MS Office 2010 (MS Word 2010 & MS Excel 2010)

Lesson 10 : Track Changes

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

Capgemini
CONSULTING.TECHNOLOGY.OUTSOURCING

Copyright © Capgemini 2015. All Rights Reserved 2

Track Changes

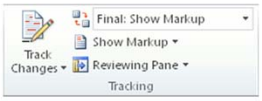
- Track Changes feature allows MS Word to keep track of the changes done in word document
- It is also known as redline, or redlining
- Its real usage can be seen when a document is edited I,e it helps us to know which changes have been made to it -- which content is deleted, inserted or formatted

Capgemini
CONSULTING.TECHNOLOGY.OUTSOURCING

Copyright © Capgemini 2015. All Rights Reserved 3

Demo: Turn Track Changes on or off

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



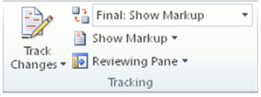
- To add a track changes indicator to the status bar, right-click the status bar and click Track Changes
- Click the Track Changes indicator on the status bar to turn Track Changes on or off.

Capgemini
CONSULTING.TECHNOLOGY.OUTSOURCING

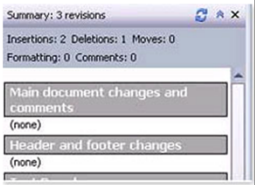
Copyright © Capgemini 2015. All Rights Reserved 4

Demo : 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

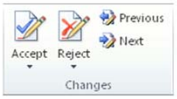


Capgemini
CONSULTING.TECHNOLOGY.OUTSOURCING

Copyright © Capgemini 2015. All Rights Reserved 5

Demo : Accept or Reject Track Changes

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



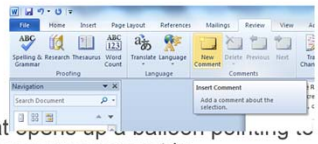
- To accept track Changes :
  - In the Changes group, click Accept to accept the track change
  - To Accept all the track changes click Arrow below Accept and select Accept All Changes
- To Reject Track Changes:
  - In the Changes group, click Reject to reject the track change
  - To reject all the track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

Capgemini
CONSULTING.TECHNOLOGY.OUTSOURCING

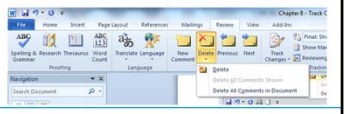
Copyright © Capgemini 2015. All Rights Reserved 6

Demo : 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.



Capgemini
CONSULTING.TECHNOLOGY.OUTSOURCING

Copyright © Capgemini 2015. All Rights Reserved 7

Demo : 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.

Capgemini
CONSULTING.TECHNOLOGY.OUTSOURCING

Copyright © Capgemini 2015. All Rights Reserved 8

Demo : 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.

Capgemini
CONSULTING.TECHNOLOGY.OUTSOURCING

Copyright © Capgemini 2015. All Rights Reserved 9

Summary

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

Capgemini
CONSULTING.TECHNOLOGY.OUTSOURCING

Copyright © Capgemini 2015. All Rights Reserved 10

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

Capgemini
CONSULTING.TECHNOLOGY.OUTSOURCING

Copyright © Capgemini 2015. All Rights Reserved 11

Add the notes here.