

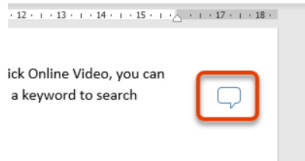
**Your grade: 100%**

 Your latest: **100%** • Your highest: **100%** • To pass you need at least 80%. We keep your highest score.

Next item →

1. When you open a document that has been sent to you by a colleague, you notice the symbol highlighted below in the right margin. What does it indicate?

1 / 1 point



- ☐ That you have shared the file with someone else and they are currently editing the file.
- ☐ That someone has deleted some of the content in the document.
- ☒ That someone has left a comment in the document.

**Correct**

Correct! The comment that someone has added to the document has been minimized to save space. You can click on this symbol to see the full text of the comment.

2. You would like to add a comment to a document. Where can you go to do this?

1 / 1 point

Select all options that apply.

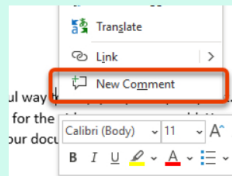
☒ The **Mini Toolbar**
**Correct**

 Correct! There is a command to add a **Comment** in the middle of the **Mini-Toolbar**.

☐ The **References** tab

☒ The right-click menu

**Correct**

 Correct! When you right-click, there is a **New Comment** choice on the shortcut menu.

☒ The **Review** tab

**Correct**

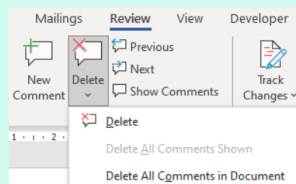
 Correct! There is a **Comment** Group in the **Review** tab. It contains commands to add, review and delete comments.

3. If you have dealt with a comment and would like to remove it, which option can you use?

1 / 1 point

- ☒ Go to the **Comments** group in the **Review** Tab and choose **Delete**.
- ☐ Click into the comment and click on **Resolve**.
- ☐ Right-click on the comment and choose **Delete**.

**Correct**

 Correct! In the **Comments** group on the **Review Tab** there is a **Delete** command. You can delete a single comment or all comments at once.


4. What is the **Compare** feature in **Word** also known as?

1 / 1 point

- ☒ Legal Blackline
- ☐ Blueline
- ☐ Redline

✔ **Correct**

Correct! This term comes from the legal profession where lawyers need to compare two documents. The **Word Compare** feature is called **Legal Blackline** because of the way it marks up documents.

5. You are using the **Compare** feature in Word to check the differences between two versions of a document. What does the center panel called **Compared Document** show you?

1 / 1 point

- ☒ A new document with the changes made in place.
- ☐ A list of all the changes made to the original document.
- ☐ The content of the revised document.

✔ **Correct**

Correct! This panel shows a completely new copy of the original document which also includes the revisions. This new document is separate to the original document and the amended copy and can be saved with a different title.

