

MS Word 2010 for V&V

Lesson 4 : Track Changes

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Lesson Objectives

➤ **To understand following topics**

- Track Changes
- Turn Track Changes on or off
- Get Detailed Summary of Track Changes
- Accept or Reject Track Changes
- Working with Comments in Document
- Word Count

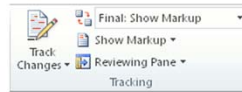


Track Changes

- Track Changes feature allows MS Word to keep track of the changes done in word document
- It is also known as redline, or redlining
- Its real usage can be seen when a document is edited I,e it helps us to know which changes have been made to it -- which content is deleted, inserted or formatted

Turn Track Changes on or off

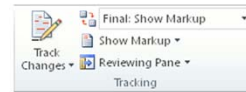
- On the Review tab, in the Tracking group, click the Track Changes image.



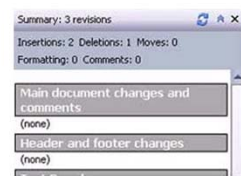
- To add a track changes indicator to the status bar, right-click the status bar and click Track Changes
- Click the Track Changes indicator on the status bar to turn Track Changes on or off.

Get Detailed Summary of Track Changes

- On the Review tab, in the Tracking group, click Reviewing Pane to view the summary at the side of your screen
- To view the summary across the bottom of your screen instead of on the side of your screen, click the arrow next to Reviewing Pane, and then click Reviewing Pane Horizontal



- To view the number of each type of change, click Show Detailed Summary



Add the notes here.

Accept or Reject Track Changes

- On the Review tab, in the Changes group, click Next or Previous.



- To accept track Changes :

- In the Changes group, click Accept to accept the track change
- To Accept all the track changes click Arrow below Accept and select Accept All Changes

- To Reject Track Changes:

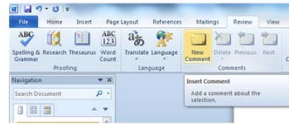
- In the Changes group, click Reject to reject the track change
- To reject all the track changes click Arrow Below Reject and select Reject All Changes

Add the notes here.

Working with Comments in Document

➤ Insert Comment

- To insert a comment in a document, highlight the area of text where you want to comment on. Click the Review tab on the Ribbon then click New Comment



- That opens up a balloon pointing to the highlighted text you can leave your comment in

➤ Remove Comment

- After corrections have been made you might want to delete the comment.
- Just highlight the comment you want gone and click the Delete button.



Add the notes here.

Word Count

➤ **Microsoft Word counts the number of words in a document while you type.**

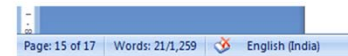
➤ **Word can also count the following:**

- Pages
- Paragraphs
- Lines
- Characters, either including or excluding the spaces



➤ **Count the words as you type**

- When you type in a document, Word automatically counts the number of pages and words in your document and displays them on the status bar at the bottom of the workspace .



➤ **Count the words in a selection or selections**

- You can count the number of words in a selection or selections, rather than all of the words in a document.
- The status bar displays the number of words in the selection.
 - For example, 100/1440 means that the selection accounts for 100 words of the total number of words in the document, 1,440.

Word Count

- You can also use Word Count located in the Review tab
 - On the Review tab, in the Proofing group, click Word Count.
 - In the Word Count dialog box, select the Include textboxes, footnotes and endnotes check box.



Demo

- Track Changes
- Word Count



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Summary

- Track Changes
- Turning Track changes on or off
- Inserting comments in word document
- Deleting comments from word Document
- Word Count



Add the notes here.

Review Question

- **Q1. On the review tab Accept changes and Reject changes will be available in which group?**
- **Q2. What will be displayed after clicking on Show Detailed Summary?**
- **Q3. Which of the following cannot count by Word?**
 - a). Paragraph b). Line c). Document 4). Pages
- Q4. At what scenario, word will count the words?
- **Q5. Word count will count the words and displays the same in bottom of every pages.**
 - a). True b). False



Add the notes here.