



# ***MICROSOFT WORD***



# Welcome to In2-Training

## *Delegate Information*

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We hope you find the friendly, informal atmosphere helps you to relax and enjoy your training session. If you have any questions during the day, please do not hesitate to ask. We want you to gain the maximum benefit from your investment.

## *About this Manual*

This course manual is for you to keep and is intended as a reference so that it can be referred to during your daily work. Each section covers a different topic with easy to follow step-by-step instructions.

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# 1

# Collaborating on Documents

**Lesson Time:** 45 minutes

## Lesson Objectives

In this lesson, you will collaborate on documents. You will:

- Modify user information.
- Share a document.
- Compare document changes.
- Review a document.
- Merge document changes.
- Review tracked changes.
- Coauthor a document.

## Lesson Introduction

When you consider most of the Microsoft® Word files that you work with, you are the sole person making changes to the document. Other times, you will need to work in a collaborative environment where others will provide feedback and document changes. In this lesson, you will use Word 2013 features that make this shared work more efficient.

Collaboration requires a method to capture changes and document who made them. If you take over the work that someone else started, you need to set up your user information so your name is automatically saved with the document. As you work with others on a document, you don't have to hunt for each change yourself; Word can quickly indicate where the modifications are. After you review the changes, you'll want to combine all of the edits to create the final version of the document.

# TOPIC C

## Compare Document Changes

Manually comparing two versions of the same document can be a time-consuming task. Word doesn't automatically display where the text differs, and there's always a chance that you overlooked a difference in the documents. Word has several features that enable you to quickly identify all of the changes between two or more documents.

### Legal Blackline

The *Legal Blackline* feature displays the differences between two similar versions of one document. The documents being compared are not modified but visible on the screen for reference. The changes can be incorporated into the original document, the revised document, or into a new document.

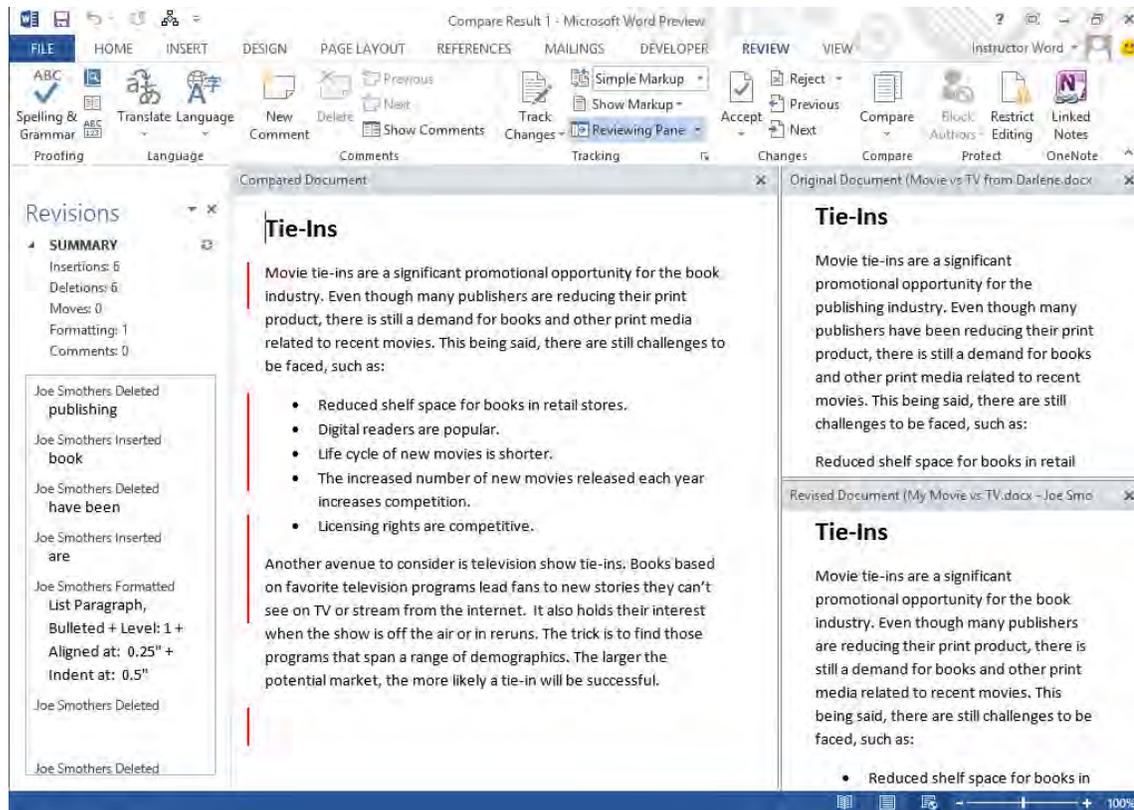


Figure 1-2: Comparing two versions of a document.

### Comparison Settings

There are several options you can use to customize how you see any changes to the text. You can modify the default set of comparison settings to suit your needs. The **Compare Documents** dialog box contains all of the settings used to mark the differences in the two documents. To display a particular type of change, check the appropriate check box. In the dialog box's **Show changes** panel, you determine which document to display the changes in.

## Designating the Original and Revised Documents

When comparing two versions of a document, Word requires you to designate one as the original document and the other as the revised document. Before selecting the files, consider which changes you want to see marked in the combined document. In the combined document, Word marks only where the revised document does not match the original. This might not give you the results you want.

For example, suppose you and a coworker start with the same document and both make changes in separate files. In your copy of the file, you format a list with bullets but your coworker does not. Now you compare the files, selecting your document as the original and your coworker's as the revised document. In the new combined document, the list is marked as a format change with *Normal, No bullets or numbering* because it differs from the designated original even though she didn't change the formatting. At this point, if you accept all changes in the combined document, the bullet formatting will be lost because your coworker didn't make that modification. If you want to retain all your changes and see how your document differs from the other file, designate your file as the revised document. If you select the original and revised documents and then want to switch them, in the center of the **Compare Documents** dialog box, select the **Swap** button. 

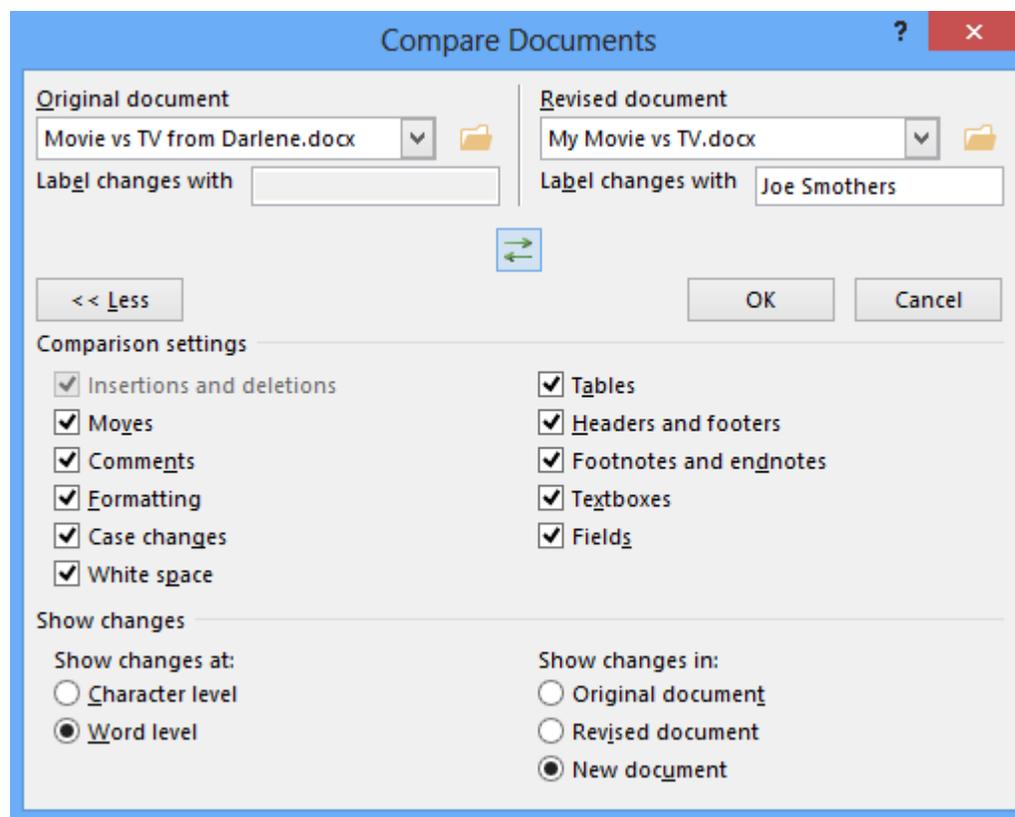


Figure 1–3: Compare Documents options.

## Accepting and Rejecting Changes

As you compare the changes between documents, you may not want to retain all of the suggested changes. You must select which changes to accept or reject for the final document. You can accept or reject individual changes or all changes as a group.

Buttons on the **REVIEW** tab, in the **Changes** group, enable you to quickly navigate from one change to the next, as well as accept or reject a selected change. To navigate from change to change without accepting or rejecting it, use the **Previous** and **Next** buttons. To accept a change and automatically move to the next change, select the **Accept** button. To reject a change and move to

the next change, select the **Reject** button. To accept or reject all changes, select the drop-down arrow on either the **Accept** or **Reject** button, and from the drop-down list, select the appropriate menu choice.



Access the Checklist tile on your LogicalCHOICE course screen for reference information and job aids on **How to Combine the Changes from Two Similar Documents**



Access the Checklist tile on your LogicalCHOICE course screen for reference information and job aids on **How to Accept or Reject Changes**



# ACTIVITY 1–3

## Comparing Document Changes

### Data Files

C:\091026Data\Collaborating on Documents\Movie vs TV from Darlene.docx

### Before You Begin

My Movie vs TV.docx is open.

### Scenario

You attached and emailed the Movie vs TV document to your supervisor for review. She returned it with her changes but didn't indicate where the changes were made. You would like to review all of the changes before you finalize the document.

1. Compare your copy of the document with your supervisor's revisions.
  - a) On the **REVIEW** tab, in the **Compare** group, select **Compare→Compare**.
  - b) In the **Compare Documents** dialog box, from the **Original document** drop-down list, select the file **My Movie vs TV**.
  - c) In the **Revised document** panel, select the **Browse** button and open the file **Movie vs TV from Darlene.docx**.
2. Switch the **Original document** and **Revised document** files and select a comparison setting.
  - a) In the center of the **Compare Documents** dialog box, select **Swap**. 
  - b) Select **More** to display additional comparison settings.
  - c) If necessary, in the **Show changes** panel, under **Show changes in**, select **New document**.
  - d) Select **OK**.
  - e) Examine the changes that have been made to the document.



**Note:** If you don't see both documents in the reviewing windows, on the **REVIEW** tab, select **Compare→Show Source Documents→Show Both**.

3. Accept all changes in the modified document.
  - a) On the **REVIEW** tab, in the **Changes** group, select the **Accept** drop-down arrow and select **Accept All Changes**.
  - b) Save the revised file in the **C:\091026\Collaborating on Documents** folder as **My Accepted Changes.docx**
  - c) Close all files.