Assignment No.4

CONCEPT AND PROCEDURE WRITING

Track Changes

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Date: 28/03/2020

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Track changes in Microsoft Word 2010

Track changes is a feature used to review a Microsoft Word document. It can be used to give suggestions or to review a document written by a co - worker.
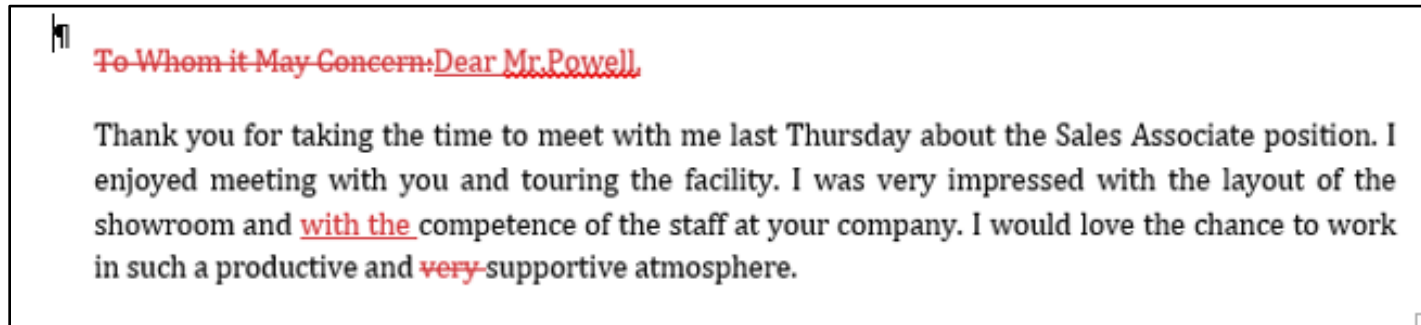
Figure 1: Sample document to show Track - changes Feature

Track Changes Group

1. Click on Review tab.
2. Track Changes group can be located in Review ribbon.
3. Following are the different options in Track Changes Group.
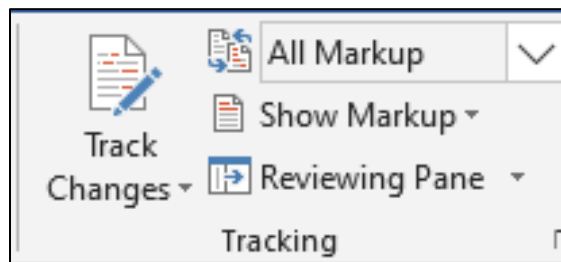
Figure 2: Track Changes Group

Track Changes

1. Click **Review** Tab.
2. Click on the **Track Changes** drop down menu from **Tracking Ribbon Group**.
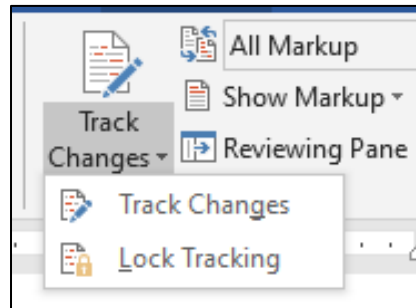
Figure 3: Track Changes drop - down Menu

 Following options appear:

Turning - on Track Changes

When Track Changes is turned on, all changes made to the document are shown in colored markups. The deleted text is shown with a visible strikethrough and the added text are shown with an underline. The changes made by different reviewers are shown in different colored markups. This makes it easy to spot the changes made by each person and to make appropriate changes before making the changes permanent.

1. Click Review tab.
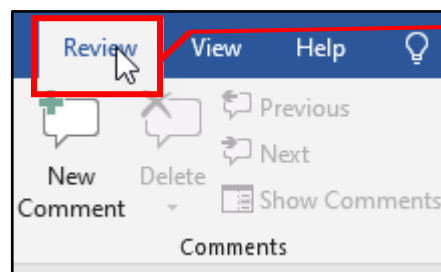
Click to **Review**

Figure 4: Review Tab

2. Click **Track Changes** command in **Tracking ribbon group**. It will be highlighted when active.
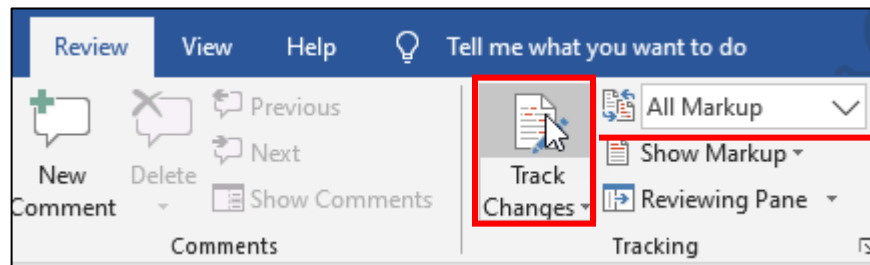
Click to turn - on or turn - off **Track Changes**

Figure 5: Track Changes Command

All the changes made to the document is tracked.

Turning - off Track Changes

1. Click **Review** tab.
2. Click **Track Changes** command again to deactivate this option.
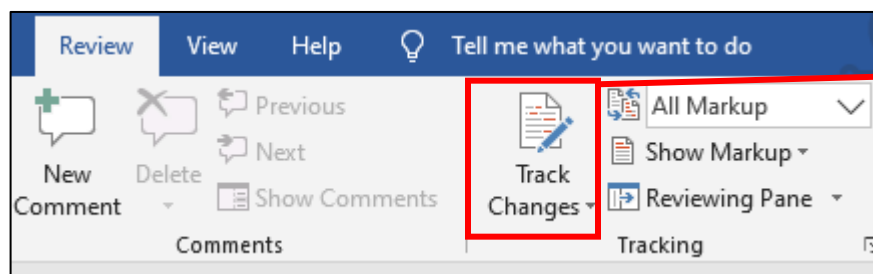
Track changes is turned off

Figure 6: Track changes command - turned off

Display for review

Display for review drop - down menu lets the author choose how edits and comments are displayed.

1. Click Review tab.
2. Click drop - down arrow.
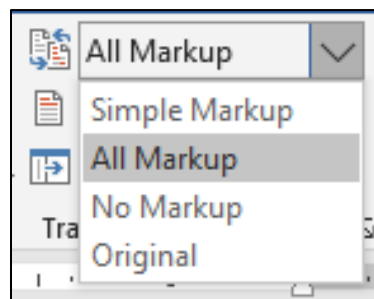
Figure 7: Display for Review Options

Select from the following options:

Simple Markup

When **Simple Markup** option is selected, the deleted sentences or words are indicated by a vertical line on the left margin and Comments are shown by speech balloons on the right margin.
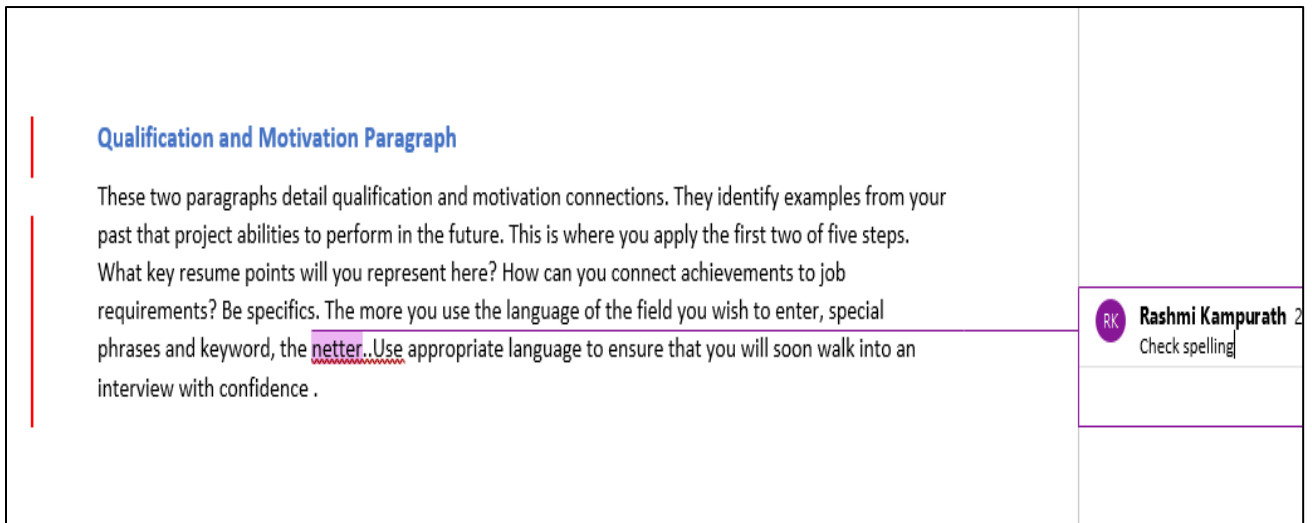
Figure 8: Display for Review - Simple Markup Option

All Markup

When **All Markup** option is selected, all Edits, Comments, changes in format are shown on the right margin, with detail information.
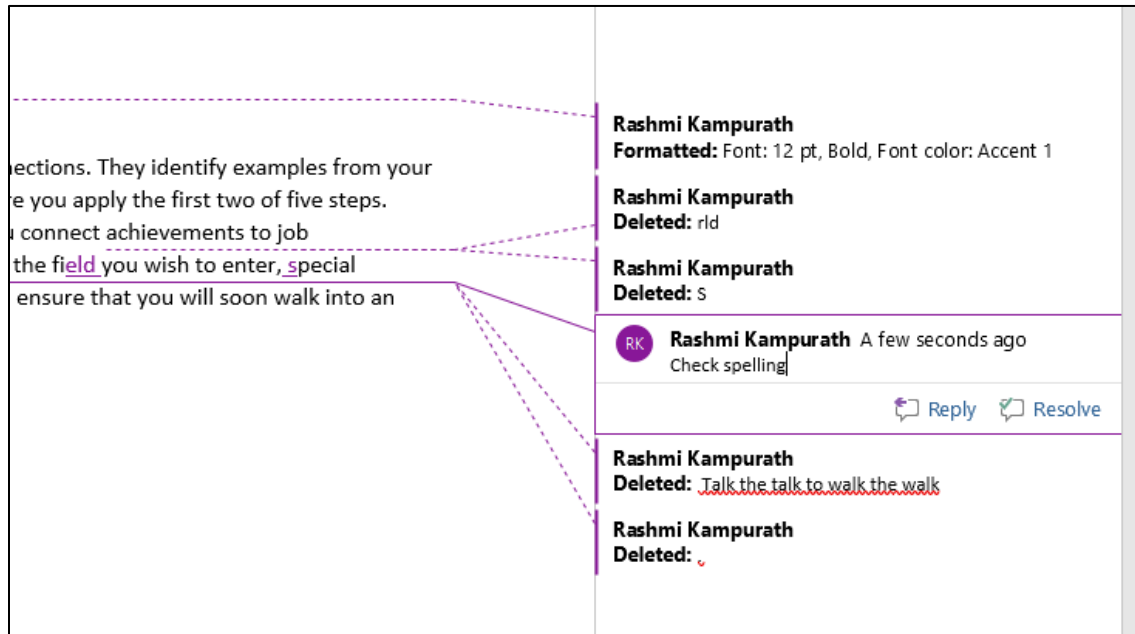
Figure 9: Display for Review - All Markup Option

No Markup

When **No Markup** option is selected, the edited document is displayed without any visible edits and comments.
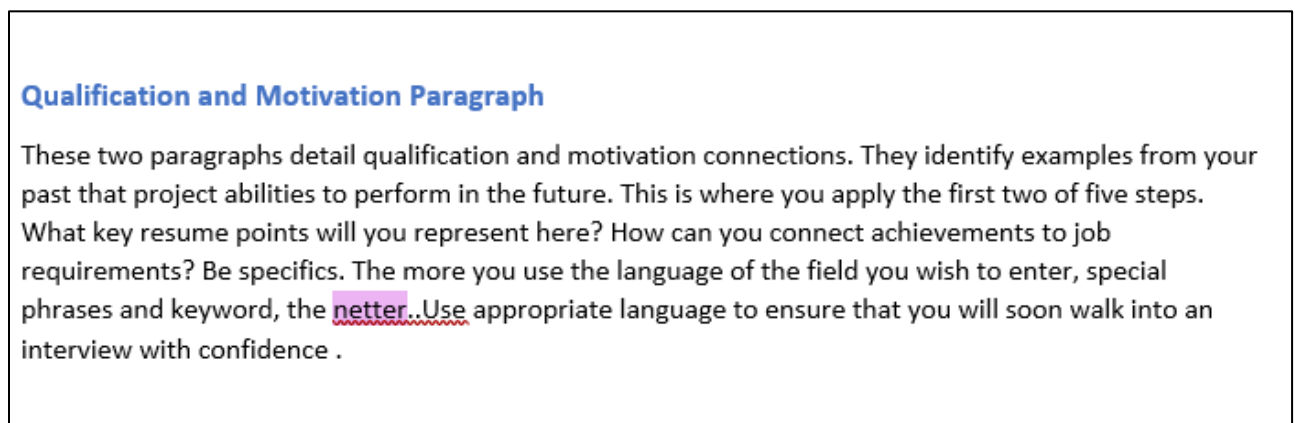
Figure 10: Display for review - No Markup Option

Original

When **Original Document** Option is selected, the original document is displayed without any edits.

Qualification and Motivation Paragraph

These two paragraphs detail qualification and motivation connections. They identify examples from your past that project abilities to perform in the future. This is where you apply the first two of five steps.Whatey resume points will you represent here? How can you connect achievements to job requirements? Be specifis. The moreyou use the language of the firldyou wish to enter,Special phrases and keyword, the netter. Talk the talk to walk the walk.Use appropriate language to ensure that you will soon walk into an interview .

Figure 11: Display for Review - Original Option

Show Markup

There are options to view reviews by category This helps to see the reviews catagorically and gives a better clean view while revising.

1. Click **Show Markup** Command in **Track Change** Ribbon Group.
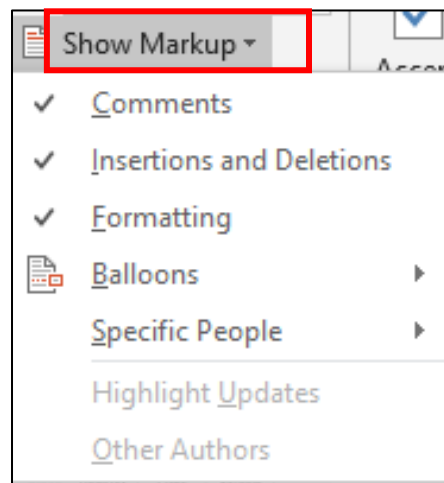
Figure 12: Show Markup - Options

2.   Click the drop down menu. The following options are displayed.

Comments

Click **Comments** in **Show Markup** Options. Only the comments from reviewers are displayed.
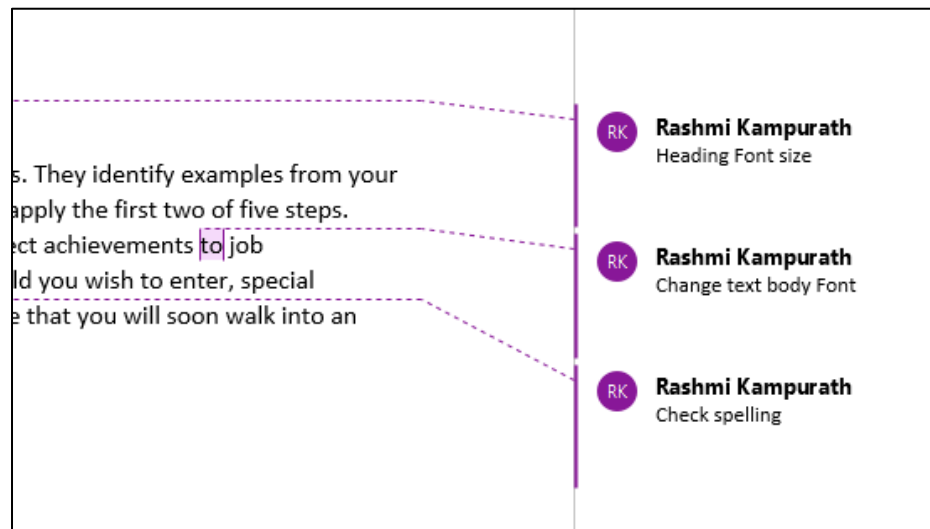
Figure 13: Show Markup - Comments Option

Insertions and Deletions

Insertion and Deletion Option Displays only the inserted or deleted words in the reviewed document.
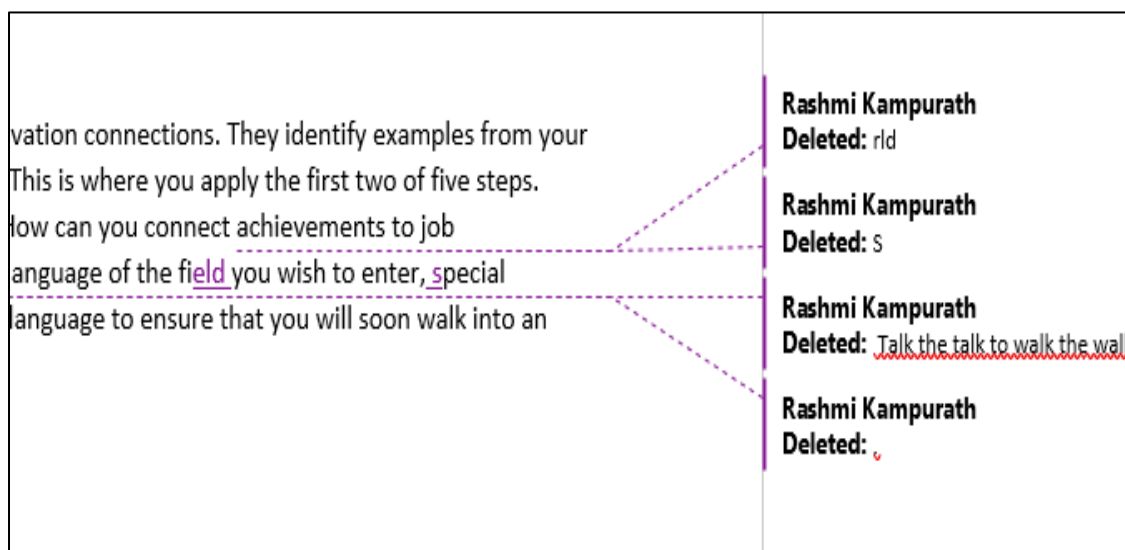
Figure 14: Show Markup - Insertion and Deletion Option

Formatting

Formatting Option displays only the changes in formatting in the document.
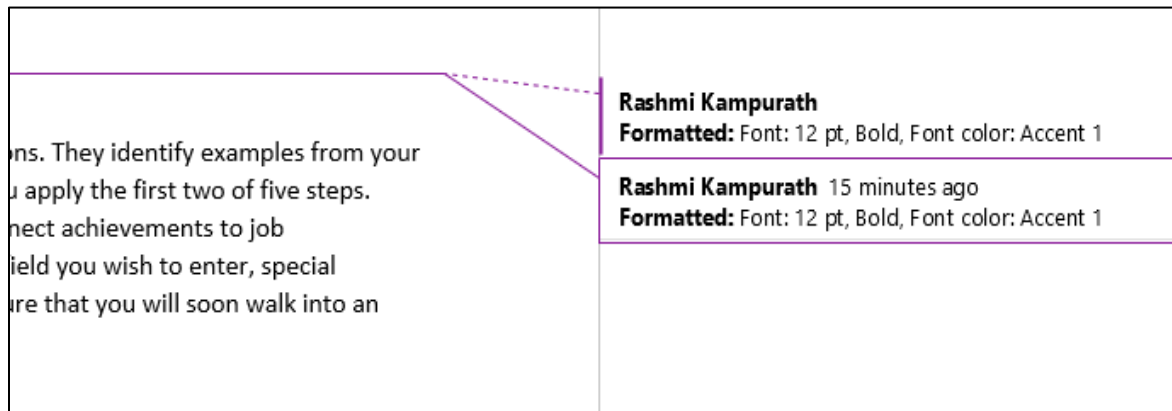
Figure 15: Show Markup - Formatting Option

Balloons

The Markups can be shown as Balloons also. This makes it easier to read and also to see the details of the markup.

Click on **Balloons** to open menu .
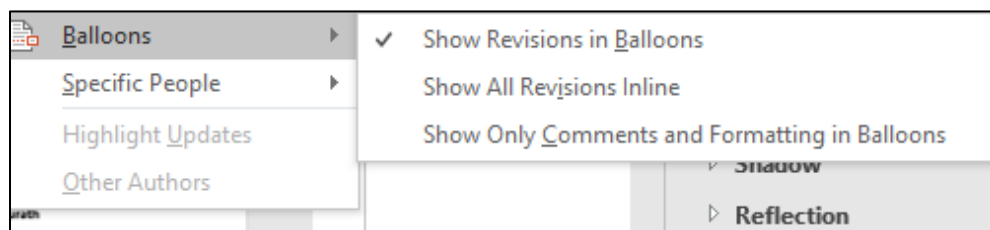
Figure 16: Show Markup - Balloons Options

Select from the following Options:

Show revisions in balloons

Select **Show revisions in balloons** to see all revisions moved to the right margin.
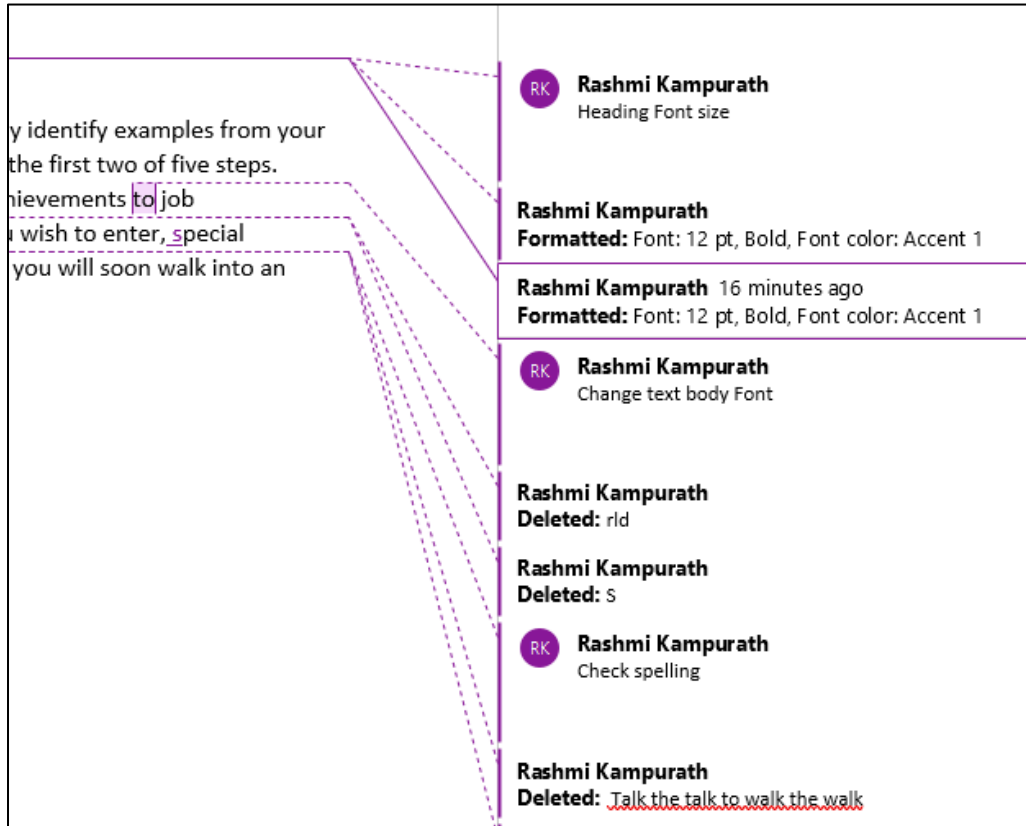
Figure 17: Show Revisions in Balloons Option

Show all revisions inline

When **Show all revisions inline** option is selected, all markups are shown inline.
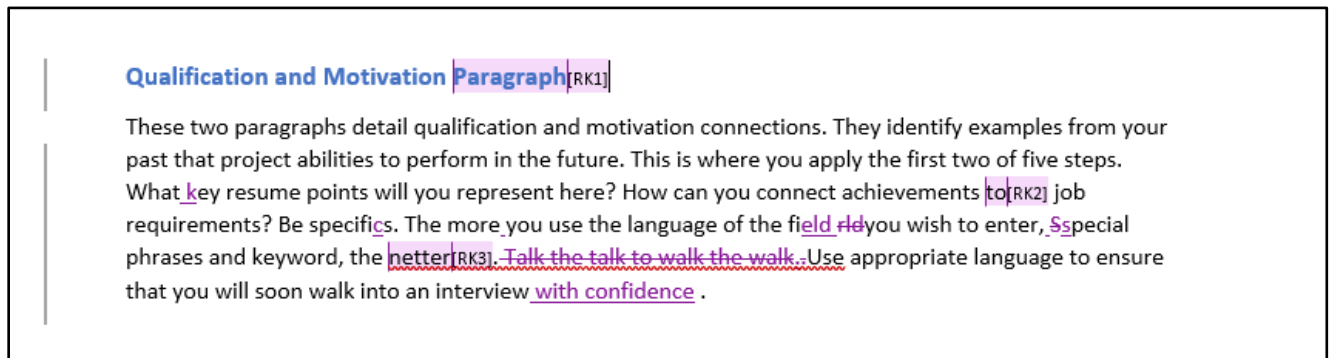
Figure 18: Show all revisions inline

Show only Comments and Formatting

When Show only Comments and formatting option is selected, only the revisions in formatting and comments are shown on the right margin.
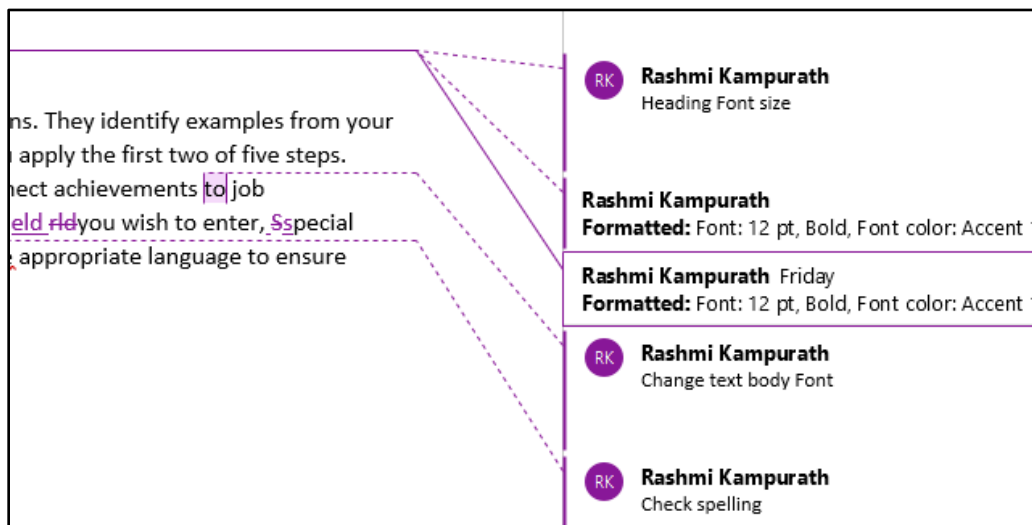
Figure 19: Show only Comments and Formatting Option

Reviewing Pane.

The author can see the original and reviewed document at the same time on the same screen simultaneously. This helps to see and both the original and reviews side by side.

1. Under the **Review t**ab, click **Reviewing Pane** drop - down arrow in **Tracking** ribbon group.

Figure 20: Reviewing Pane Command
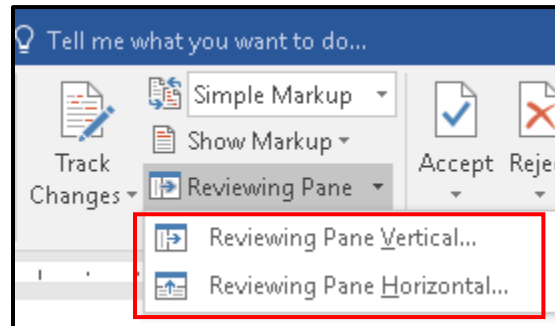
Figure 21: Reviewing Pane Command Options

2. Choose from the following options:
   a) **Reviewing Pane vertical**
      Reviewing Pane Vertical Option lets the author align the original document and the revisions vertically.
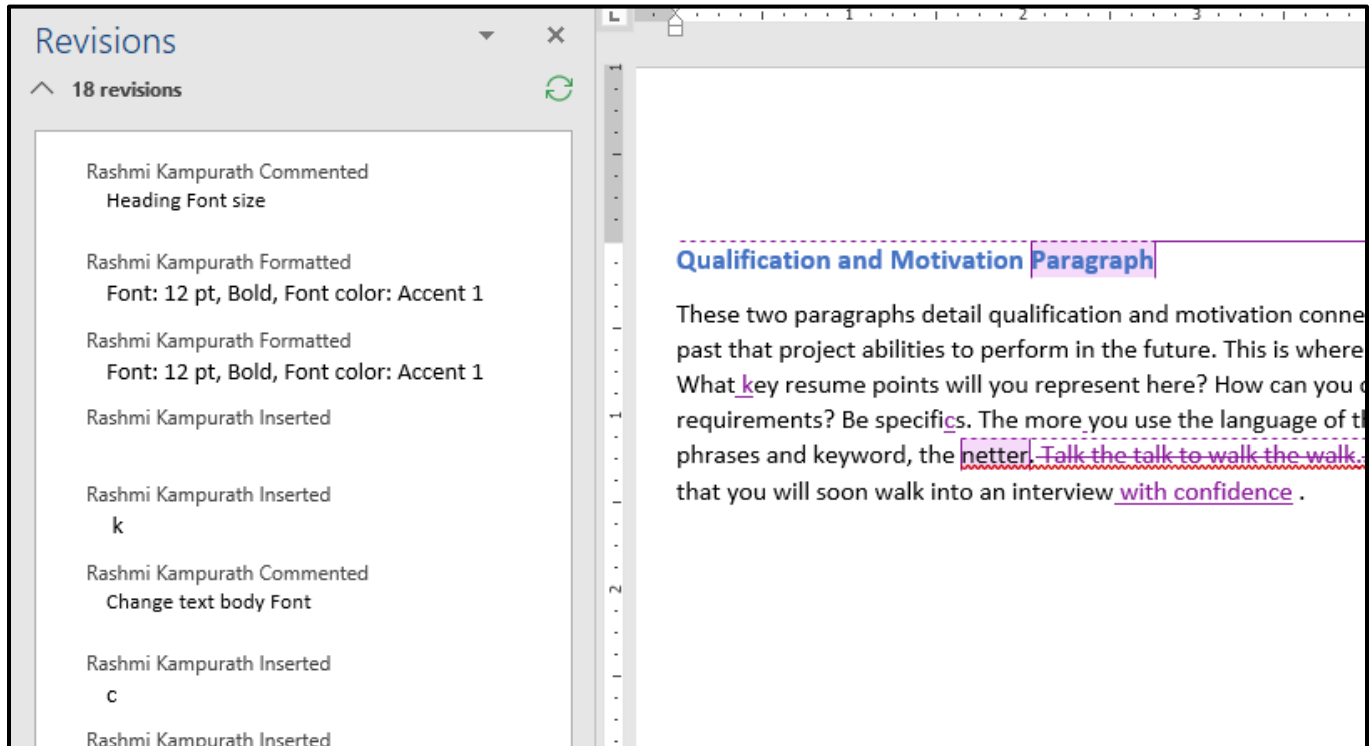
Figure 22: Reviewing Pane Vertical Option

b) **Reviewing Pane Horizontal**
Reviewing Pane Horizontal allow the author to see the original document and the reviews aligned below each other.
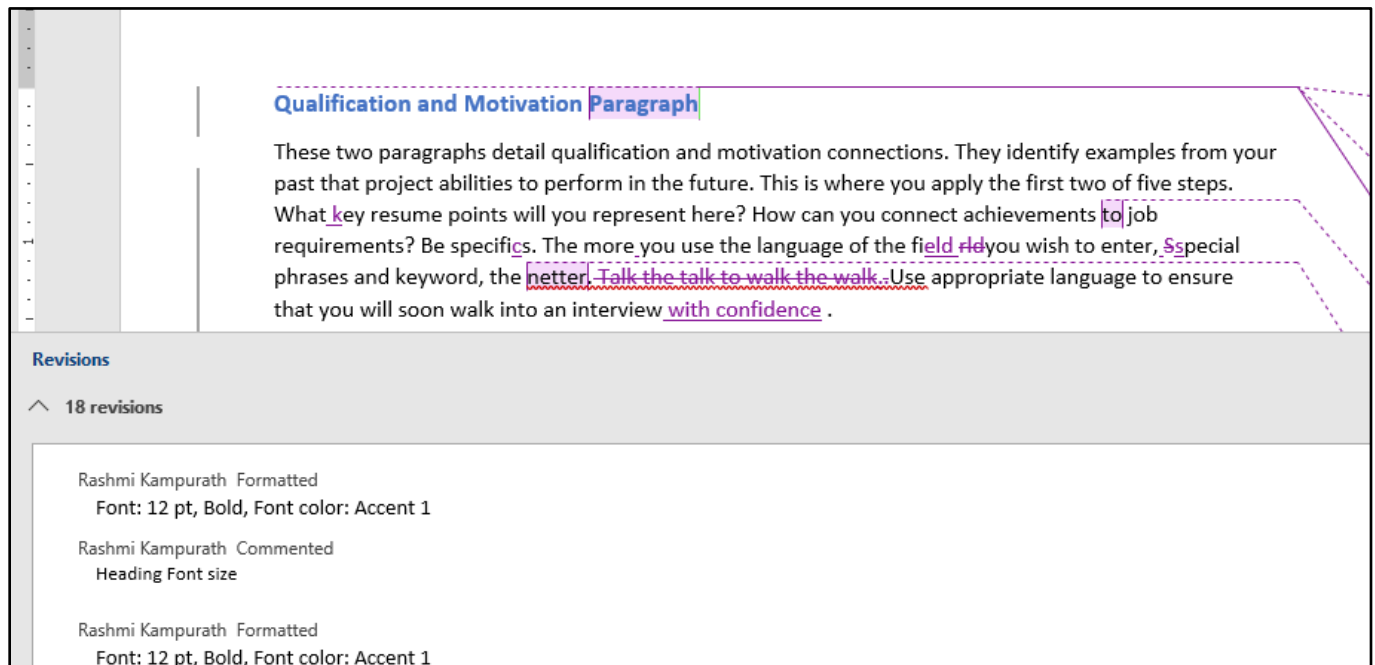
Figure 23: Reviewing Pane Horizontal Option
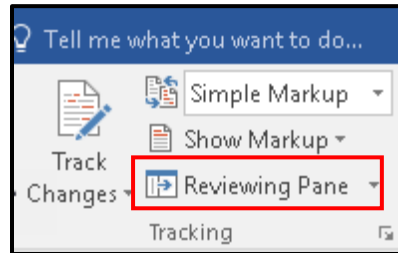
Customize Tracking Changes

Microsoft Word provides a feature to customize tracking changes. The user can change the appearance of Markup by changing the color or format.

1. Click **Review** tab.
2. Click on the Dialog Box Launcher ⊡in **Tracking** Group. **Track Changes Options** Dialog box appears.
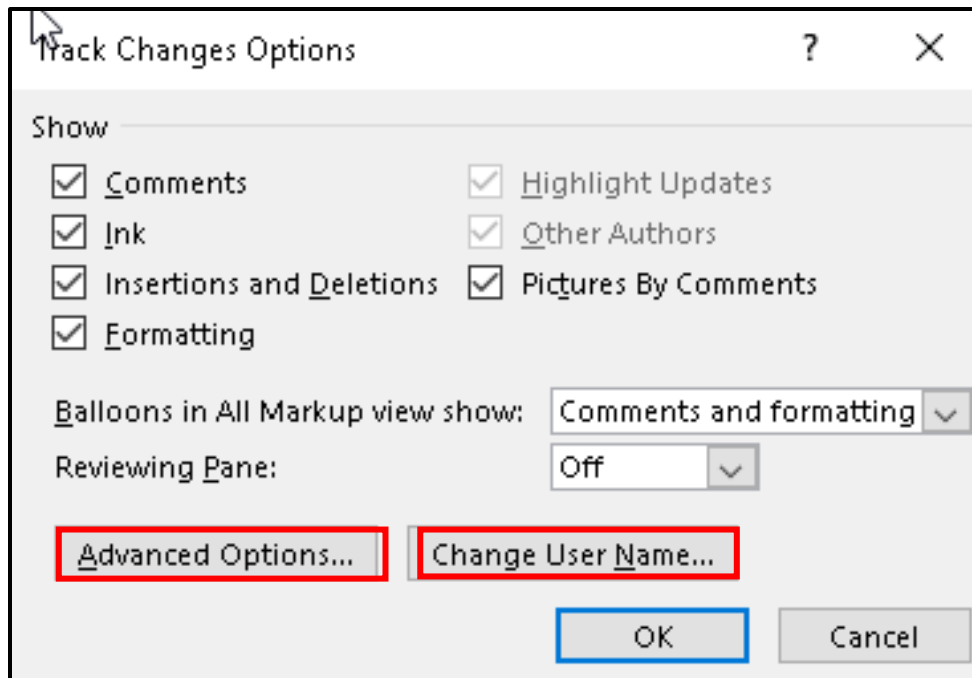
Figure 24: Track Changes Options Dialogue Box

The author can choose to Show - comments, Ink, Insertion and Deletion, Formatting and so on, by selecting or deselecting the check box.

3. Click on **Advanced Options**. **Advanced Track changes** Dialog box appears.

Figure 25: Advanced Track Changes Options Dialogue Box

4. To change the formatting of a Markup, select from dropdown menu against each type of markup.

   Tip: By default, Microsoft Word assigns different colors to different reviewers, which the author cannot change. The author can change the color in which each markup format appears.

5. Make required changes and click **OK**.

Change User name

1. Click **Review** tab
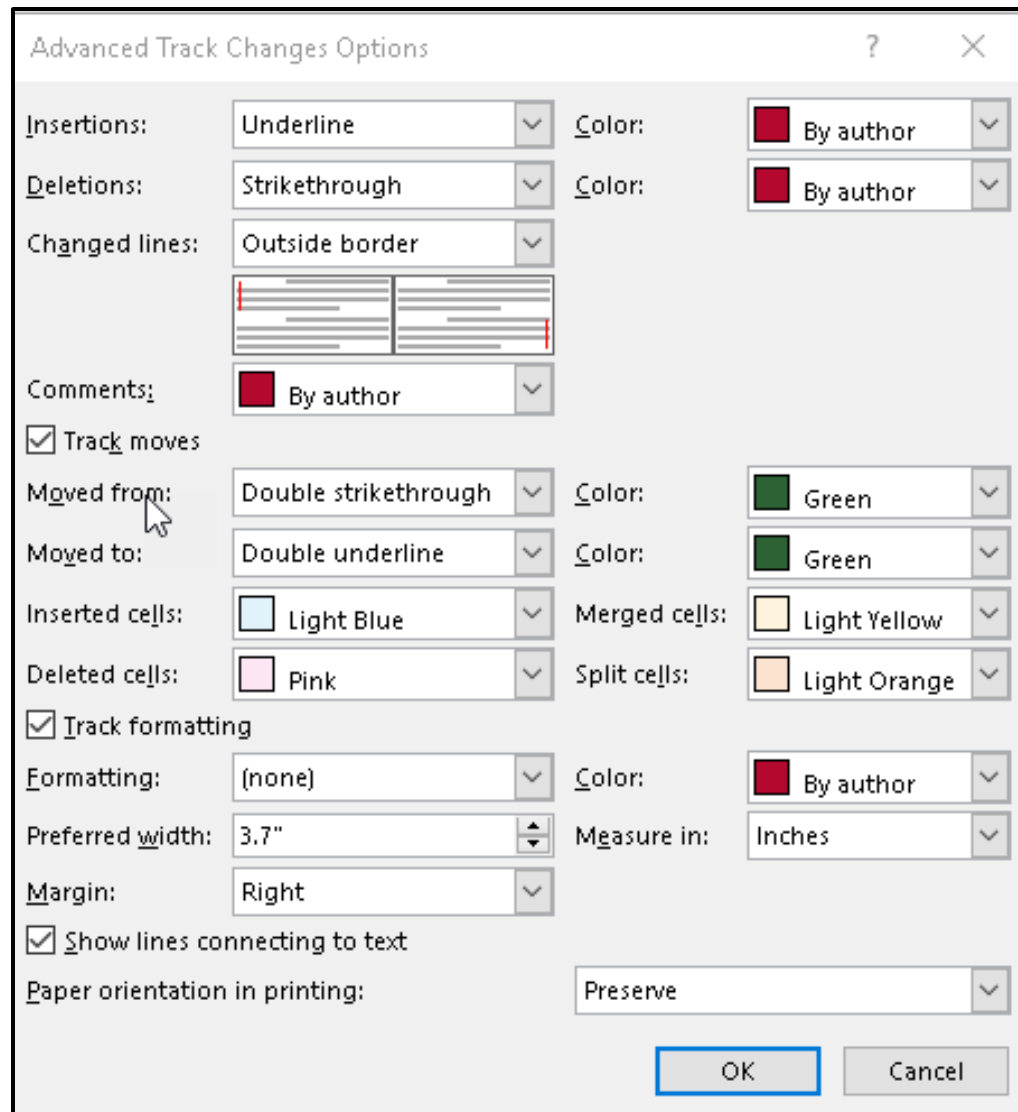2. Click on the Dialog Box Launcher ⬚in **Tracking Group**. **Track Changes** Dialog box appears. (Refer Figure 24)
3. Click **Change User Name. Word Options** dialogue box appears.
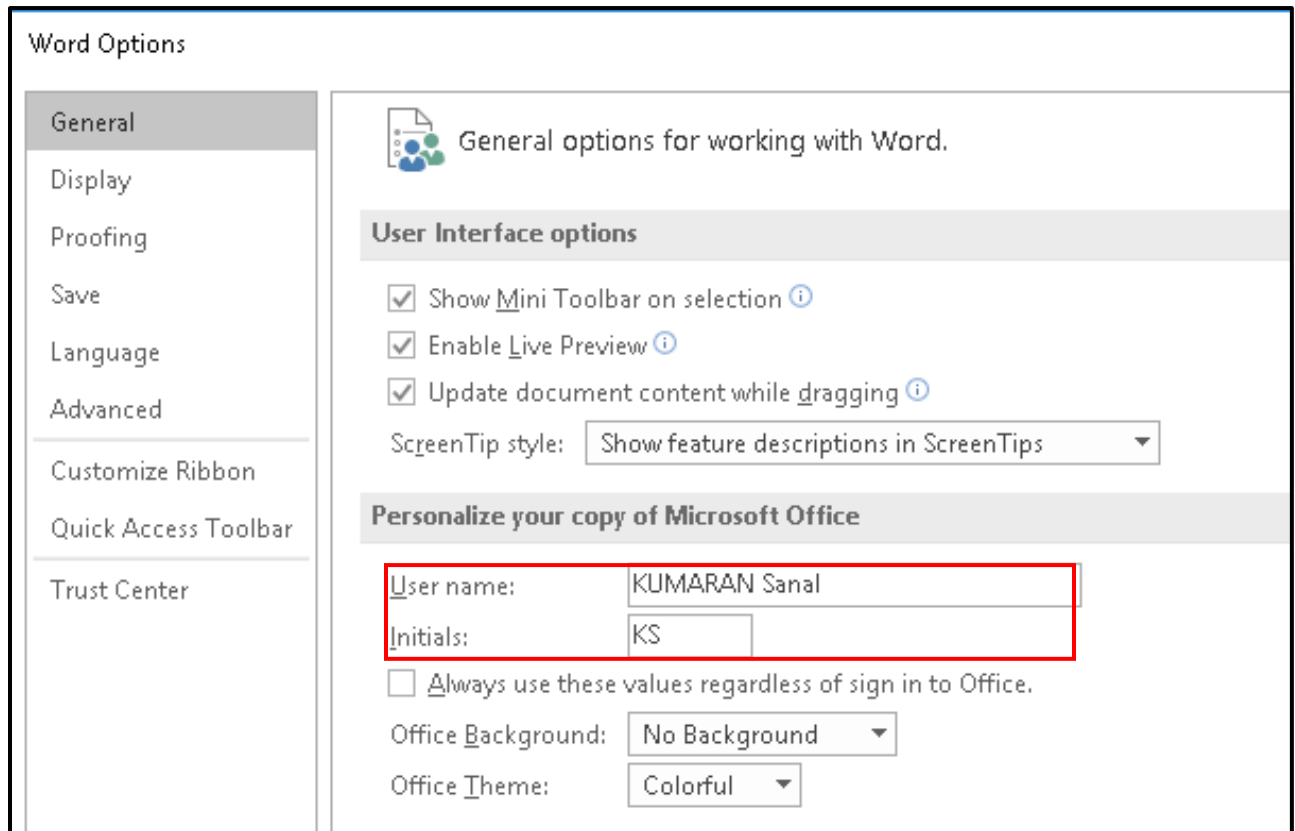
Figure 26: Word Options Dialogue Box

4. Change user name and initials.

Click **OK.** Hereafter all the reviews done to Microsoft Word document will be marked with the new name and Initials.

Changes Ribbon Group

The changes suggested to the author, can be accepted or rejected.

Accept Changes Command

The author of the document can choose to accept the corrections suggested by a co - worker or a reviewer.

Figure 27: Original Document
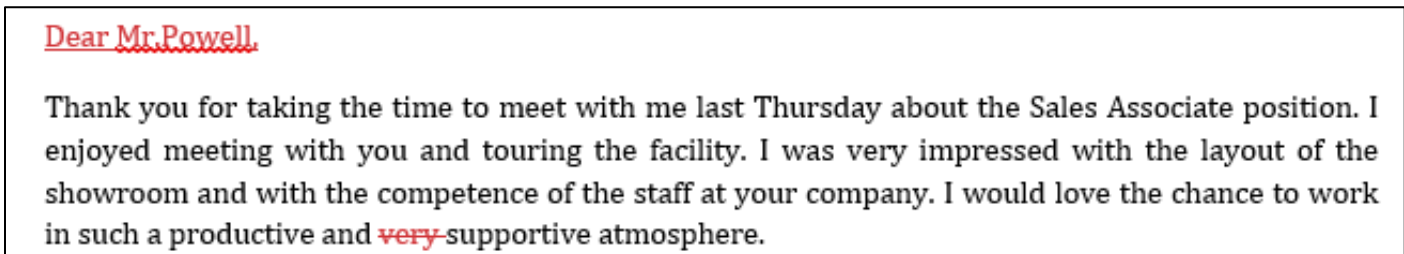
Figure 28: Document after Accepting Changes

Steps to Accept changes:

1. With the cursor on the markup, click **Review** tab.
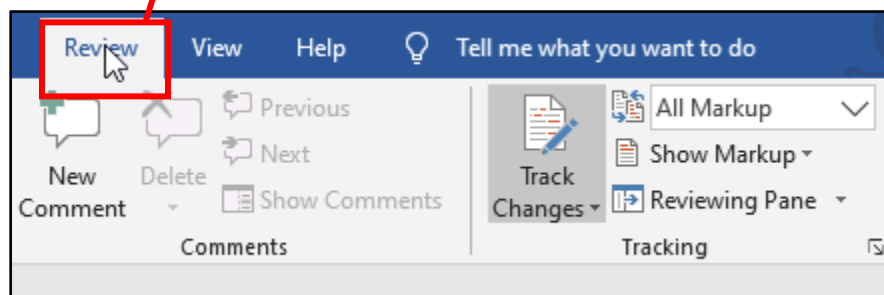
Click **Review** tab

Figure 29: Review Tab

2. Click on **Accept** command button from **Changes ribbon** group.
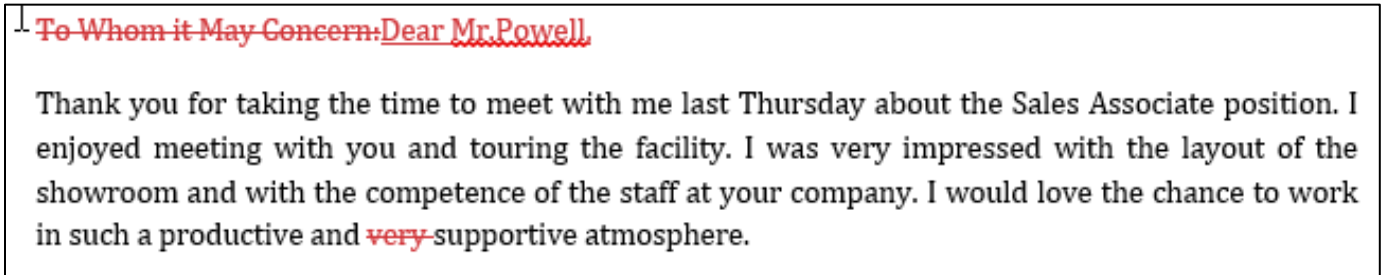   The correction suggested is accepted and the cursor goes to the next markup automatically. You can continue accepting changes the same way.
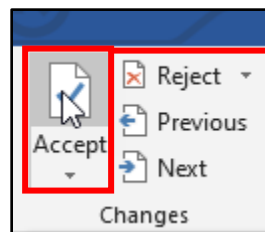
Click **Accept** to keep the suggested change

Figure 30: Accept command
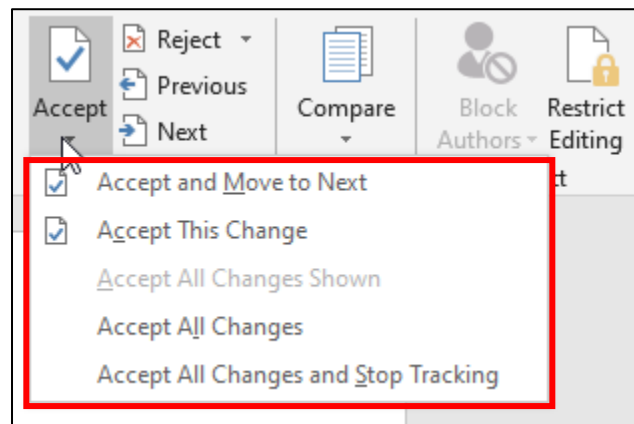
Figure 31: Accept Command Options

There are different options to accept Changes. With the cursor on the markup text, click on the dropdown arrow under **Accept** command, to see following options:

Table 1: Accept Command Options

Field	Description
Accept and Move to Next	to accept the suggested changes one at a time
Accept This Change	to keep the change on the markup shown by the cursor
Accept All Changes Shown	to keep all changes suggested by the reviewer
Accept All Changes	to keep all changes
Accept All Changes and Stop Tacking	To keep all changes and to stop tracking further changes

Rejecting Changes Command

The author has an option to ignore changes suggested by other reviewers.

Thank you for taking the time to meet with me last Thursday about the Sales Associate position. I enjoyed meeting with you and touring the facility. I was very impressed with the layout of the showroom and with the competence of the staff at your company. I would love the chance to work in such a productive and ~~very~~ supportive atmosphere.

Figure 32: Original Document

Thank you for taking the time to meet with me last Thursday about the Sales Associate position. I enjoyed meeting with you and touring the facility. I was very impressed with the layout of the showroom and with the competence of the staff at your company. I would love the chance to work in such a productive and very supportive atmosphere.

Figure 33: Document after Rejecting Change

Steps to Reject changes:

1. With the cursor on the text, click **Review** tab.
2. Click **Reject**, to ignore the suggestions.

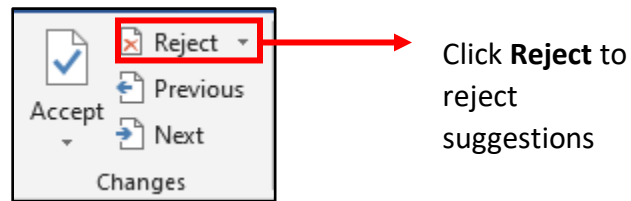Click **Reject** to reject suggestions

Figure 34: Reject Changes

There are many options to ignore suggestions. With the cursor on the text, click on the dropdown arrow on the **Reject** tab, to see different options available.

Table 2: Reject Command Options

Fields	Description
Reject and Move to Next	reject suggestions one at a time
Reject Change	reject the current suggestion
Reject All Changes shown	reject all shown suggestions
Reject All Changes	reject all suggestions
Reject All Changes and Stop Tracking	reject all suggestions and to stop further tracking

Compare Ribbon Group

If the reviewer forgets to Track changes while revising the document, Microsoft Word has a feature to compare original document and reviewed document or combine the reviews from another reviewer's document.

Compare Document

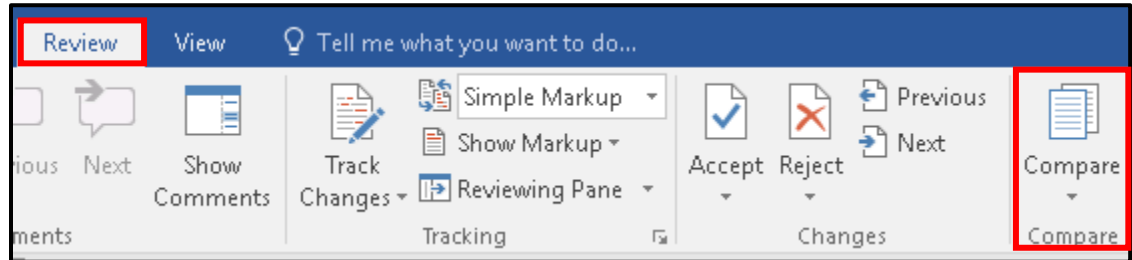1. Click **Review** tab. Click **Compare** drop - down button from the Compare ribbon group.
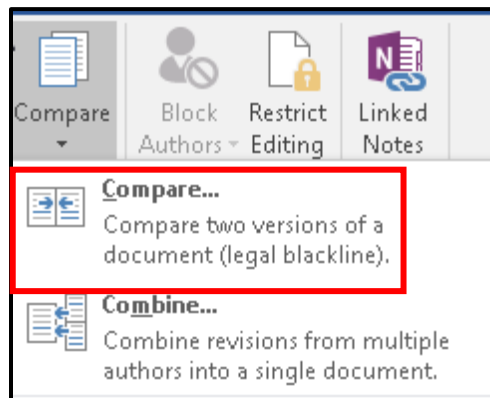

Figure 35: Compare Command

Figure 36: Compare Option

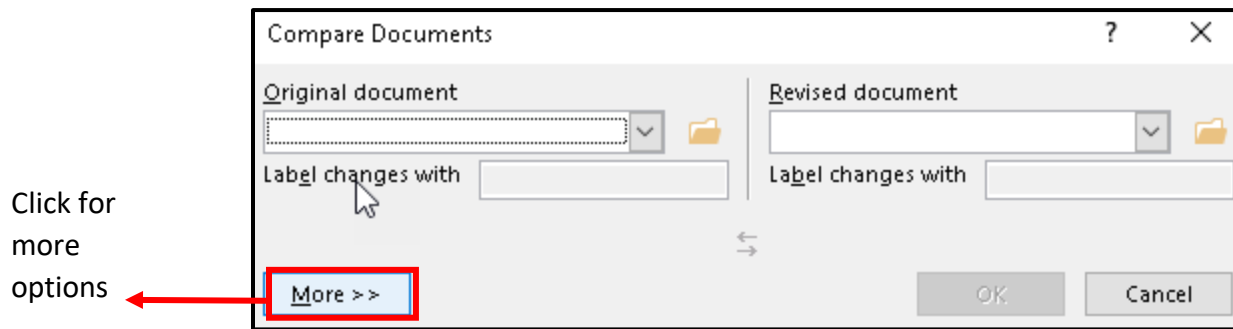2. Click **Compare**. **Compare Documents** Dialog box appears.

Click for
more
options

Figure 37: Compare Documents Dialogue Box

3. Enter the file location of the original document, or click ⬜ to open the file location.

4. Enter the file location of the revised document, or click ⬜ to open the file location.
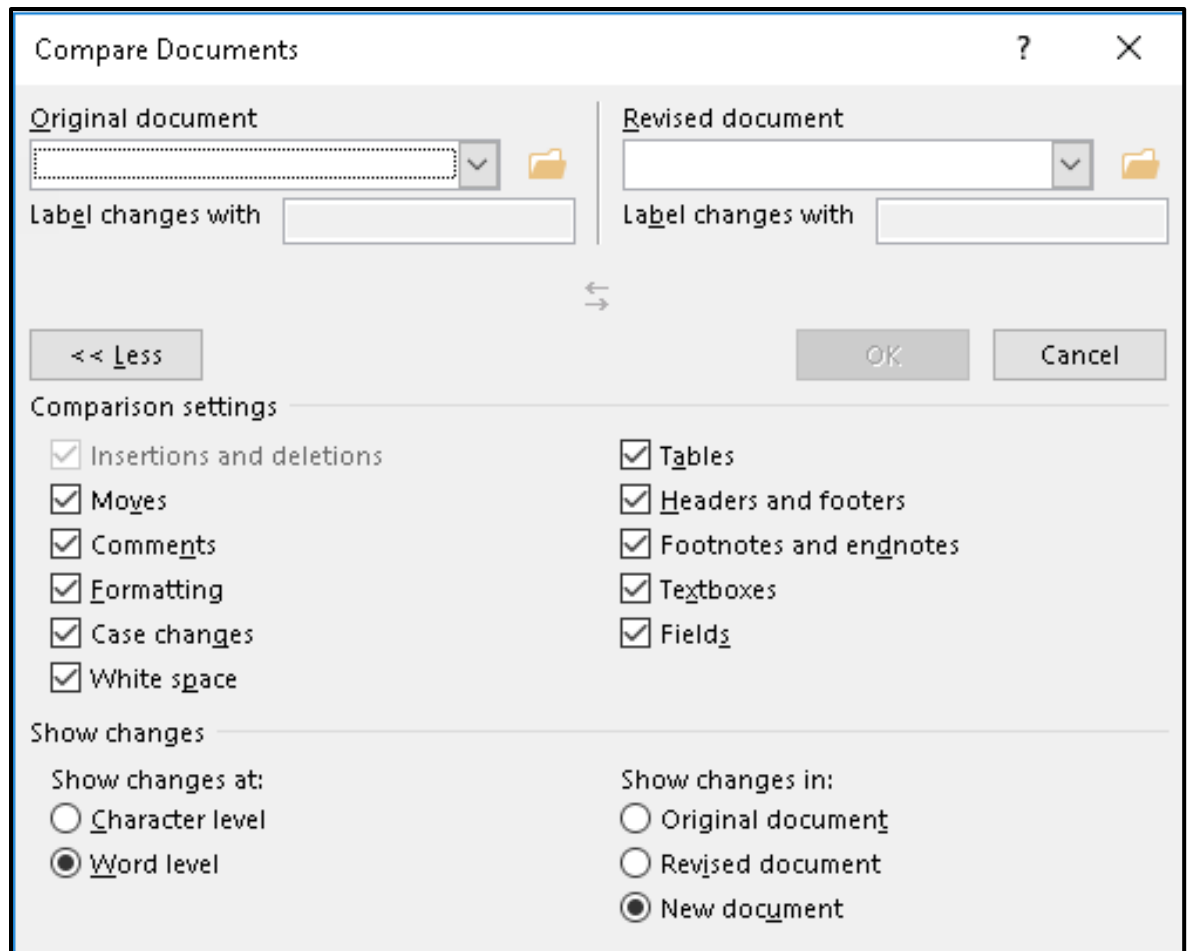5. Click **More** to see more options.

Figure 38: Compare Documents Dialogue Box with more options

6. Select appropriate options button from **show changes**

Table 3: Show Changes Options

Fields	Description
Character level	Shows changed characters.
Word level	Shows changed words.
Original document	Shows changes in the original document
Revised document	Shows changes in the revised document
New document	Shows changes in a new document

7. Click **OK**.

Combine documents from multiple authors

The author can combine documents from multiple authors by using **Combine** command.

1. Click **Review** tab. Click **Compare** drop - down button from the **Compare ribbon group**. (Refer Figure: 36)
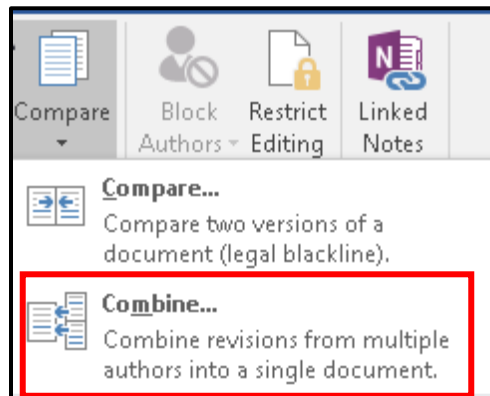2. Click **Combine**. **Combine Documents** Dialog box appears.
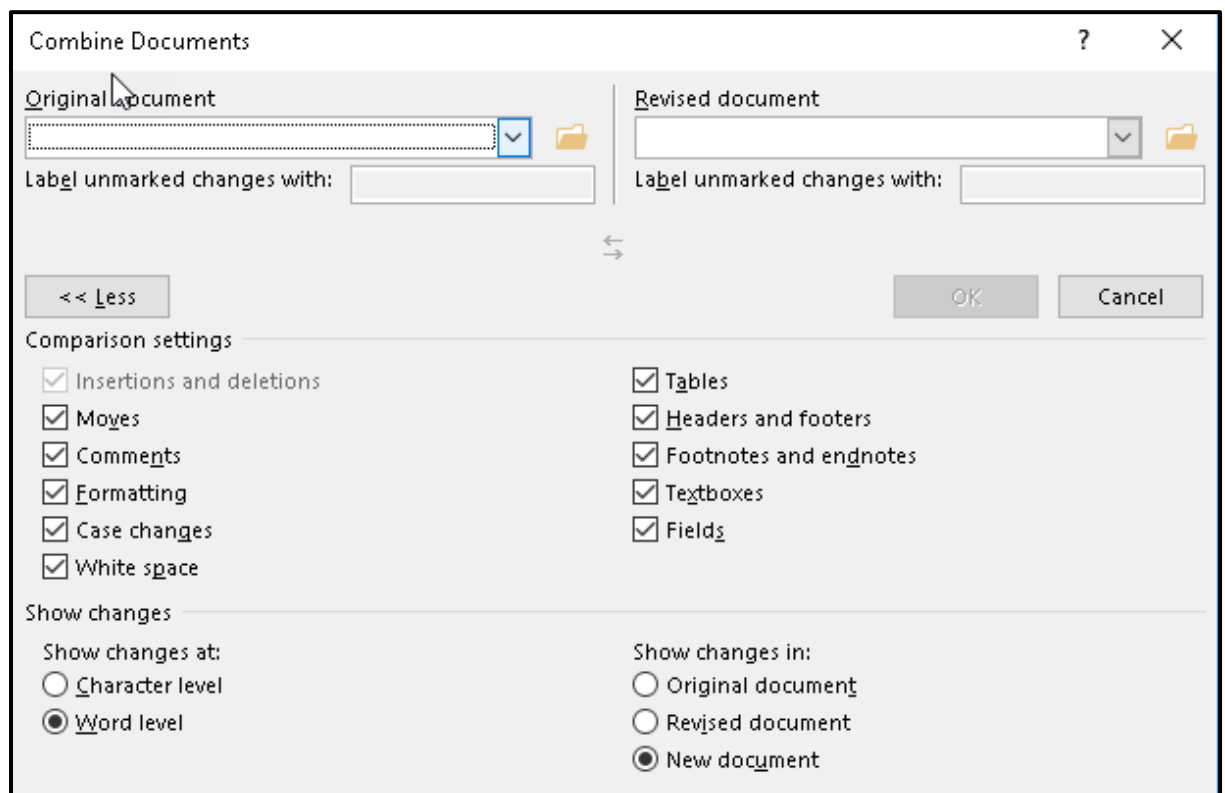

Figure 39: Combine Option

Figure 40: Combine Documents Dialogue Box

1. Enter the file location of the original document, or click to open the file location

2. Enter the file location of the revised document, or click to open the file location.
3. Select the check box to change comparison setting.
4. Select appropriate options from the following:

Table 4: Show Changes to combine documents

Fields	Description
Character level	Shows changed characters.
Word level	Shows changed words.
Original document	Shows changes in the original document
Revised document	Shows changes in the revised document
New document	Shows changes in a new document

5. Click **OK.**

Comments Ribbon Group

The reviewer can write comments or delete comments on the document while reviewing.

New Comment

Click **Review** tab.

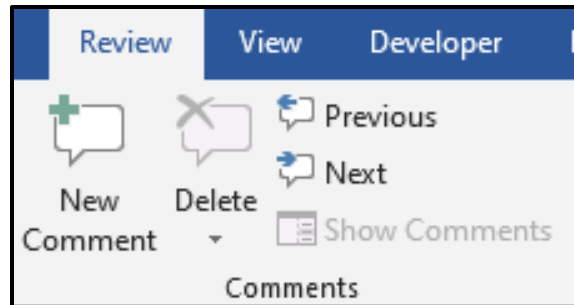Click **New Comment** from **Comments Ribbon** Group.

Figure 41: Comments Ribbon Group

A bubble appears with the name and initials. Write the comments
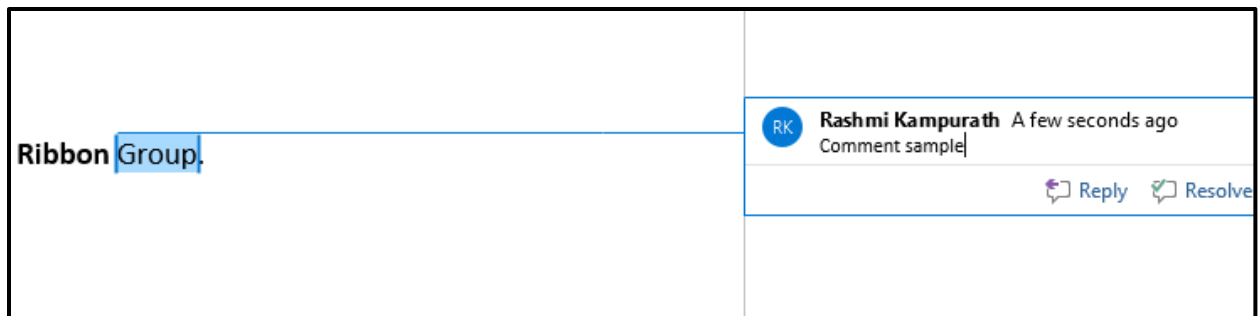

Figure 42: Comment - Insert Comment Option

Delete

1. With the cursor on the word that is commented, click **Review** tab.
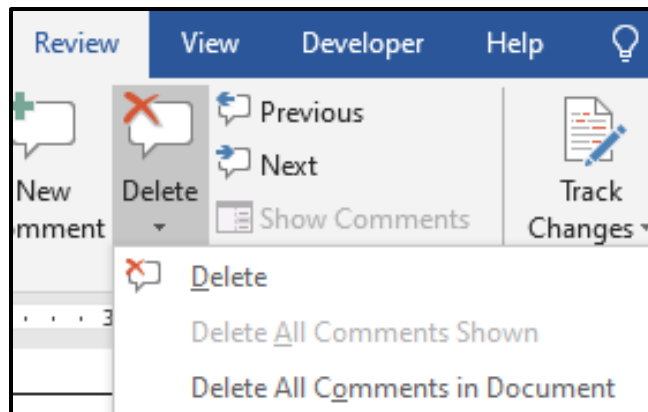2. Click **Delete Command** drop - down menu.

Figure 43: Delete Command Options

The following options appear:

Table 5: Delete Command Options

Fields	Description
Delete	To delete the selected comment
Delete all comments shown	To delete all comments shown
Delete all comments in the document	To delete all comments in the document.

Previous

1. Click **Review** tab.
2. Click **Previous** in **Comment Ribbon** Group.
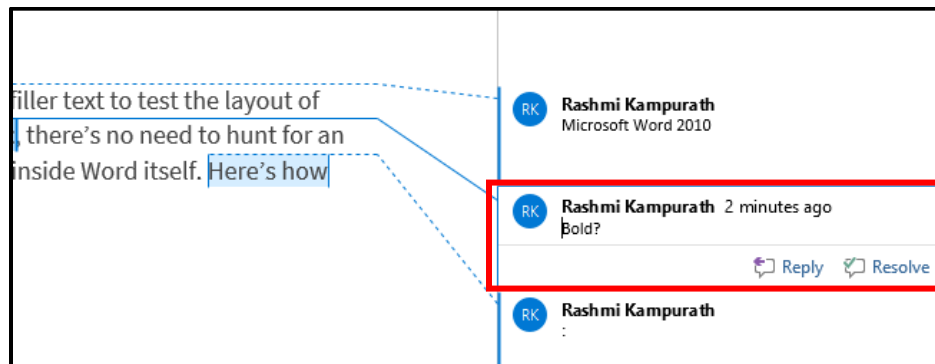3. The cursor moves to the previous comment.
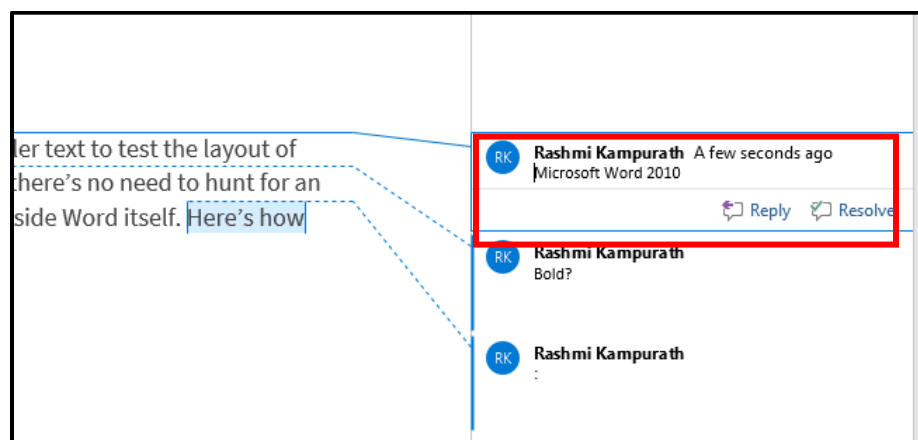

Figure 44: Cursor on Comment

Figure 45: Previous Comment

Next

1. Click **Review** tab.
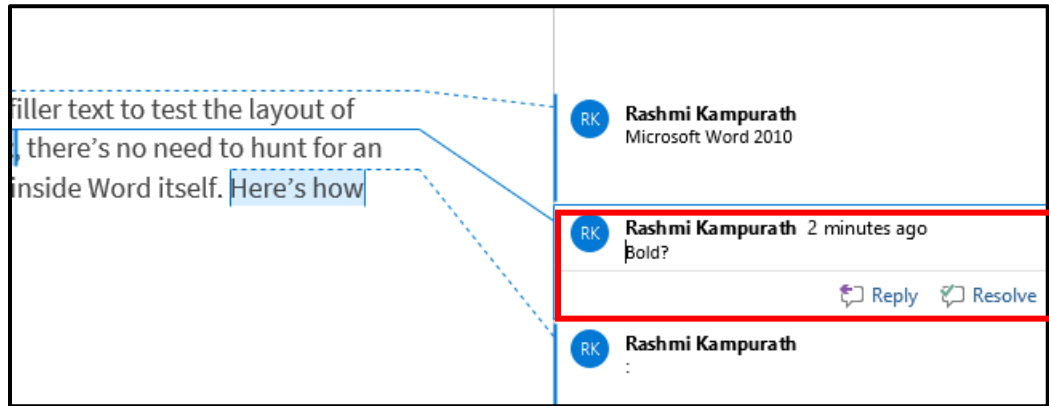2. Click **Next** in **Comment Ribbon** Group.

The cursor moves to the next comment.
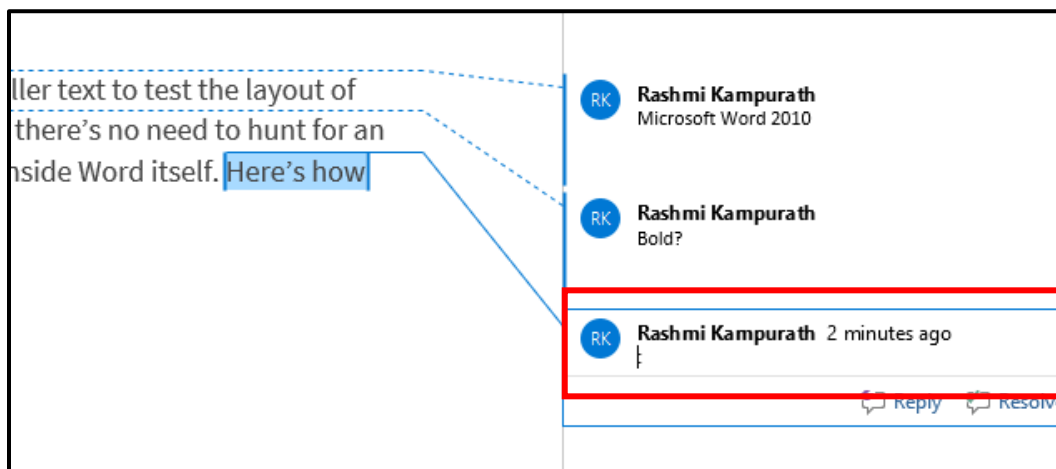

Figure 46: Cursor on Comment

Figure 47: Next Comment