

≡ Hide menu

Modify user information and share a document**Work with comments and compare changes****Review a document and implement changes** **Video:** Review a Document
6 min **Reading:** Exercise: Reviewing a document
10 min **Video:** Merge document changes
4 min **Reading:** Exercise: Merging document changes
10 min **Practice Assignment:** Knowledge check: Review a document and implement changes
15 min **Graded Assignment:** Module graded quiz: Collaborating on documents
20 min

Work Smarter with Microsoft Word > Module 6 > Exercise: Reviewing a document

< Previous Next >

Exercise: Reviewing a document

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!

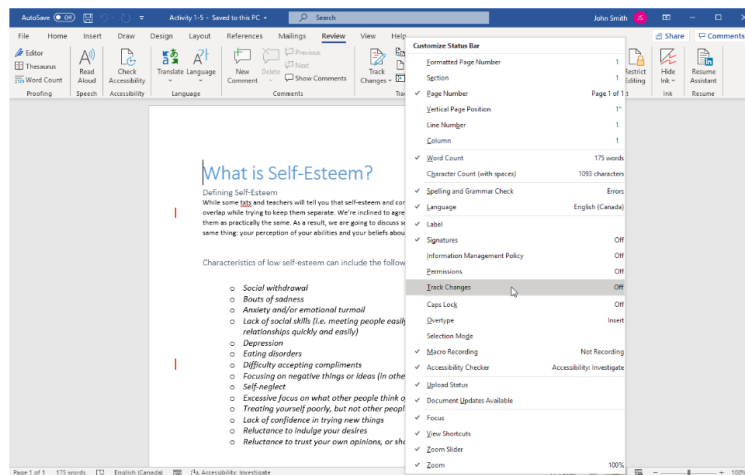
Let's get started!

In this exercise, you will perform a second review of a document. This will involve making some changes of your own and reviewing existing changes.

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

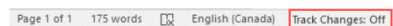
[Exercise: Reviewing a document](#)

2. First, let us add the Track Changes indicator to the status bar. Right-click a blank area of the bar and click **Track Changes**:



(If there is already a checkmark beside this entry, skip to the next step.)

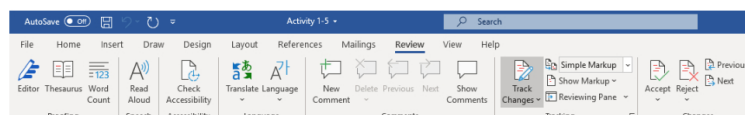
3. Click outside the menu to close it. You can see that Track Changes is currently turned off:



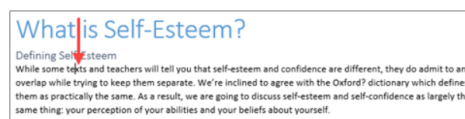
4. Click the **Track Changes** indicator on the status bar to enable it:



5. Click the Review tab to confirm the feature is enabled:

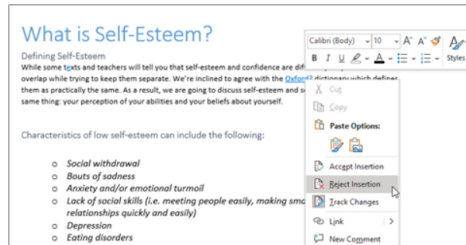


6. Now, let's review the document. There is a typo in the first line, correct it to "texts":

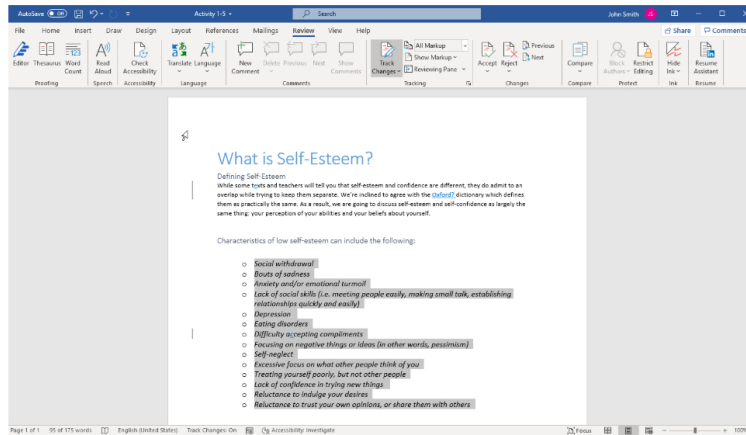


(If there is already a checkmark beside this entry, skip to the next step.)

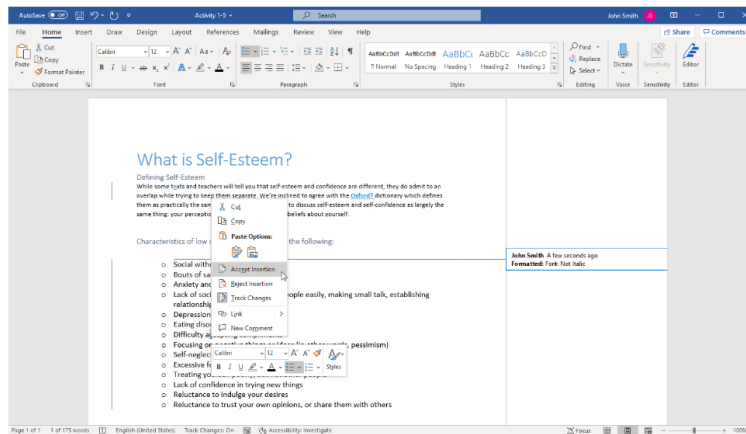
7. The previous editor has added an unnecessary modifier to the word “dictionary.” Let us reject this change by right clicking the word and choosing the appropriate option:



8. Select the bullets and remove the Italics formatting:



9. Finally, right click the last typo correction (in the seventh bullet) and click **Accept Insertion**:



10. Save your document as Activity 1-5 Complete. Close Microsoft 365 Word to complete this exercise.

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

[Completed exercise: Reviewing a document](#)

Mark as completed

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