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## Modify user information and share a document

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# Exercise: Modifying user information

**Note:** You can pass this course and all graded assessments without access to the downloadable version of Word.

## How to complete this exercise

To complete this exercise, you will need access to Microsoft Word.

**Note:** Keep in mind that if you are using another version of the Microsoft Word application, some features covered in this exercise may not be available.

## Access Microsoft Account

[Log in to your Microsoft account.](#) Type the email, phone number, or Skype sign-in that you use for other services (Outlook, Office, etc.), then select Next. If you don't have a Microsoft account, you can select No account? Create one!

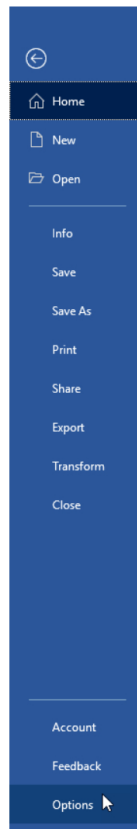
## Let's get started!

In this exercise, you will open a document and modify its properties.

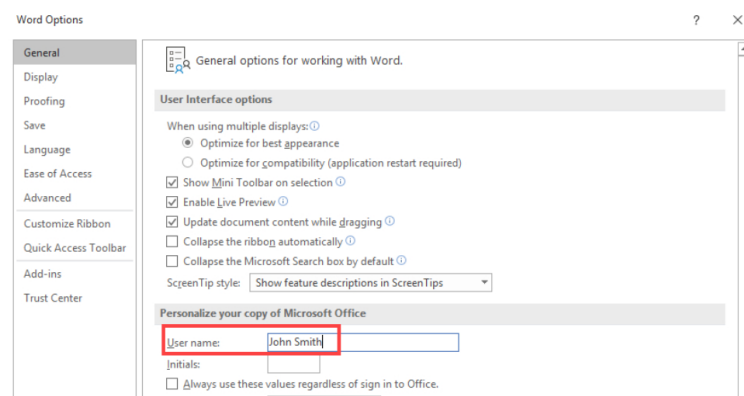
1. Click on the link below to open the Microsoft Word exercise document you can use to complete this exercise.

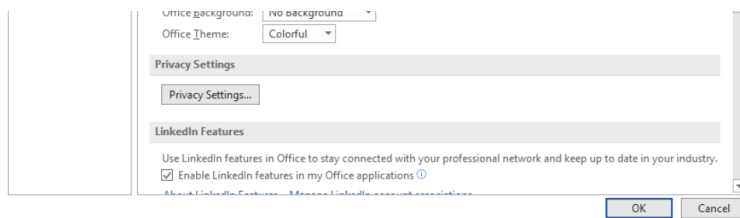
[Exercise: Modifying User Information](#)

2. First, let us check your user information. Click File → Options:

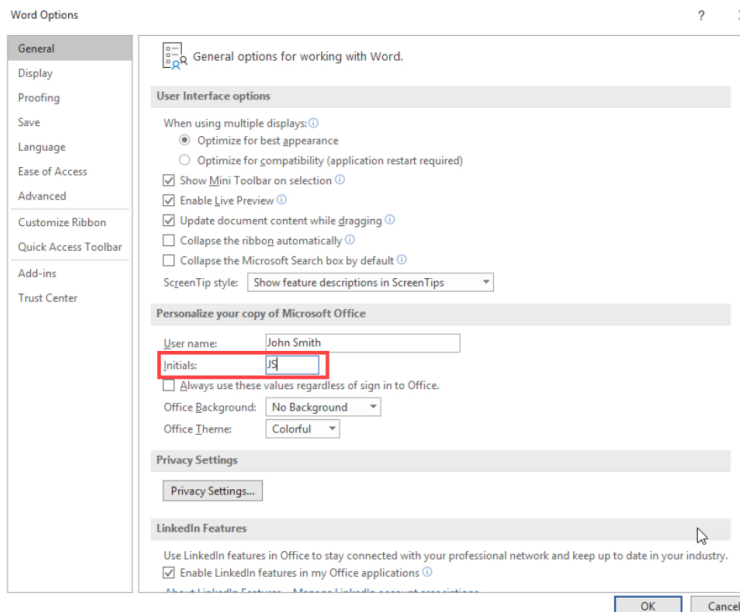


3. The General category should be open. Click in the "User name" field and type your name:

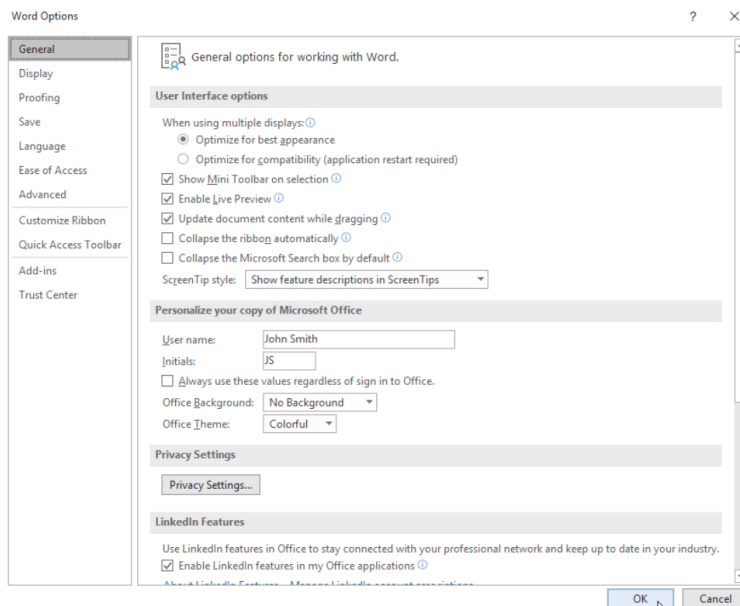




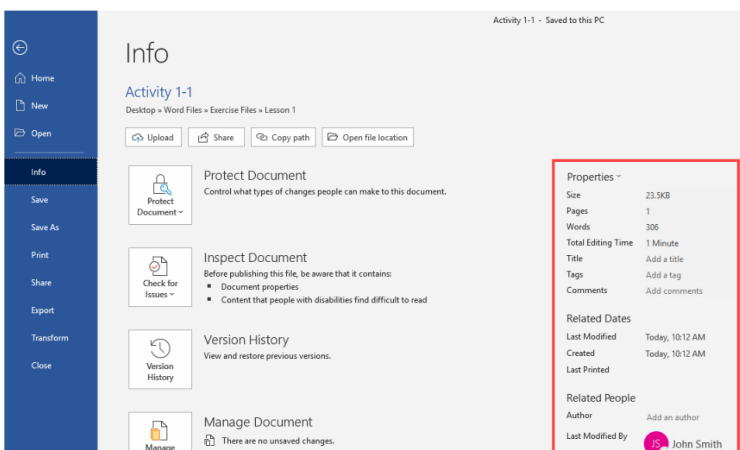
4. Enter your initials in uppercase in the next field:

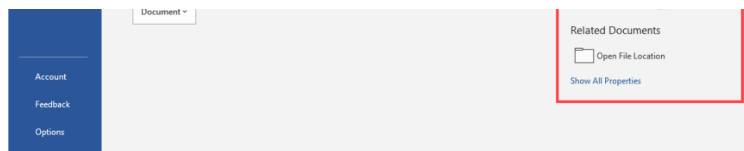


5. Click **OK** to save your changes:

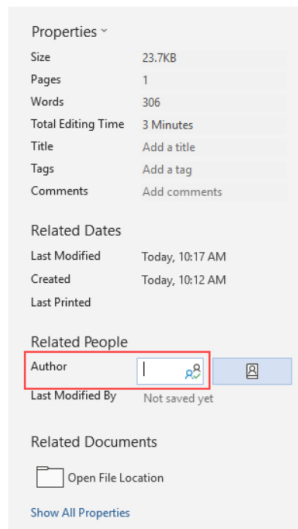


6. Now let us view the document's properties. Click **File** → **Info**. Review the information on the right-hand side:

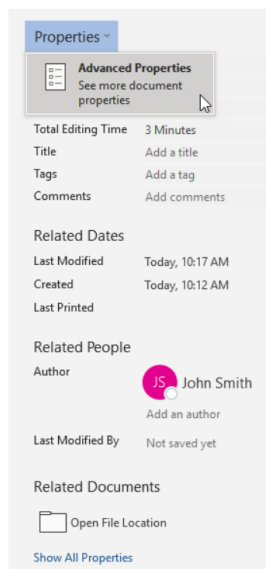




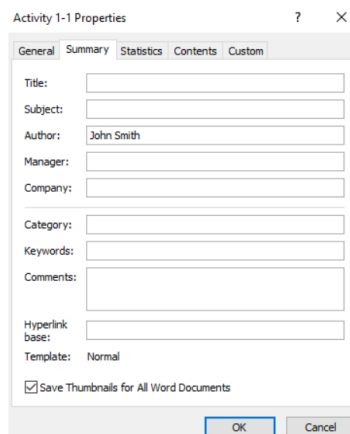
7. Click in the Author field and type your name:



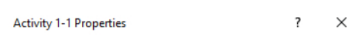
8. Next, open the Properties dialog box by clicking **Properties** → **Advanced Properties**:



9. The Properties dialog box will open to the Summary tab. (If this tab is not displayed, click it.) You will see the author information that we modified in the Information category:



10. Click in the **Title** field and type "Relationships Handout"



General Summary Statistics Contents Custom

Title: Relationships Handout

Subject:

Author: John Smith

Manager:

Company:

Category:

Keywords:

Comments:

Hyperlink base:

Template: Normal

☒ Save Thumbnails for All Word Documents

OK Cancel

11. Click **OK** to save your changes:

Activity 1-1 Properties ? X

General Summary Statistics Contents Custom

Title: Relationships Handout

Subject:

Author: John Smith

Manager:

Company:

Category:

Keywords:

Comments:

Hyperlink base:

Template: Normal

☒ Save Thumbnails for All Word Documents

OK Cancel

12. You will be returned to the Info category. You should see the title that we added:

Properties

Size 23.8KB

Pages 1

Words 306

Total Editing Time 12 Minutes

Title Relationships Handout

Tags Add a tag

Comments Add comments

Related Dates

Last Modified Today, 10:24 AM

Created Today, 10:12 AM

Last Printed

Related People

Author JS John Smith

Add an author

Last Modified By JS John Smith

Related Documents

Open File Location

Show All Properties

13. Save your document as Activity 1-1 Complete. Close Microsoft 365 Word to complete this exercise.

14. Now, you can check out an example of a completed document in the link below:

[Completed exercise: Modifying User Information](#)

Mark as completed

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