Modify user information and share a document

Work 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: Working with comments

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!
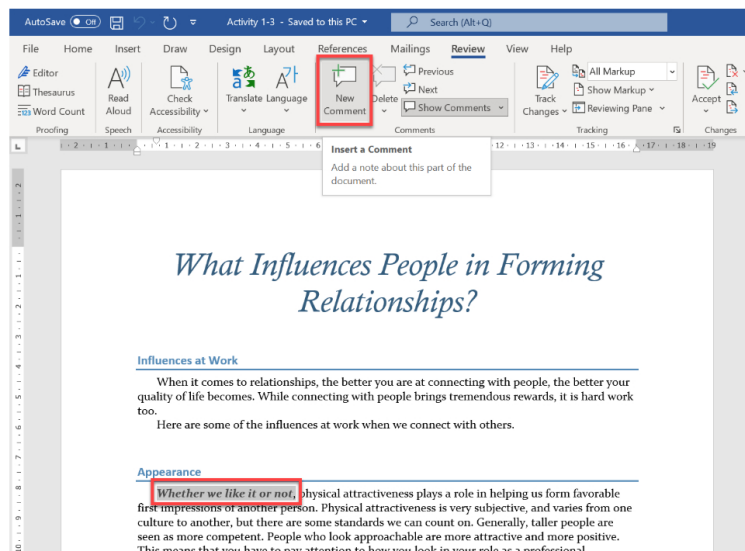
Let's get started!
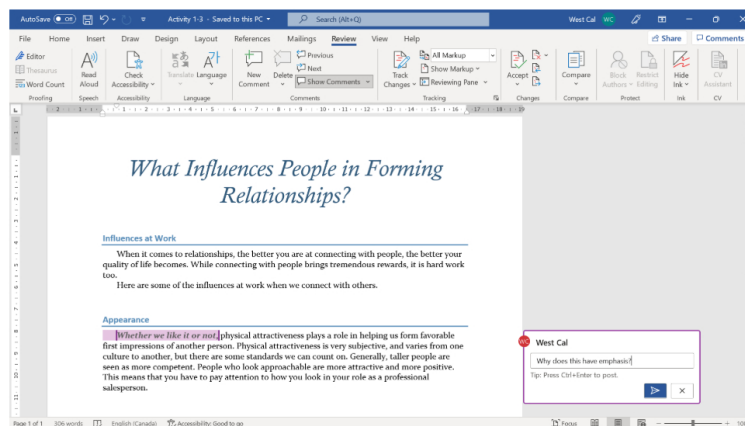
In this exercise, you will add comments to a document.

1. Click on the link below to open the Microsoft Word exercise document you can use to complete this exercise.
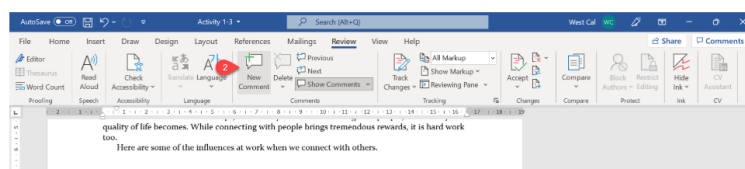
Exercise: Working with Comments 🔗

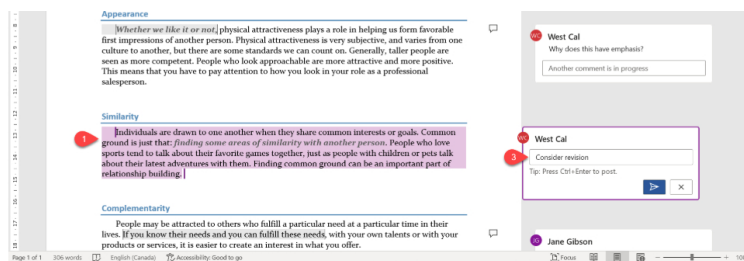2. Select the words "Whether we like it or not" under the Appearance heading. Click **Review → New Comment**:

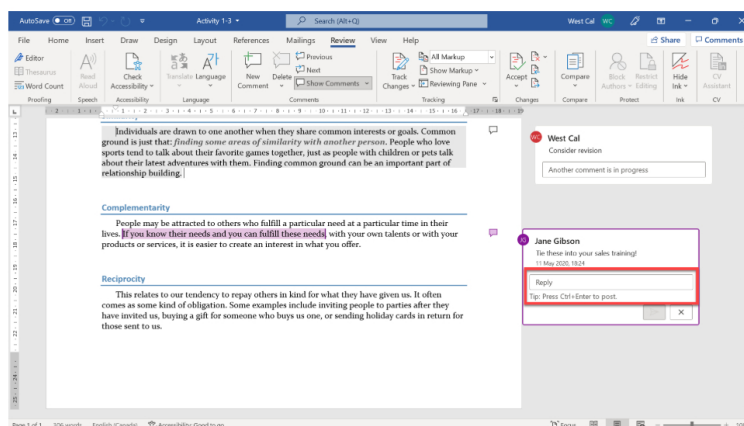3. Type "Why does this have emphasis?" into the comment bubble that appears:

4. Select the paragraph under the Similarity heading. Click **Review → New Comment**, then type "Consider revision.":

5. Scroll down in the document. You will see a comment by another user. Click into the Reply field to respond to the comment.
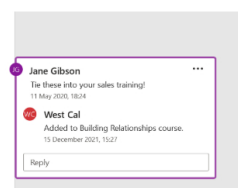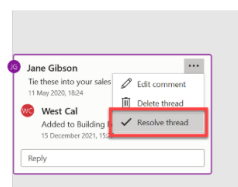

6. Type, "Added to Building Relationships course."

7. Click the options button in the top-right corner of the original comment. Click **Resolve thread** and the comment will then be hidden.
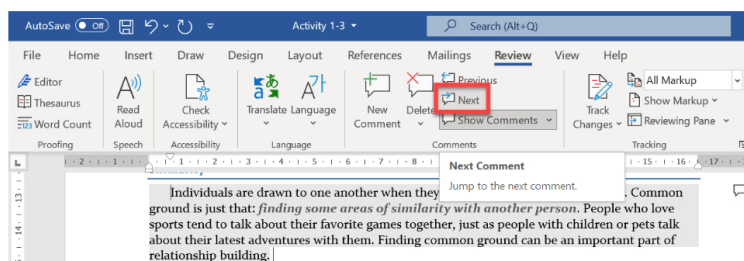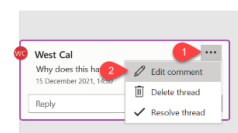

8. Now that you have commented in the document, let us review your comments. Click the **Next** button in the Comments group of the Review tab.
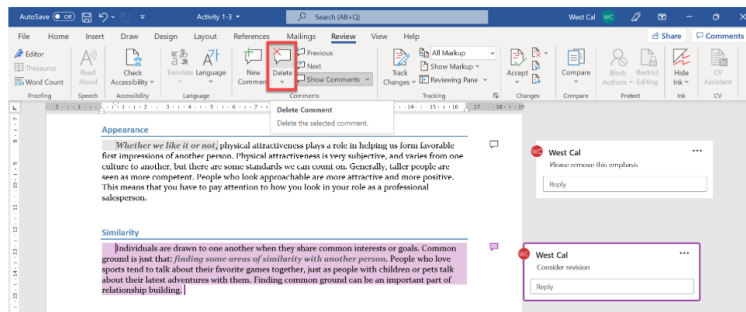

9. You will be returned to your comment about the emphasis, which should probably be removed entirely. Click the options button, then Edit comment and change the text to "Please remove this emphasis."
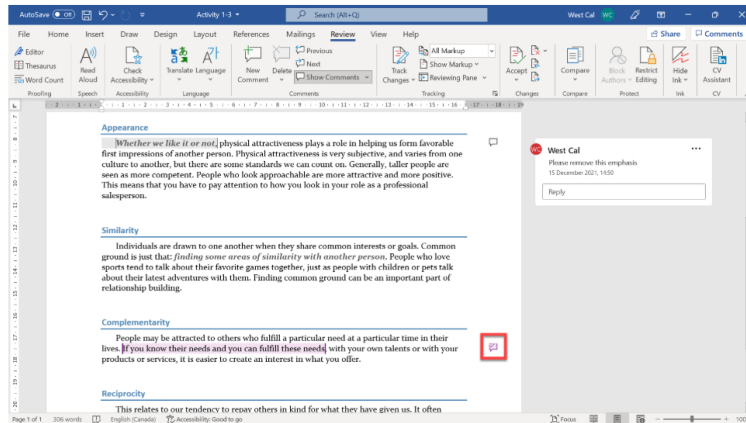

10. Click **Review → Next** to advance to the second comment. On second thought, this paragraph sounds OK. Click the **Delete** command on the Review tab to delete this comment:

12. Click **Review → Next** once more. The final comment is the one that we replied to and marked as complete. Notice the differences in its appearance:

13. Save your document as Activity 1-3 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: Working with Comments ⬈

[Mark as completed]

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