

**Course
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Using Track Changes and Compare Documents in MS Word

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Microsoft Word

Module 45 - Using Track Changes and Compare Documents in MS Word

Track Changes in MS Word:

Track Changes is a powerful editing and reviewing tool in Microsoft Word that allows users to make edits and suggestions that are clearly visible to others. When Track Changes is turned on, any changes made—such as text additions, deletions, formatting edits, or comments—are highlighted in a distinct color and marked with a vertical line in the margin.

This feature is especially useful when multiple people are working on a document. It helps editors and authors to see what has been changed, accept or reject those changes, and maintain a clean editing history. Track Changes can also include comments in the margins, which provide explanations or feedback about certain edits without altering the actual text.

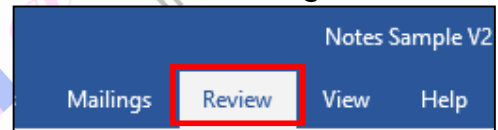
Steps to Use Track Changes option in MS Word:

1. Open Your Document

Start by opening the Word document where you want to track edits.

2. Go to the "Review" Tab

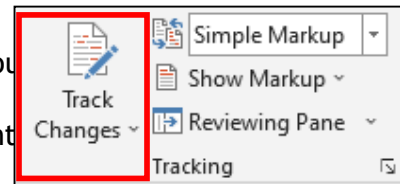
On the top ribbon, click on the "Review" tab. This is where all the editing and tracking tools are located.



3. Click "Track Changes"

In the "Tracking" group, click on the "Track Changes" button. When it's active, it will be highlighted or appear pressed in.

You can also click the small arrow next to it to see more options, like tracking formatting changes or setting user name and color.



4. Start Editing the Document

• Once Track Changes is turned on, any changes you deleting text—will be highlighted:

- Insertions are underlined and shown in a different color.
- Deletions appear with strikethrough formatting.
- Formatting changes are noted in the margin.

• You can also add comments using the "New Comment" button in the Review tab.

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5. Accept or Reject Changes

- After editing:
- Go to the "Review" tab again.
- Use the "Accept" or "Reject" buttons to go through each change.
- You can choose to accept/reject changes one by one or all at once.

What is Comparing document in MS Word:

Comparing documents in MS Word is a feature that allows users to analyze two versions of a document and highlight the differences between them. This tool is especially useful when multiple people are editing a document, or when you're reviewing changes made over time and want to track what's been added, deleted, or modified.

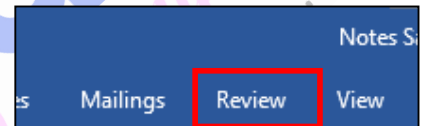
Steps to Compare Document in MS Word:

1. Open MS Word

Start MS Word (you don't need to open a specific document first).

2. Go to the "Review" Tab

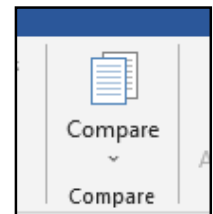
On the top ribbon, click on the "Review" tab. This tab contains tools for tracking, reviewing, and comparing documents.



3. Click on "Compare"

In the "Compare" group, click the "Compare" button. A drop-down menu will appear with two options:

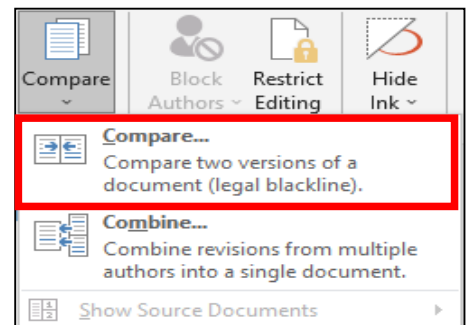
- Compare - to compare two versions of a document.
- Combine - to merge changes from multiple reviewers into one document.
- Choose "Compare..." to open the Compare Documents dialog box.



4. Choose the Original and Revised Documents

In the dialog box:

Under "Original document", click Browse to select the first (older) version of the document. Under "Revised document", click Browse to select the second (newer) version.



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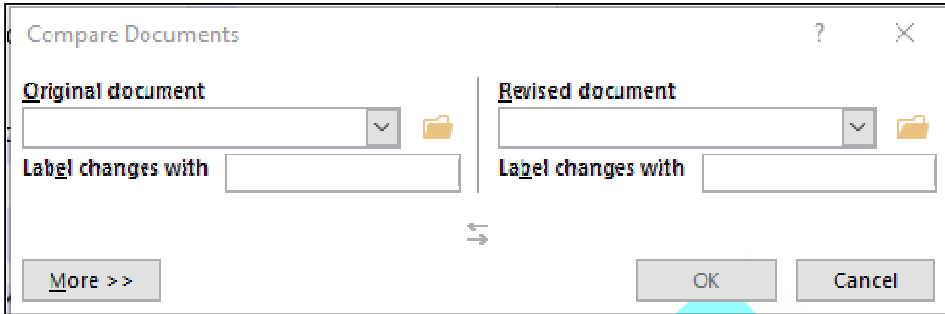
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5. Adjust Comparison Settings (Optional)

Below the file selection, you can choose what to compare:

- Text changes
- Formatting
- Comments, etc.

You can also choose how the changes will be shown (e.g., in a new document or with side-by-side view).

6. Click "OK"


Word will now create a new document showing the differences between the two files. Changes will be marked with highlights and revision lines, similar to Track Changes.

Assignment

Write the given three paragraphs and follow the instructions using Track Changes:

Paragraph 1 - Informative Style

Social media has changed the way we communicate and access information. It allows users to post updates, photos, and videos, and instantly reach a large audience. Many people use it not only for socializing but also for learning, entertainment, and job opportunities. However, it's important to be aware of privacy settings and avoid sharing personal details openly. Balancing time on social media with real-life activities is essential for a healthy lifestyle.

 **Formatting Instructions:**

- Make the first sentence Bold
- Make the phrase "photos, and videos" Italic

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- Underline the sentence “Balancing time on social media with real-life activities is essential for a healthy lifestyle.”
- Change the font color of the word “privacy” to red
- Apply Strikethrough to the word “job opportunities”

Paragraph 2 - Positive Outlook

Social media connects people across the globe and gives everyone a voice. It helps promote creativity, spread awareness about important issues, and provides support through online communities. Educational content, motivational quotes, and life skills are shared widely, which helps people learn in fun and engaging ways. When used wisely, social media can be a great source of inspiration and growth.

☞ Formatting Instructions:

- Change the font of the entire paragraph to Calibri (Body), size 12
- Make the word “creativity” Bold and Italic
- Underline “online communities”
- Change the font color of the phrase “fun and engaging ways” to blue
- Use Strikethrough on the word “globally” (first replace “across the globe” with “globally” before applying it)

Paragraph 3 - Critical Perspective

While social media offers many advantages, it also has some negative effects. It can sometimes lead to distraction, stress, and comparison with others. Fake news and online bullying are common concerns. People may spend too much time scrolling, which affects productivity and mental health. Therefore, it's important to set limits and use social media for meaningful purposes rather than just for entertainment.

☞ Formatting Instructions:

- Apply Bold to the sentence “it also has some negative effects.”
- Italicize the word “distraction”
- Underline “mental health”
- Change the font color of “Fake news” to purple
- After the word “limits,” write CO₂ using subscript for the “2”
- Add the word 10⁵ using superscript (insert it at the end of the paragraph)