asian elephants. They grow to be 20 to 25 feet (6 to 7 1/2 meters) long, ~~11-10~~ feet (~~about~~ 3 1/2 meters) tall, ~~and~~ These elephants weigh up to 13,200.

Figure 2 - Changes to the Document

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