

Hide menu

Modify user information
and share a documentWork with comments and
compare changes

- ✓ **Video:** Work with comments
6 min
- ✓ **Reading:** Exercise:
Working with comments
10 min
- ✓ **Video:** Compare
document changes
3 min

Reading: Exercise:
Comparing document
changes
10 min

Practice Assignment:
Knowledge check: Work
with comments and
compare changes
15 min

Review a document and
implement changes

Course wrap-up

Exercise: Comparing 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!

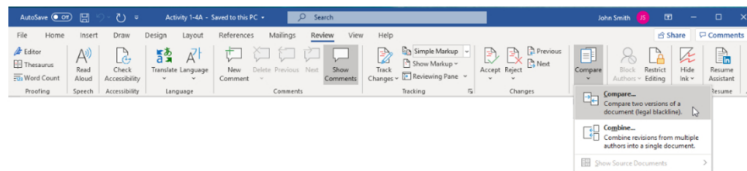
In this activity, you will compare two documents.

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.

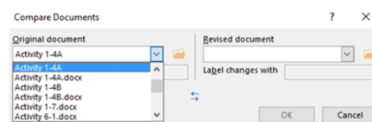
- [Exercise: Comparing document changes A](#)
- [Exercise: Comparing document changes B](#)

2. In either document, click **Review** → **Compare** → **Compare**:

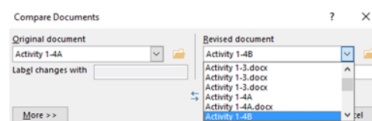


3. The Compare Documents dialog box will open. Choose **Exercise: Comparing document changes A** as the original document.

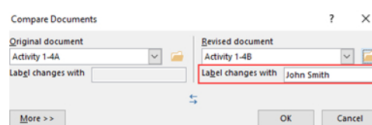
Note: In this exercise we use file Activity 1-4A as an example (see below).



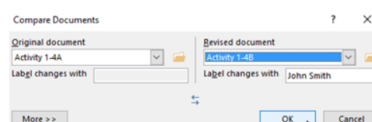
4. Choose **Exercise: Comparing document changes B** as the revised document:



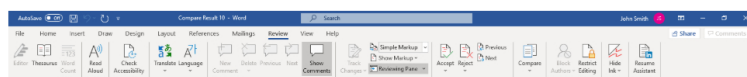
5. Type "John Smith" into the "Label changes with" text box under the "Revised document" heading:

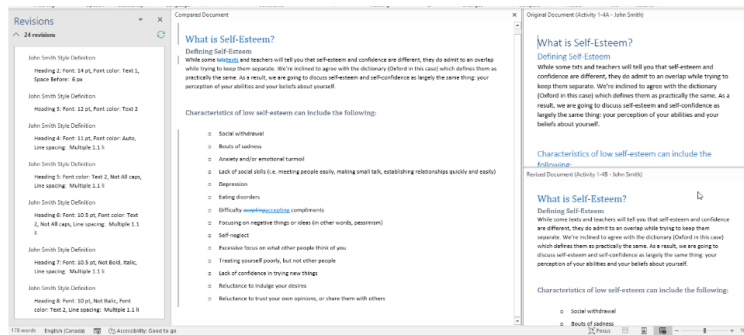


6. Click **OK** to perform the comparison:



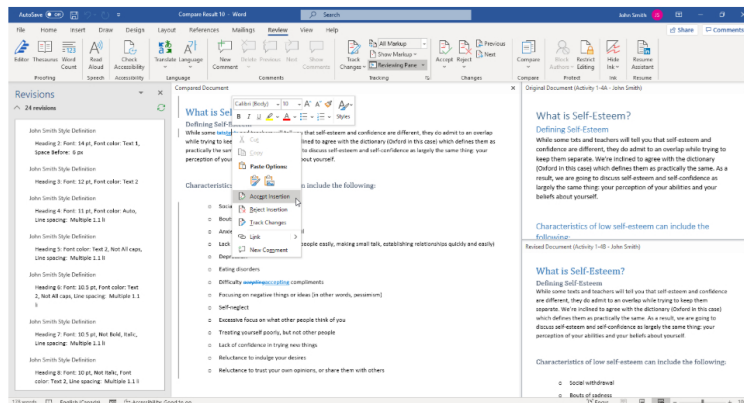
7. The Compare Result will now be displayed:





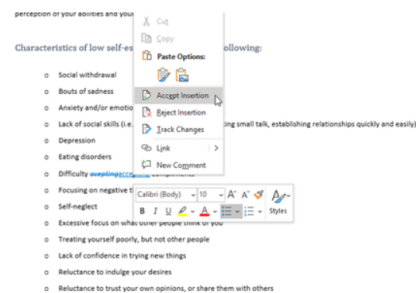
(If you see only one document, click **Review** → **Compare** → **Show Source Documents** → **Show Both**.)

8. There are two typos that are resolved in the compared document. In the Revisions Pane select second element of the first change ("texts"). Right click the element you just selected, click **Accept Insertion**:

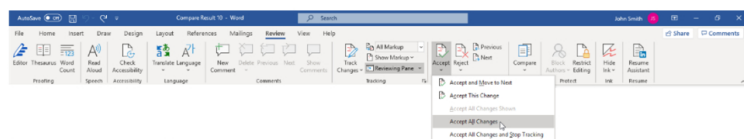


This will accept both the deletion of the typo and the insertion of the correct word. The preview results will be displayed in the center document pane.

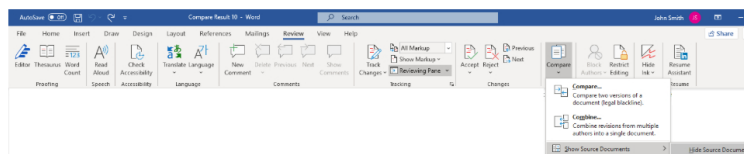
9. Repeat step 8 for the second fix ("accepting"):



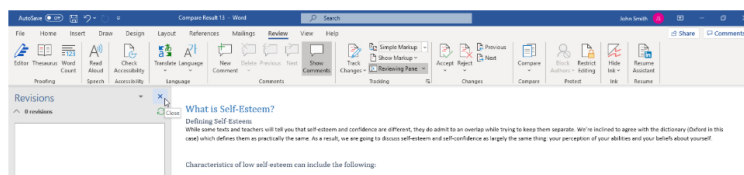
10. The rest of the changes are formatting-based. Click **Review** → **Accept** → **Accept All Changes**:

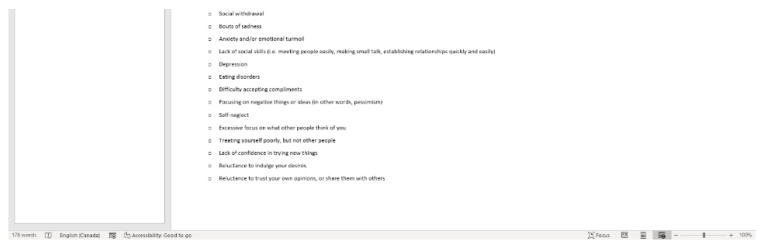


11. Click **Review** → **Compare** → **Show Source Documents** → **Hide Source Documents**:



12. Click the **X** button on the Revisions Pane to close it:





13. Save this compared document as Activity 1-4 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: Comparing document changes](#) [↗](#)

Mark as completed

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