

Microsoft Word 2013: Tracking Changes and Comments

Modality: On Demand

Duration: 2 Hours

About the course:

When you complete your work you have an ability to go through your final document, approve and reject changes. You may also interact with others to display and add numerous comments and improvements which will help you accomplish your project.

Course Objective

· Understanding of MS Word 2013 Tracking and Change a Comments feature like add comments, view comment, edit comment, delete comment, respond to other comment, move between comment, use the balloons command, use the reviewing pane, tracking changes, use show markup command, move between revisions, and accept and reject changes.

Audience:

This course is designed for:

- Anyone who want to learn about MS Word 2013 Tracking and Changes a Comments.

Prerequisites:

- There are no prerequisites for this online training course.

Course Outline:

Getting Started

- What you'll learn in this training

Comments and Tracked Changes

- Adding a comment to a document
- Viewing a comment
- Editing a comment
- Deleting a comment
- Responding to another comment
- Moving between comments
- Using the balloons command
- Using the reviewing pane
- Tracking changes in a document

- Setting the track changes options
- Using the show markup command
- Using the display for review command
- Moving between revisions
- Accepting and rejecting changes