

MS Word Tutorial

Editing and redrafting work Tracking Changes Tutorial

When working in MS Word it is possible to track changes to work when redrafting before making a decision to actually make the changes.

The two boys felt angry with each other.

Original text

"Get out of my way" said John.

"Why should I?" replied Daniel.

The two boys felt ~~angry~~ angry ~~furiously~~ furiously with each other

Suggested changes being tracked

"Get out of my way" ~~said~~ said ~~demanding~~ demanding John.

"Why should I?" ~~replied~~ replied ~~yelled~~ yelled Daniel.

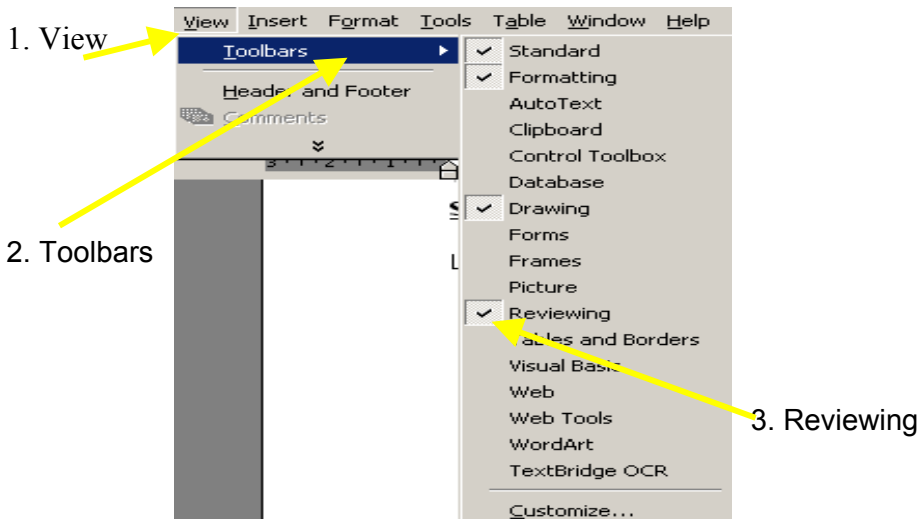
This can be very useful when working with the whole class with a projector or Interactive Whiteboard or when children are working in pairs to correct or redraft work. The original words are crossed out and the new suggestion typed next to them. The changes can then be accepted or rejected after class or group discussion.

Before you start you need to have some text typed into a word document to correct or redraft. This can be work previously typed in by children or something prepared by the teacher.

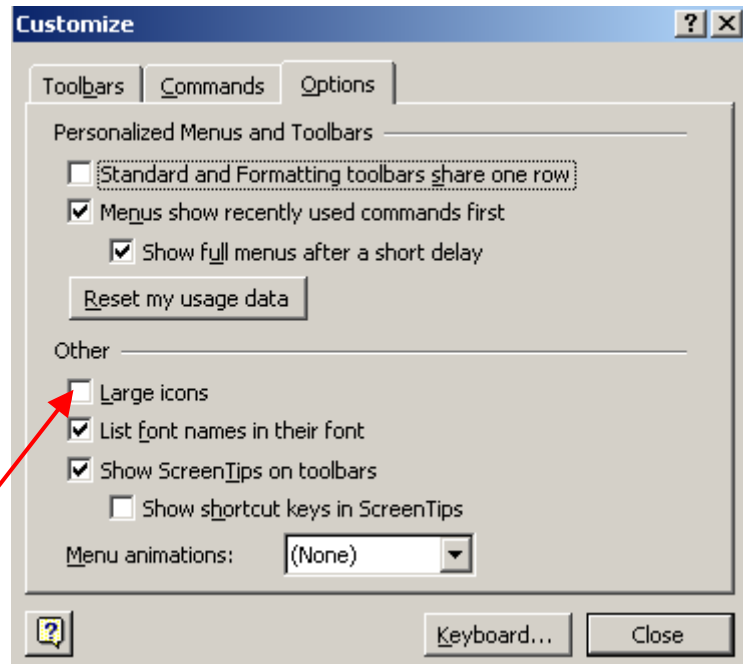
If you are working with a whole class on an interactive whiteboard you can have a 'floating keyboard' onscreen or you could use a wireless keyboard (this could be used to pass around the children to enable them to type).

Show the reviewing toolbar

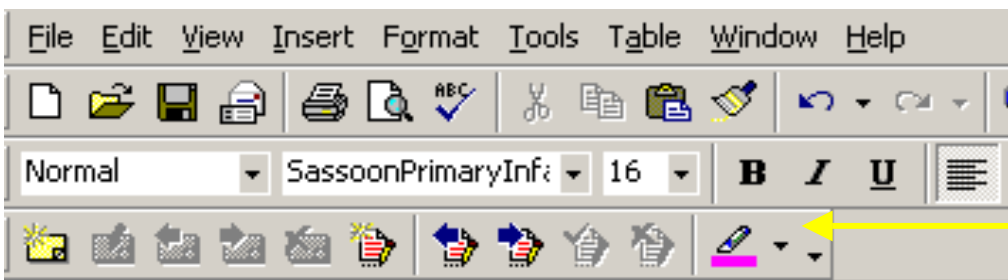
Before you start you need to be able to see the reviewing toolbar. Left click on View then click on Toolbars and Reviewing.



You will then be able to see the reviewing toolbar. To enlarge these icons go back to View and select 'customise'. This will reveal the box shown below.



Click this box to enlarge the icons



Reviewing Toolbar

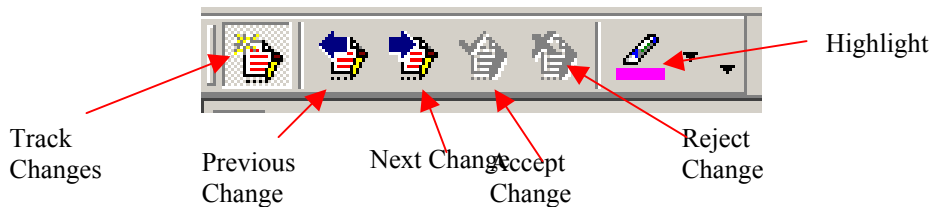
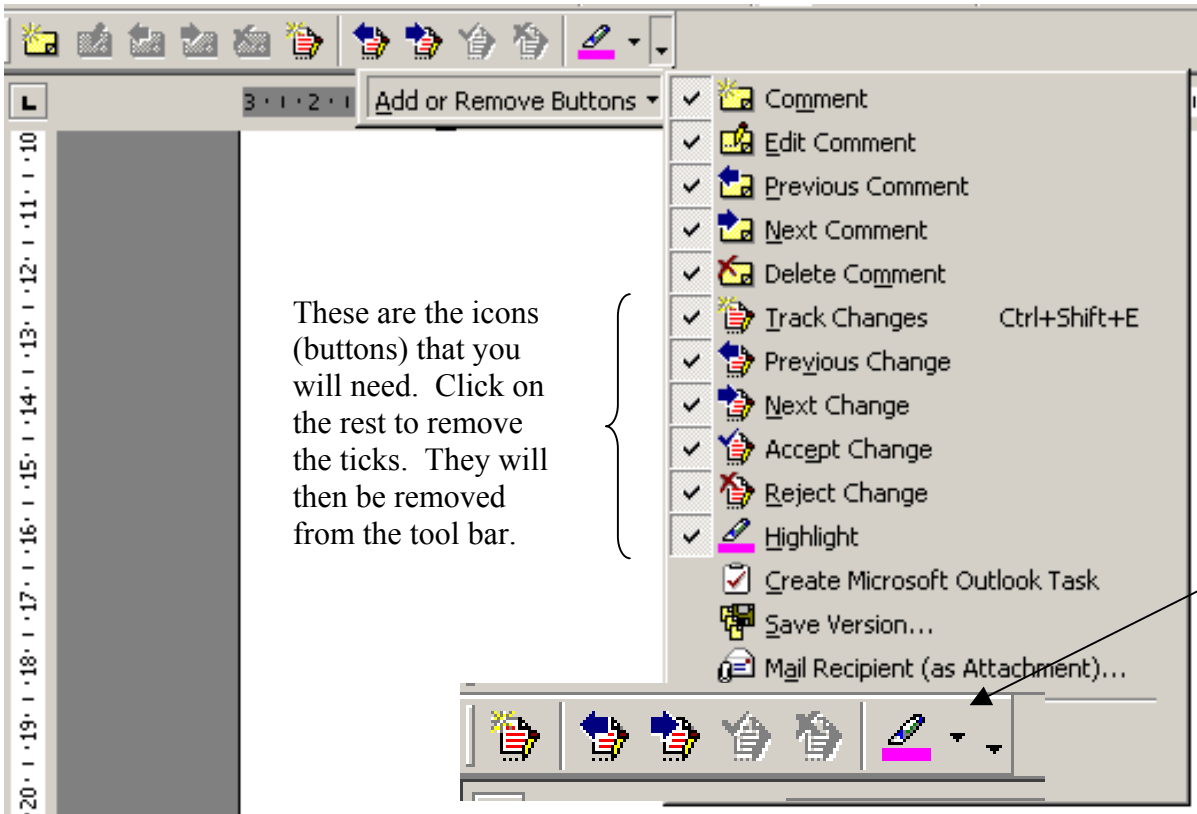
You will not need all of the icons (buttons) on the reviewing toolbar so it would be a good idea to remove the unwanted ones so as not to confuse the children.



Click here to reveal the 'Add or Remove Buttons' option.

Then click here.

You will then see the following window.



Click on the track changes button then delete the word that you wish to change. The word will not be deleted but instead will be crossed out. Now type in the replacement word - this will be shown in a different colour.

Word to be changed. Replacement word or words.

The two boys felt ~~angry~~angryfuriosus with each other.

"Get out of my way" ~~said~~saiddemandeddemandedshouted John.

"Why should I?" ~~replied~~repliedyelledscreamed Daniel.

When you have crossed out the words to be deleted and typed in the suggestions for change you can go through each change and discuss it with the children. The changes can then be accepted or rejected by clicking on the Accept or Reject Changes buttons whilst the cursor is on the text to be changed.

The Previous Change and Next Change buttons help you to move through the changes without having to search for them (this is useful if you have a long piece of text).

When you have accepted or rejected all the changes your piece of text will look like any other piece of text.

To highlight Text

The Highlight button allows you to highlight a piece of text. You may want to highlight certain words for group/class discussion before asking for suggested changes.



The two boys felt **angry** with each other.

"Get out of my way" **said** John.

"Why should I?" **replied** Daniel.