

# Microsoft Word 2007

## Lesson 3

### Review

With the exception of working collaboratively, we now have covered the bulk of the tools you need to use Microsoft Word. At this point you need to practice by using them once again.

Write a newsletter called “CS 101 News,” which is a copy of the document I have furnished.

- **You should use most of the things you have learned in the first two lessons as you enter the newsletter.**
- There are spelling and grammatical errors in this text. *Include these errors when you type.*
- There are a few things in the newsletter that you have not encountered in the lessons. You should be able to figure them out.
- The font of the newsletter title is Castellar. The rest of the text is Arial font.
- The picture is “Computers.jpg,” which can be downloaded from the URL below
  - <http://webs.wofford.edu/whisnantdm/Training/Elements/ImagesforLessons/>
- The date is the current date, which is set to update automatically

*Before you go any farther in this lesson, write the newsletter.* Once you have it written, we will use it as an example of how you can use Word to work collaboratively.

### Working Collaboratively

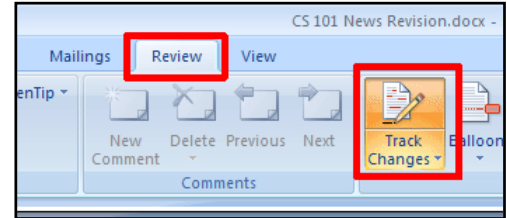
Once you get out into the real world, it is probable that you will find yourself working on a major document, such as an annual report or a grant proposal. Major documents almost always are written by teams of professionals, each of whom brings their own field of expertise to the project. Each of the collaborators will work on the document at one time or another, making it difficult to keep track of changes that have been made.

Word provides some extremely useful tools that help organize the process of writing documents collaboratively. You can track changes – what changes have been made, who made them, and when were they made. Different people can insert comments into the document. You can choose to accept or reject changes that have been made.

## Tracking Changes

At this point, you should already have written the CS 101 newsletter.

Select the **Review** ribbon and click on the **Track Changes** icon, which will be colored orange when selected.



Let's start making corrections in the document. First, correct the spelling and grammar errors. Click on **Spelling & Grammar** in the **Review** ribbon.

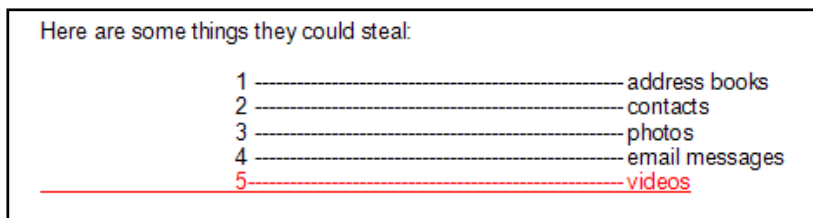
There are three errors in the first sentence. As each is corrected, the incorrect word will be displayed in strike-out mode followed by the correction that has been made. Both the correct and incorrect words are displayed in red, making them easy to see.

This is the first edition of a ~~newsletter~~newsletter meant for computer science ~~students~~students. The ~~news today~~news today ~~include~~includes the following:

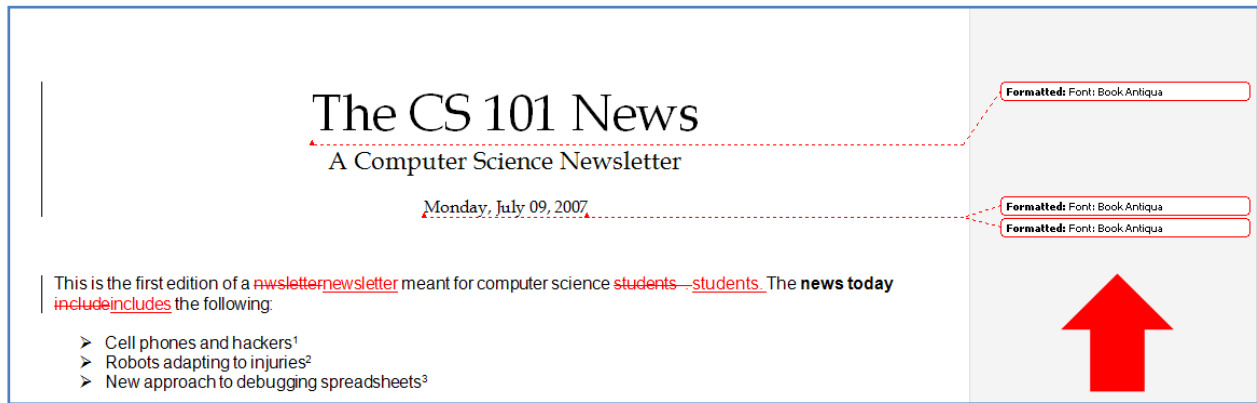
Correct all the spelling and grammar errors in the document. You should see each correction noted on the right side of the document.

Make some other changes as well:

- Replace “advertisement” with a synonym chosen from the thesaurus
- Change the font of the title, subtitle, and date on the second page to **Book Antiqua**.
- Add a fifth item to the list of things cell phone hackers could steal (see below)

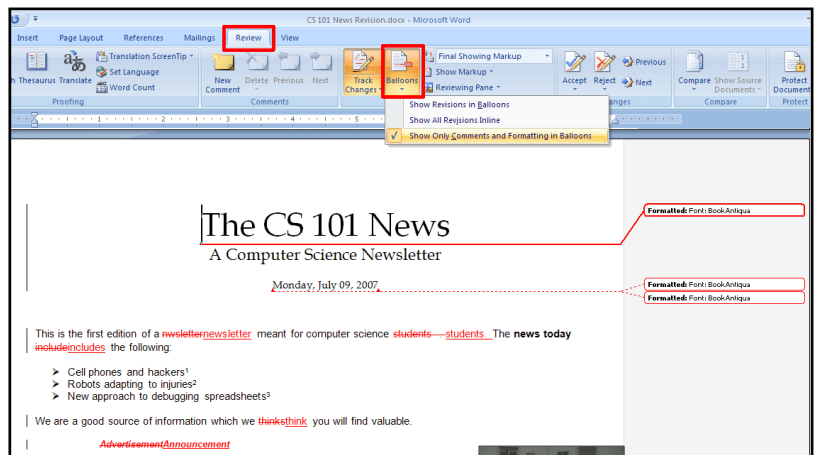


When you change the font of the title, subtitle, and date on the second page, you will see the formatting changes described in balloons on the right side of the screen.

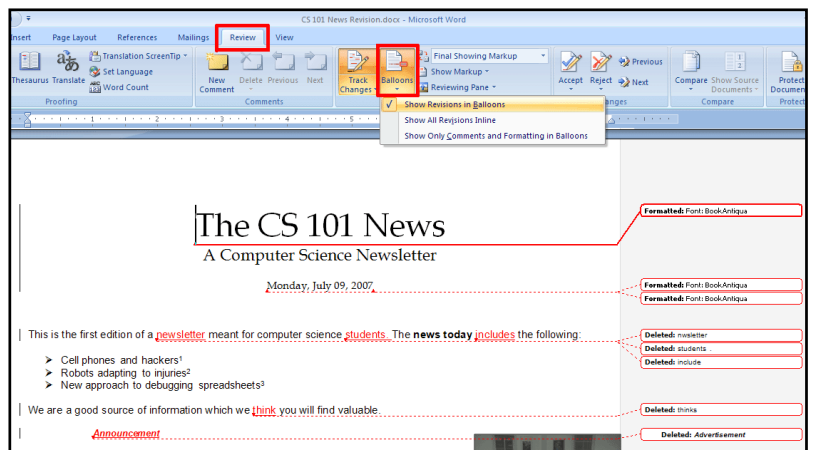


## Showing Changes in Different Ways

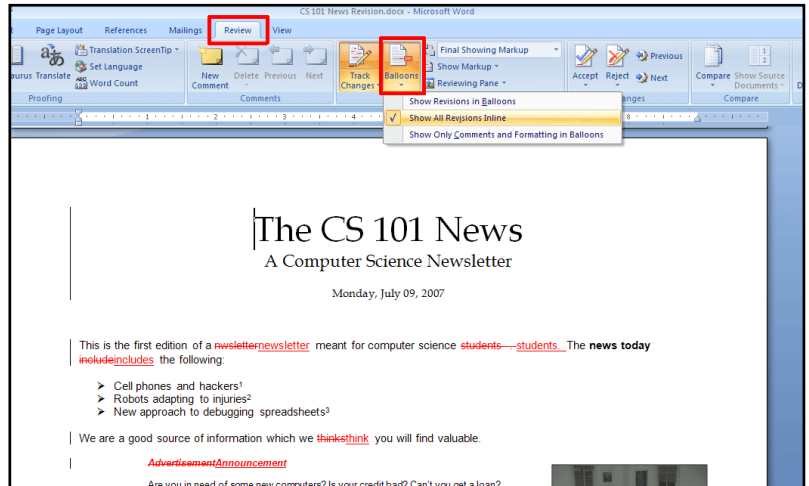
The default **Balloons** view on the **Review** ribbon is to show revisions in the text within the document and formatting changes in balloons.



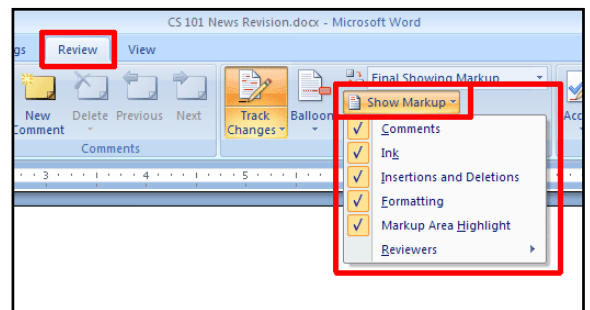
You can change the Balloons view if you like. For example, **Balloons** can be set to show all revisions in balloons.



**Balloons** also can be set to show only revision within the text, but not formatting changes.



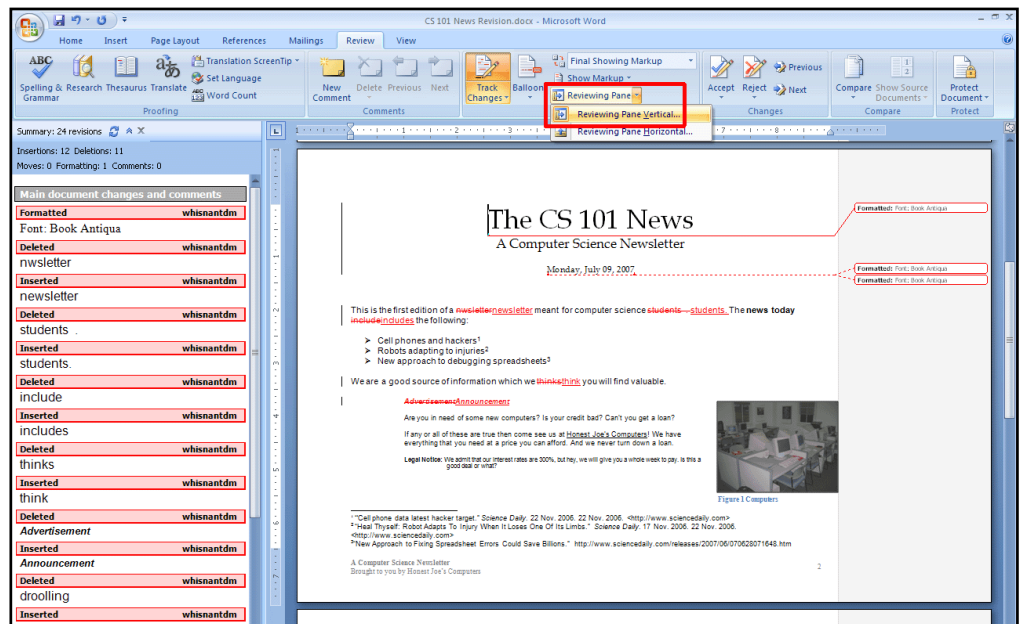
You also can control the type of changes are displayed by clicking on the **Show Markup** icon in the **Review** ribbon. For example if you click on **Formatting** so that it is unchecked, the formatting changes no longer will be shown.



## The Reviewing Pane

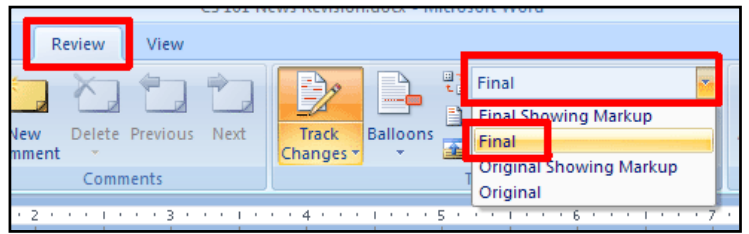
If there are a lot of changes by several people it may be useful to see more information about the changes that have been made. Click on **Reviewing Pane Vertical** in the **Review** ribbon.

This shows information about the changes on the left side of the screen. You can hide the Reviewing Pane by clicking on the



Reviewing Pane icon again.  
**Hiding Revision Markup Balloons**

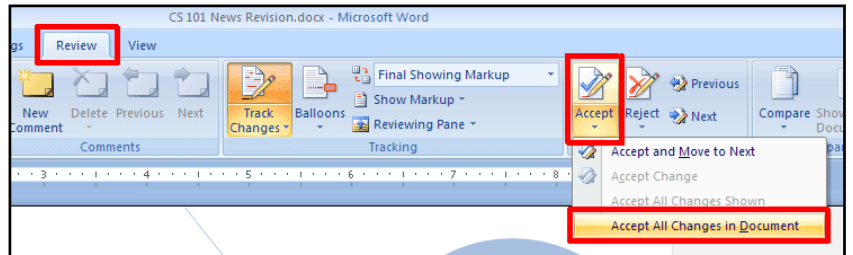
If you want to read through the revised document without being bothered with all the revision markup balloons, select **Final** from the **Review** ribbon. This will hide the balloons.



When you want to see the changes again, select **Final Showing Markup**.

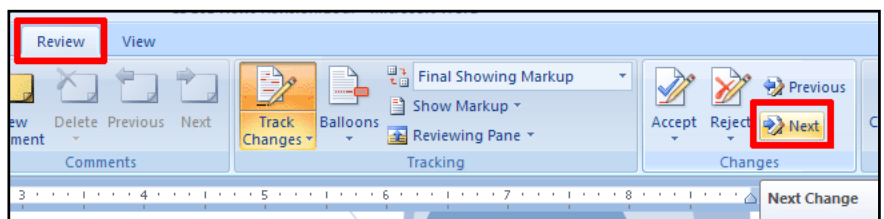
**Accepting and Rejecting Revisions**

If you review the entire document and are comfortable with all the changes, you can click on the **Accept** icon in the Review ribbon and then choose **Accept All Changes in Document**. **DON'T DO THIS NOW**,

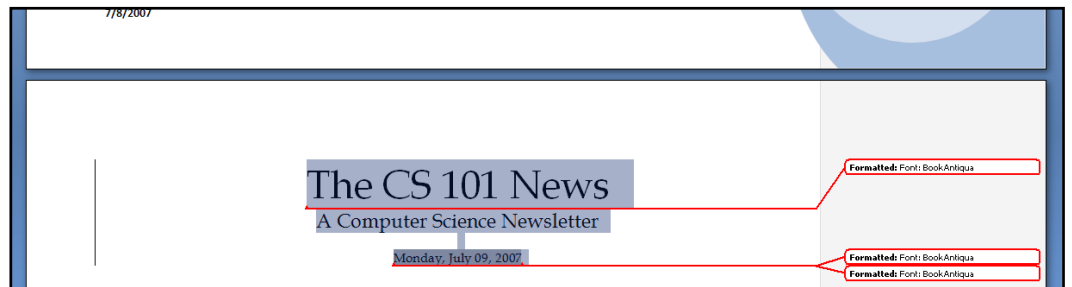


Let's suppose that you want to check the revisions one at a time. Press **Ctrl** and **Home** to move to the beginning of the document.

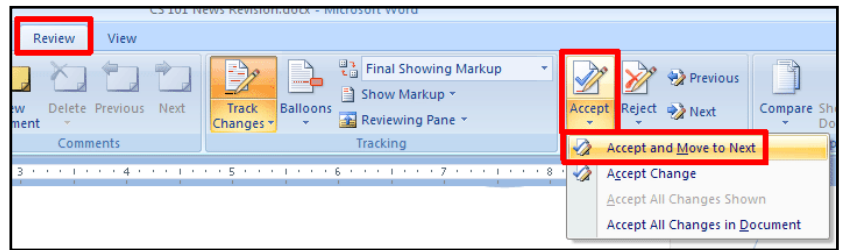
Click on the **Next** icon in the **Review** ribbon.



The first potential revision will be highlighted.

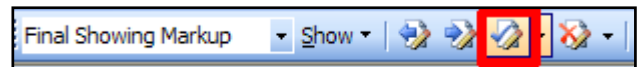


In the **Review** ribbon select **Accept and Move to Next** to accept the first change and move to the next one.



Continue to accept changes in the document, except that when you reach the synonym you used to replace “Advertisement,” reject this change.

Click on the **Next** icon to move to the next revision. To accept this change, click on the **Accept** icon in the **Review** ribbon.

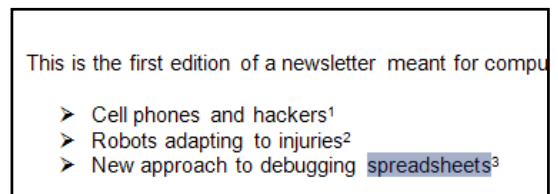


Move through the document and accept all the other changes you have made.

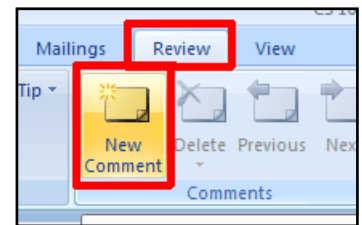
**Save** the document.

## Inserting a Comment

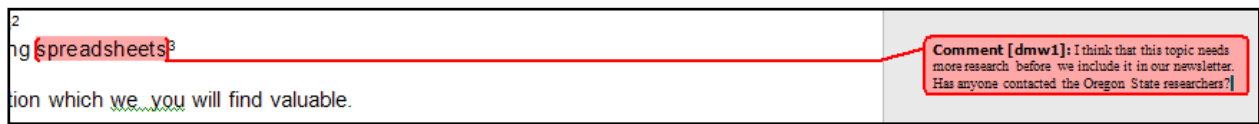
You can add comments to a document if you like. Suppose that you think the article about debugging spreadsheets needs more research to ensure that it is factual. Select the word “spreadsheets” in the first part of the newsletter.



Click on the **New Comment** icon in the **Review** ribbon.



Enter the comment in the Comment balloon that appears.



You can accept or delete a comment by selecting the comment and clicking on the **Accept** or **Reject** icon in the **Review** ribbon.