Exercise: Merging document changes

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 use the Combine feature to merge two different versions of a document together, as well as attribute unmarked changes to the document's first editor.

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

Note: Click on the links below to open the set of files that you can use to complete this exercise.

- Exercise: Merging Document Changes A ⧉
- Exercise: Merging Document Changes B ⧉

2. In either document, click **Review → Compare → Combine**:
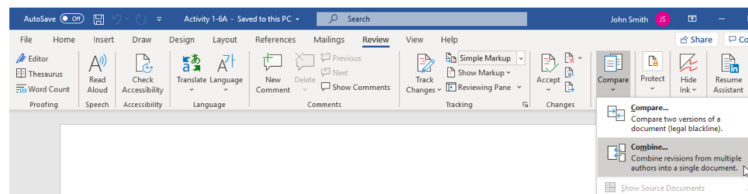
3. The Combine Documents dialog box will open. Choose **Exercise: Merging Document Changes A** as the original document:

Note: In this exercise we use file Activity 1-6A as an example (see below).
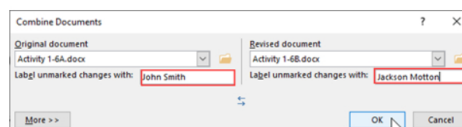

4. Choose **Exercise: Merging Document Changes B** as the revised document:
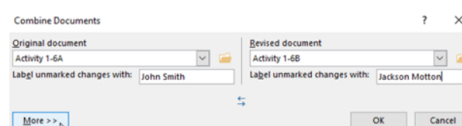
**Note:** In this exercise we use file Activity 1-6B as an example (see below).
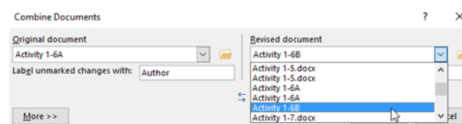
5. Change the first "Label unmarked changes with" field to "John Smith." As well, change the second "Label unmarked changes with" field to "Jackson Motton:"


6. Click **More** to view advanced options:

7. Ensure that all options in the "Comparison settings" section are checked. As well, ensure that the "Show changes in" option is set to "**New document**." Click **OK** to combine the documents:
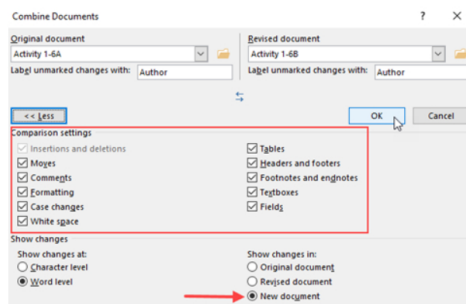

8. Word has updated the way it handles Style conflicts. Instead of having you choose between old and new styles you now get a fluid layout of your document allowing you to resolve conflicts under the **Review → Changes** submenu.
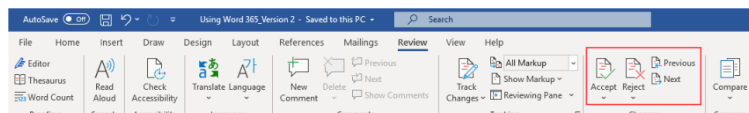

9. If there are conflicting styles, you will be given a chance to resolve them with this dialog box. Make your selection and click the **Continue with Merge** button to combine the documents:

Note: In this exercise we use file Activity 1-6A and 1-6as an example (see below).
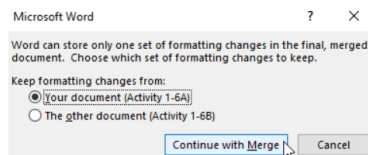
10. You will now see the combined document with a variety of changes. The different colors indicate different authors:
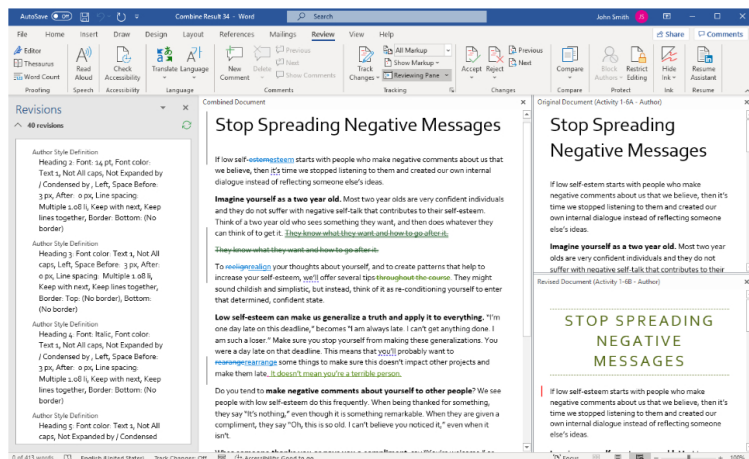
(If your view looks different, click **Review → Compare → Show Source Documents → Show Both**.)

11. Save the combined document as Activity 1-6 Complete. Close Microsoft 365 Word to complete this.

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

Completed exercise: Merging Document Changes