

C&NS *Source Guide*

Microsoft Word 2003: Track Changes Activities

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Activity 1 – Modify your User Information

- **Open Microsoft Word.**
 1. **Open the Management Team.doc file** located in the Microsoft Word – Track Changes folder on the Desktop.
 2. **Choose Tools>Options** from the menu bar.
 3. Select the **User Information tab**.
 4. In the **Name text box**, type your first and last name.
 5. In the **Initials text box**, type your initials.
 6. **Click OK.**
 7. **Save the document as My Management Team.doc** on the Desktop.

Activity 2 – Create, Edit and Delete Comments

1. **Open the Milestones.doc file** located in the Microsoft Word – Track Changes folder on the Desktop.
2. **Highlight “Accomplishments”** by clicking and dragging over the word. On the Reviewing toolbar, **click the Insert Comment button**.
3. In the comment balloon, type: **“This heading should reflect the document’s new name, Milestones.”**
4. In the second bullet point, **select/highlight: “Completely eliminated.”**
5. On the reviewing toolbar, **click the Insert Comment button**.
6. In the comment balloon, type: **“Is this correct? I think Burke still has some debt.”**
7. **Notice your initials in the comment.**

8. In the third bullet point, **select: “\$10.7”** and **click on the insert comment button** on the reviewing toolbar.
9. In the comment balloon, **type: “Are you sure is it 10.7 million?”**
10. **Select the second comment** (Is this correct...) and **click on the delete comment button** on the reviewing toolbar.
 - a. **Note:** you can also right-click on a comment and select the “delete comment” option.
11. **Select the third comment** (Are you sure...), **click the insert comment button** on the reviewing toolbar.
12. **Notice** your initials and the “R1” next to them.
13. **Type: “I believe it is 11.5 million.”**
14. Close the Milestones.doc file **without** saving changes.

Activity 3 – Sending a document for review (using the Mail Recipient (For Review) option)

- **Open My Management Team.doc** that you saved on the desktop.
 1. Choose **File>Send To> Mail Recipient (For Review)**.
 2. In the message windows To: text box, **type your partner’s outlook e-mail address**.
 3. **Verify** that the Subject text box contains the text: Please Review ‘My Management Team’.
 4. **Verify** that the **Attach** text box contains My Management Team.doc.
 5. In the message area, after the existing text, **type: “I’d like to have your comments back by next Friday.”**
 6. **Click Send.**
 7. **Close “My Management Team.doc”**

Activity 4 - Opening a document for review (by a sender who used the Mail Recipient (For Review) function)

1. From your Inbox in your Microsoft Outlook, **open the e-mail from your partner**.
2. **Right-click on the attachment “My Management Team.doc”** and select **Save As**. **Save the attachment to the Desktop** with the new name: **“My Management Team2.doc.”** **Click Save.**
3. Close your e-mail message and minimize your Outlook. **Open “My Management Team2.doc”**
4. When you open your document, there you may get a “Welcome to Reading Layout” dialog. **Click OK** and then you will be in Reading Layout mode.
5. **Click the “Close” button** at the top of the Reading Layout window to bring you back to normal view.
6. Also **note** that the track changes toolbar is displayed and Track Changes is automatically turned on for you. (If the toolbar is not there, choose View>Toolbars>Reviewing)
7. **Close the document.**

- a. **Note:** If a document was sent to you for review as a regular attachment, you only need to turn on the track changes function.

Activity 5 – Setting track changes Options

1. **Open the Milestones.doc file** located in the Microsoft Word – Track Changes folder on the Desktop.
2. Choose **Tools>Options**.
3. Select the **Track Changes tab**.
4. Under Markup, to the right of “Insertions,” display the Color drop-down list and **select Green**.
5. To the right of “Deletions,” display the Color drop-down list and **select Red**.
6. From the “Comments Color” drop-down list **select Turquoise**.
7. Under Balloons, from the Use Balloons (Print and Web Layout) drop-down list, **select “Only For Comments/Formatting.”**
8. **Click OK.**

Activity 6 - Making changes

1. **Open the Milestones.doc file** located in the Microsoft Word – Track Changes folder on the Desktop.
2. Turn on Track changes by **choosing Tools>Track Changes**.
3. **Highlight “Accomplishments”** by clicking and dragging over the word. **Type: “Milestones.”**
 - **(Notice the strike through text, the new underlined text, and the vertical line before the sentence indicating that changes have been made to that line of text.)**
4. In the first bullet point, **select “six.”**
5. **Type: “eleven.”**
6. **Select “eleven.”**
7. **Click the Insert Comment button** on the reviewing toolbar and **type: “It’s almost an eleven-fold increase.”**
8. In the 5th bullet, **select the text “to \$275.3 million at June 30,”** and make it bold.
9. In the last paragraph, **select the text: “this year marked the Company’s fifth consecutive year of profitability”**
10. **Click the Highlight button** in the reviewing toolbar.
11. **Save the document.**

Activity 7 – Accepting and Rejecting Changes

1. **Open the Review Management Team.doc file** located in the Microsoft Word – Track Changes folder on the Desktop.
2. Turn off the reading view if it appears.
3. Make sure that Track Changes is turned off.
4. On the Reviewing toolbar, display the **Show button’s** drop-down list and **select Reviewers**.
5. **Uncheck the check box to the left of Justine Altman’s name.**

- Begin Reviewing
 1. Go to the beginning of the document by **clicking on the Management Team heading**.
 2. On the Reviewing toolbar, **click the Next button**.
 3. The word “subsequent” was deleted by Mary Coleman. **Click the Accept Change button** on the Reviewing toolbar.
 4. **Click the Next button**.
 5. The word “prior” was inserted by Mary Coleman. **Click the Accept Change button** on the reviewing toolbar.

- Sue Roe’s comments
 6. **Click the Next button**.
 7. To reject the “Relocation Services” text insertion, **click the Reject Change/Delete Comment button** on the reviewing toolbar.
 8. **Click the Next button**.
 9. To accept the deletion of the name “Joan,” **click the Accept Change button**.
 10. **Click the Next button**.
 11. To accept the insertion of the name “John,” **click the Accept Change button**.
 12. To move to Sue’s comment, **click the Next button**.
 13. **Click the Reject Change/Delete Comment button** on the reviewing toolbar.

- Mary Coleman’s text
 1. **Click the next button**.
 2. To accept the insertion of “Accounting,” **click the Accept Change button**.
 3. To move to Mary’s comment, **click the Next button**.
 4. **Click the Reject Change/Delete Comment button**.
 5. **Click the Next button**.
 6. To reject the “Today’s Opportunities” insertion made by Todd, **click the Reject Change/Delete Comment button**.
 7. **Click the Next button**.
 8. To reveal the remaining comments and tracked changes, including those that have been hidden, **click the “Show All” button on the dialog that appears**.
 9. Justin Altman’s comment is displayed. **Click the Reject Change/Delete Comment button**.
 10. **Save the document as: My Review Management Team.doc** to the desktop and close it.