WORD 2013

Collaborating in Word

11

LESSON OUTLINE

Using the Highlighter

Tracking Changes to Documents

Reviewing Tracked Changes

Saving and Sending Files

Reviewing Changes from Multiple Reviewers

Using AutoSave and AutoRecover

Introducing SkyDrive and Office Web Apps

Concepts Review

Reinforce Your Skills

Apply Your Skills

Extend Your Skills

Transfer Your Skills

LEARNING OBJECTIVES

After studying this lesson, you will be able to:

- Use the highlighter tool
- Work with Track Changes and comments
- Send Word emails
- Use AutoSave and AutoRecover
- Work with SkyDrive and Office Web Apps

The Internet makes it easy for project teams to collaborate on drafting documents. Team members can exchange documents across the country as easily as they can across the hall. In addition to the ability to insert comments in a document, Word has several features that make collaboration activities more efficient. For example, Word can track all of the changes made on a document by each team member and combine these changes into a single document for review. In this lesson, you will work with these collaboration tools.

CASE STUDY

Collaborating on a Manual

Raritan Clinic East

Pediatric Diagnostic Specialists

As a member of the human resources department, you have been working to finalize the Raritan Clinic East Policies & Procedures Manual. It's now ready for review by personnel in the human resources department. As others review the manual, they will use Word's collaboration tools to mark suggested changes. Some reviewers will insert comments to identify their recommendations, while others will use Word's Track Changes feature to mark suggested edits. Some will highlight text to identify wording that needs revising. Your task will be to review all suggested edits and comments and finalize the document for printing.

A Track Changes markup

Patient Management Procedures

It is important that standard management procedures be used to maintain the standards of treatment that each patient deserves. These procedures are described in the following pages.

Highlighted text

Pediatric General Medicine, Cardiology, and Orthopedics, Pediatric Emergency Medicine, and Neonatology. The practice serves a patient community ranging in ages from newborn to 18 years.

to provide a clinical and educational environment in d in the programs of pediatric diagnostic specialties. undergraduate and graduate students observe and

Suzanne Student A few seconds ago
This phrase sounds awkward.¶

A comment added to the document

WD11.2

Using the Highlighter

Word's highlighter pen works just like its real-life counterpart (except that you can easily erase the highlighting). The pen applies a transparent color to the background of the text. You apply a highlight by selecting a highlight color and dragging over text, or you can select the text and then click the Text Highlight Color button to apply the color to the selected text.
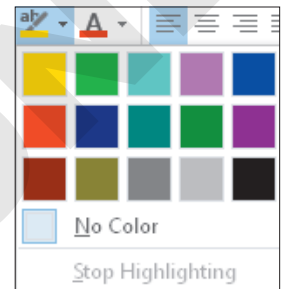
The Text Highlight Color pen offers a variety of highlighting colors, so you can color-code the highlights you use in a document if you wish. For example, you might highlight a note to yourself in yellow and a "waiting for information" reminder in green.

FROM THE RIBBON
Home→Font→Text Highlight Color

FROM THE KEYBOARD
Tap Esc to turn off the highlighter pen

Word 2013

DEVELOP YOUR SKILLS WD11-D01

Highlight Text

In this exercise, you will highlight a note to yourself and a reminder that you are waiting for additional information.

1. Open **WD11-D01-PolicyManual** from your **WD2013 Lesson 11** folder and save it as **WD11-D01-PolicyManual-[FirstInitialLastName]**.

   Replace the bracketed text with your first initial and last name. For example, if your name is Bethany Smith, your filename would look like this: WD11-D01-PolicyManual-BSmith.

2. Make sure the insertion point is at the beginning of the document.

3. Search the document for *Pediatric General Medicine*, and position the insertion point at the beginning of the first line where the text appears on page 2.

4. Type this text: **Chin has more information about these specialties:** then tap Spacebar

5. Choose **Home→Font→Text Highlight Color** ✎ **menu button** ▼ and then choose **Bright Green** from the gallery.

   When the mouse pointer is in the body of the document, it looks like a highlighter pen.

6. Drag the pen across the text you just added to highlight it.

7. Choose **Home→Font→Text Highlight Color** ✎ to turn off the pen.

   Notice that the color on the button face reflects the most recently used color.

⚠ TIP
Tapping Esc also turns off the pen.

8. Press Ctrl + End to move to the end of the document.

9. Type this text: **Check with Finance to see if they have information to add.**

10. Select the sentence, choose **Home→Font→Text Highlight Color** ✎ **menu button** ▼, and then choose **Yellow**.

    This highlights the selected text and changes the button color to yellow.

Using the Highlighter **WD11.3**

11. Select the sentence again.

12. Choose **Home→Font→Text Highlight Color** menu ▼.

13. Choose **No Color** to remove the highlight.

14. Click **Undo** enough times to remove both added sentences.

If you Undo too many times, you can always click Redo.

15. Save the file and leave it open.

Tracking Changes to Documents

Video Library   http://labyrinthelab.com/videos   Video Number: WD13-V1102

The Track Changes feature is one of Word's most useful collaboration tools. You can electronically distribute copies of a document to different team members, and with Track Changes, Word marks the changes they make. You can merge the changes from all copies into a single document, and you can then review each change and accept or reject it.

Reviewers can also use Word's Comment feature to leave messages in a document as a means of communicating and collaborating with the originator.

Steps in a Typical Editing and Reviewing Process

Following are the steps showing how a typical review process might progress in today's world of requests for instant feedback.

THE EDITING AND REVIEW PROCESS		
Step	**Description**	**Performed by**
1	You send an electronic copy of the document via email to all those who need to review it.	You
2	Each reviewer makes revisions to the copy of the document. Word's Track Changes feature marks the edits and identifies the date and person making the edit, as well as the type of revision made.	Reviewers
3	Reviewers return the edited document to you.	Reviewers
4	After receiving all copies of the document, you can review each document manually and accept or reject the edits, or you can combine all edited documents into one document so you have one document that contains all edits from all reviewers.	You

Viewing Tracked Changes

Word offers options for viewing edits made to documents using Track Changes.

■ **Inline:** Edits are marked directly within sentences and paragraphs. Text that is deleted by the reviewer is colored and marked through with a line, and text that is added appears underlined and in a different color.

■ **Balloons:** Comments and edits appear in balloons on the right side of the document text. Each balloon identifies the person who made the edit as well as the type of edit made—inserted text, deleted, and so forth.

Word 2013

Tracked changes shown in line with the text

Patient·Management·Procedures¶

→ It·is·important·that·standard·management·procedures·be·used·to·maintain·the·standards·of·treatment·that·each·patient·deserves.·These·procedures·are·described·in·the·following·page.¶

for·each·patient·is·determined.·When·schedule/room·changes·occur,·the·supervisor·and·practicum·student·are·notified·via·the·Notice·of·Schedule/Room·Change·Form.·Children·must·be·accompanied·to·the·appointment·by·the·custodial·parent·or·legal·guardian.·If·unable·to·attend,·the·parent·or·legal·guardian·must·sign·a·Release·expressing·permission·for·the·services·to·be·

Suzanne Student
Deleted: (see·Appendix·B)

Suzanne Student
Deleted: (see·Appendix·C)

Tracked changes shown as balloons in the Markup Area

The following table describes different ways you can display tracked changes and comments.

DISPLAY OPTIONS FOR TRACKED CHANGES AND COMMENTS	
Show Markup Views	**Description**
Show all revisions inline	■ Deleted text appears in the document body with a strikethrough font; added text is underlined in the document body. ■ Comments highlight the selected text, and you read the comment by hovering the mouse pointer over it. ■ Moved text uses a strikethrough font at the *moved from* area, and it appears underlined in the body of the document in the *moved to* area.
Show revisions in balloons	■ Deleted text, comments, and formatting changes appear in balloons in the Markup Area to the right of the document being reviewed. ■ Added text is underlined in the body of the document. ■ Moved text appears in a balloon at the *moved from* area; it appears underlined in the body of the document in the *moved to* area.
Show only comments and formatting in balloons	■ Comments and formatting changes appear in balloons; all other changes appear inline.

The descriptions in the preceding table relate to working in a view called All Markup. Variations occur when you make other viewing choices. You will learn about viewing choices later in this lesson.

✓ Show Revisions in Balloons
Show All Revisions Inline
Show Only Comments and Formatting in Balloons

The Show Markup Balloons menu provides options for displaying marked changes.

NOTE

The balloons method is the primary method used in this lesson.

Setting the Username and Initials

The Track Changes feature uses information set up in the Word Options dialog box to identify your username for edits you make to a document. As a result, whenever you collaborate on a document where Track Changes is used, it is important to make sure your username and initials are set correctly.

Setting Reviewer Ink Colors

Track Changes can use different colors to distinguish the edits of each reviewer who works on the document. Each reviewer can specify colors for his or her comments and tracked changes. This makes it easier to rapidly identify changes submitted by a specific reviewer. It also allows you to keep a consistent color for a reviewer you work with frequently, rather than settling on colors Word may assign automatically.

In the Formatting and Insertions examples (square with red on top and blue on the bottom), Word will automatically assign colors.

Bright Green was chosen in the Deletions example.

The Comments example is set up for Word to automatically choose the color.

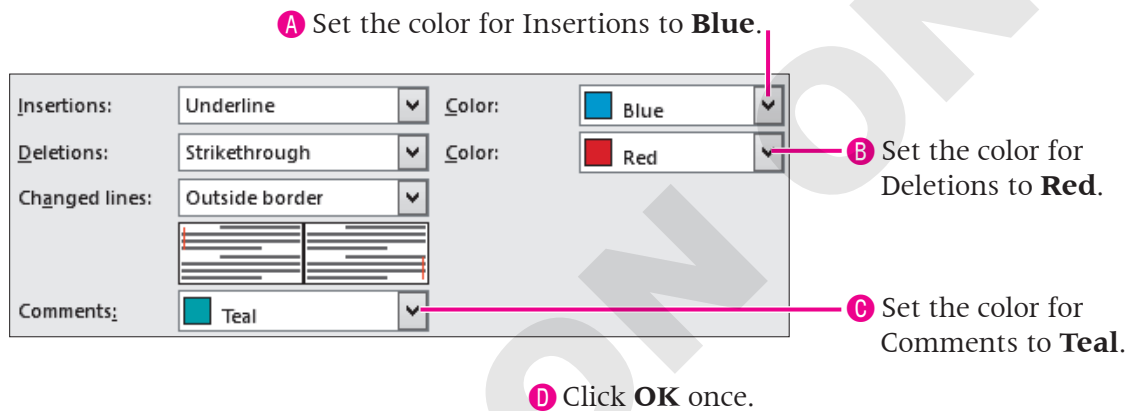| QUICK REFERENCE	TRACKING CHANGES
Task	**Procedure**
Turn on Track Changes	Choose Review→Tracking→Track Changes.
Choose a method of tracking	Choose Review→Tracking→Show Markup, and then choose the desired options.
Associate your name and initials with changes	Choose Review→Tracking→dialog box launcher, click the Change User Name button, and enter your name and initials.
Set reviewer ink colors	Choose Review→Tracking→dialog box launcher, click the Advanced Options button, and then make the desired choices.

DEVELOP YOUR SKILLS WD11-D02

Change Tracking Colors, Username, and Initials

In this exercise, you will turn on Track Changes, change the tracking colors, and set the user's name and initials for the Revised Raritan Clinic East Procedures Manual.

You will not save a new copy of the file in this exercise, since no changes are made to the document.

1. Choose **Review→Tracking→dialog box launcher** 🔲, and then click the **Advanced Options** button.

2. Follow these steps to choose options for your reviewer ink color settings.

Ⓐ Set the color for Insertions to **Blue**.

Ⓑ Set the color for Deletions to **Red**.

Ⓒ Set the color for Comments to **Teal**.

Ⓓ Click **OK** once.

3. Click the **Change User Name** button at the bottom of the Track Changes Options dialog box, enter your username and initials, and click **OK** twice.

Adding Comments to a Document

Video Library   http://labyrinthelab.com/videos   Video Number: WD13-V1104

Word's Comment feature is a great collaboration tool. It allows reviewers and originators to communicate about a document by posting comments to each other. A reviewer might want to point out the reason for a deletion, for example. You can place comments in the body of a document, in a balloon in the Markup Area to the right of the document, or in the Reviewing Pane, which you can position at the side or bottom of the Word window. Word displays the name of the comment's author and the date and time the comment was inserted.
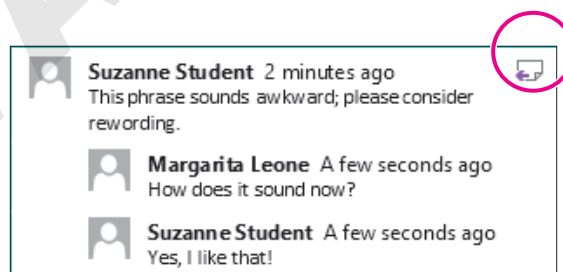
The reply button in the comments balloon allows threaded conversations between the originator and reviewers.

QUICK REFERENCE	WORKING WITH COMMENTS
Task	**Procedure**
Insert a comment	Choose Review→Comments→New Comment.
Display comments inline or in a balloon in the Markup Area	Choose Review→Tracking→Show Markup→Balloons, and then choose the desired method from the menu.
Delete a comment	Whether the comment is inline or in a balloon, right-click the comment and choose Delete Comment; or, choose Review→Comments→Delete.

DEVELOP YOUR SKILLS WD11-D03
Work with Track Changes

In this exercise, you will choose the balloon display for tracking changes, and then you will insert a comment and make revisions in the document.

1. Save your file as **WD11-D03-PolicyManual-[FirstInitialLastName]**.

2. If necessary, choose **Review→Tracking→Display for Review** then choose **All Markup** form the menu.

3. Choose **Review→Tracking→Track Changes**.

4. If necessary, display formatting marks.

5. If necessary, choose **Review→Tracking→Show Markup→Balloons→Show Revisions in Balloons**.

   Deleted text, comments, and formatting changes will appear in balloons in the Markup Area. Added text will be underlined in the body.

6. Scroll to **page 2**. In the last paragraph on the page, select *Referral* at the beginning of the paragraph.

7. Choose **Review→Comments→New Comment**.

   Notice the Markup Area that appears to the right of the document. This is where comment balloons and editing balloons appear.

8. Type this text in the comment balloon: **Indent to match other paragraphs.**

9. Locate and select the text *(see Appendix A)* in the next line; delete it.

   Word places deleted text in a balloon in the Markup Area and places a gray change bar in the left margin to help reviewers locate changes, as shown in the following illustration.

contracting agency. ¶

Referral for evaluation, treatment or educational services is documented on the Request for Service Form. Specific questions about the nature of services offered are referred to professional staff members. Initial information gathered pertaining to a request for treatment may suggest a

Suzanne Student
Indent to match other paragraphs.

Suzanne Student
Deleted: (see Appendix A)

10. Follow these guidelines to continue with deletions:

    ■ Search for the word *see* to locate each additional cross-reference to an appendix.

    ■ Delete the cross-references for **Appendices B–K**.

    ■ Delete extra spaces between words where appropriate.

11. Search for *Patient Management Procedures*, then position the insertion point at the end of the heading.

12. Follow these steps to insert introductory text for the heading:

Ⓐ Tap ⎘Enter⎘.   Ⓑ Tap ⎘Tab⎘, and then type the text shown here.

Patient·Management·Procedures¶

→   It·is·important·that·standard·management·procedures·be·used·to·maintain·the·standards·of· treatment·that·each·patient·deserves.·These·procedures·are·described·in·the·following·page.¶

Ⓒ Notice the gray change bar in the left margin that helps locate changes.

Notice the formatting balloons in the Markup Area. Although the font is the same for the other body text, the Word styles are different; therefore, Word notes the difference.

13. Save the file and leave it open.

Reviewing Tracked Changes

Video Library   http://labyrinthelab.com/videos   Video Number: WD13-V1105

Word makes it easy to find and review changes to a document. When you review changes, Word jumps from one change to the next, giving you the opportunity to accept or reject each change. You can also accept or reject all changes at once. After you accept or reject a change, Word removes the revision marks.

This button rejects the currently selected change.

These buttons navigate to the next or previous tracked change.

This button accepts the currently selected change.

Reject
Previous
Next
Accept
Compare
Block Authors

☑ Accept and Move to Next
☑ Accept This Change
Accept All Changes Shown
Accept All Changes
Accept All Changes and Stop Tracking

These options appear when you click the Accept menu button ▼. Similar choices are available on the Reject button.

TIP You can also right-click a proposed change and choose an Accept or a Reject command from the pop-up menu.

Displaying Tracked Changes

Word allows you to display tracked changes in four distinctive views. Depending on the type of detail you want to focus on, each view offers specific advantages. For example, you may want to view how the document would look after the changes are incorporated. In this case, you would choose the No Markup option. If you want to see how the document looked before any changes were made, you would choose Original.
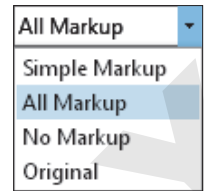
VIEWS FOR TRACKED CHANGES	
Markup	Description
Simple Markup	Shows where a change occurred with a red change bar in the margin. Clicking the change bar displays the markup details.
All Markup	Shows all markups.
No Markup	Hides all markups and displays a final document appearance with the proposed changes.
Original	Shows the original document appearance without the changes.

DEVELOP YOUR SKILLS WD11-D04

Review Tracked Changes

In this exercise, you will display the document using different markup views. Then you will review tracked changes to the document, accepting some changes and rejecting others.

1. Save your file as **WD11-D04-PolicyManual-[FirstInitialLastName]**.

2. Choose **Review→Tracking→Display for Review** 🗐 **menu** ▼, choose **Original**, and scroll through the document.

   The document now appears as it did before you made changes.

3. Choose **Review→Tracking→Display for Review** 🗐 **menu** ▼, choose **All Markup**, and scroll through the document.

   Notice the balloons in the Markup Area on the right. Deleted text, comments, and formatting changes appear in balloons, while inserted text is underlined in the body.

4. Choose **Review→Tracking→Display for Review** 🗐 **menu** ▼, choose **Simple Markup**, and scroll through the document.

   Red change bars appear in the margin where changes occurred. Clicking the change bar displays the change in detail; clicking it again hides the detail. This is a good view for documents with lots of changes.

5. Choose **Review→Tracking→Display for Review** 🗐 **menu** ▼, choose **No Markup**, and scroll through the document.

   This view helps you see what the final document will look like.

Accept and Reject Changes

6. Position the insertion point at the top of the document.

7. Choose **Review→Changes→Next** 🔁.

   Word switches to All Markup view, and then jumps to and highlights the paragraph you added to the document. This is a good addition to the document, so you will accept it.

8. Choose **Review→Changes→Accept** ☑.

Word removes the change marks from the new paragraph and moves to the next change—the formatting balloon associated with the change you just accepted.

| Suzanne Student 5 minutes ago |
| Formatted: Normal |

9. Choose **Review→Changes→Accept** ☑.

10. Choose **Review→Changes→Accept** ☑.

11. Choose **Review→Changes→Next** ↦ to skip the comment and move to the next change, the Deleted reference to Appendix A.

12. Choose **Review→Changes→Reject** ⊠.

Word restores the deleted text and moves to the next tracked change.

13. Reject each deleted reference to an appendix.

Word returns to your comment.

Delete a Comment

14. Choose **Review→Comments→Delete** ⊠.

15. Choose **Review→Tracking→Track Changes** 📝 to turn off the feature.

16. Position the insertion point at the beginning of the paragraph starting with *Referral* (bottom of page 2) and tap Tab to indent the first line.

17. Save the file and keep it open.

Saving and Sending Files

Video Library   http://labyrinthelab.com/videos   Video Number: WD13-V1106

Before reviewers can do their job, you must decide how to get the document to them. You can use the Internet to share your document several ways, including the following:
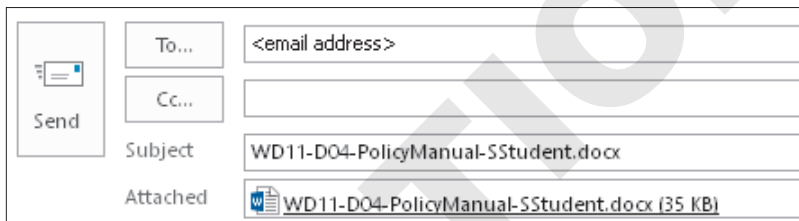
- Email
- Microsoft SkyDrive
- Network drive

This lesson uses email as the method for sharing files.

Sharing Files via Email

Sharing files via email is a simple procedure, but as with any process, it has its strengths and weaknesses.

PROS AND CONS OF SHARING VIA EMAIL	
Strengths	**Weaknesses**
■ No Microsoft Account ID is required ■ Most users are already familiar with using email ■ Attaching a document to an email is a simple process ■ As reviewers must have Word, they can add comments directly to the document	■ Managing several versions of the same document can be time consuming ■ Large documents containing video, audio, or other linked files can be problematic to email ■ Each reviewer must have Word installed to edit the document or insert comments

The Share tab of Backstage view contains an Email option that includes commands to attach the current document as a Word file, a PDF file, or an XPS document. When you choose one of these options, Word displays an email form with the file attached. You just need to address the email and type your message. You can also change the Subject line, which defaults to the name of the file you are sending.

The Outlook message window (with document automatically attached) waiting to be addressed

Selecting an Email Program

When you use the send via email directly from Word feature, your email message is automatically created and the document automatically attached to the message. Word works with any email program or webmail service that you can select from the Windows Control Panel. If you want to change the default email service, you should make this selection before starting Word. Some email services (for example, most webmail services) don't support attaching the presentation automatically, so you must do so manually.

QUICK REFERENCE	SETTING THE DEFAULT EMAIL PROGRAM
Operating System	**Procedure**
Set the default email program (Windows 8)	■ Tap the [Windows] key, if necessary, to display the Desktop. ■ Press [Windows]+[C]. ■ Click Settings. ■ Click Control Panel. ■ Click Programs. ■ Click Set Your Default Programs. ■ Select your preferred email program from the list at the left. ■ Click Set This Program as Default in the right column.
Set the default email program (Windows 7)	■ Choose Start→Control Panel. ■ Click Programs. ■ Click Set Your Default Programs. ■ Select your preferred email program from the list at the left. ■ Click Set This Program as Default in the right column.

Naming Reviewer Copies

Experience shows that it works best to name each copy of a document sent for review with the reviewer's name. Then, as the documents are returned from review, it's easy to track which reviewer sent each one.

TIP Save all reviewer copies in a single folder to keep them together.

QUICK REFERENCE	SENDING A DOCUMENT FOR REVIEW VIA EMAIL
Task	**Procedure**
Send a document for review using a program that automatically attaches the document	■ Open the document in Word. ■ (Optional but recommended) Choose Review→Tracking→Track Changes. ■ (Optional but recommended) Choose File→Save As, rename the document to include the reviewer's name, and click Save. ■ Choose File→Share→Email→Send as Attachment. (This option formats the attachment as a Word document.) ■ Enter the recipient's email address and, if desired, revise the Subject line. Click Send. ■ Repeat the preceding steps for each reviewer.
Send a document for review by using another email program	■ Open your email program and address a message for the first reviewer. ■ Use your email program's procedure to attach the saved copy of the document and click Send.

DEVELOP YOUR SKILLS WD11-D05
Send a Document for Review

In this exercise, you will send an email with a copy of the policy manual document attached. For this example, you will send the attachment to your own email address.
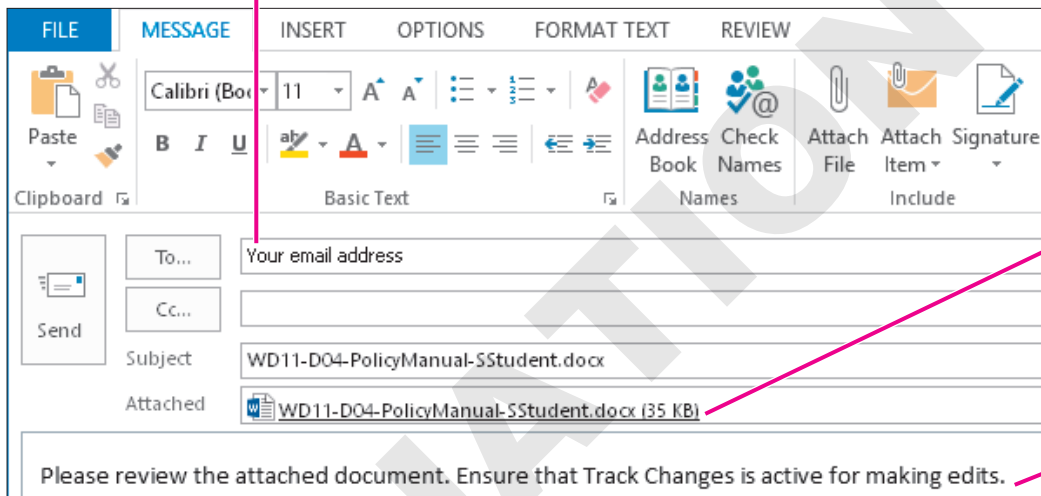
1. Choose **Review→Tracking→Track Changes** ✎.

   Turning on the feature helps ensure that the reviewers will use Track Changes.

2. Choose **File→Share→Email** 📧 and then choose **Send as Attachment**.

3. Follow these steps to complete the email form:

   If your user ID was not set up as a user with an Outlook account, you will see a message saying that no profiles have been created. If so, just dismiss the message, turn of Track Changes, and read through the rest of the exercise.

   Ⓐ Enter your actual email address here (don't type the text shown).

   Ⓑ Verify that the attachment appears here.

   Ⓒ Add this message for the reviewers.

4. Send the email.

5. Choose **Review→Tracking→Track Changes** ✎ to turn it off.

Reviewing Changes from Multiple Reviewers

Video Library   http://labyrinthelab.com/videos   Video Number: WD13-V1107

If you set up a document to track changes, you can send copies of the document for review by others. As these reviewers make revisions, Word tracks their changes. When the reviewers send you their edited copies, you can combine the tracked changes into a single document. Word marks each reviewer's changes in a different color, so you can recognize input from different reviewers. After the changes are merged, you can navigate through the combined document

and accept and reject edits from all users at one time. In fact, by seeing the edits from all reviewers in one document, you will be able to identify the trouble spots in the document, because different reviewers may try to modify the same area of the document.

Reviewing a Summary of Proposed Changes

The Reviewing Pane summarizes reviewer changes in a window that you can scroll through to examine the proposed changes. When you click a change in the Reviewing Pane, the document scrolls to the location of the change so you can see it in context.
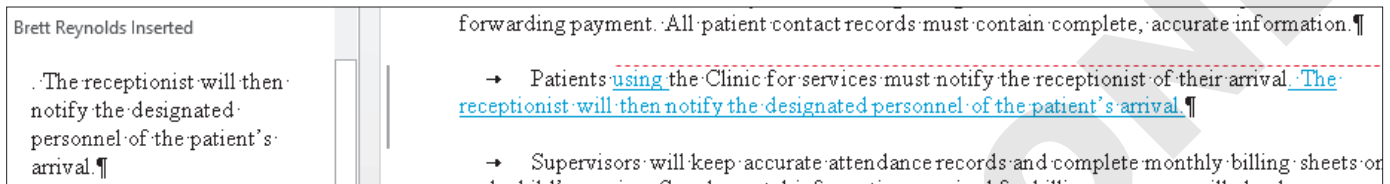
The Reviewing Pane on the left with the document scrolled to the selected change

Showing Source Documents

There are different views you can use to compare the original with reviewed documents. The view you choose is a matter of personal preference. You may find that you switch views depending on the type and extent of a reviewer's changes. It may be helpful, for example, to display the original and the marked documents side by side for comparison purposes, or hide the summary of changes list to get a larger view of the combined document.


Reviewing pane

Combined document pane

Original document pane

Revised document pane
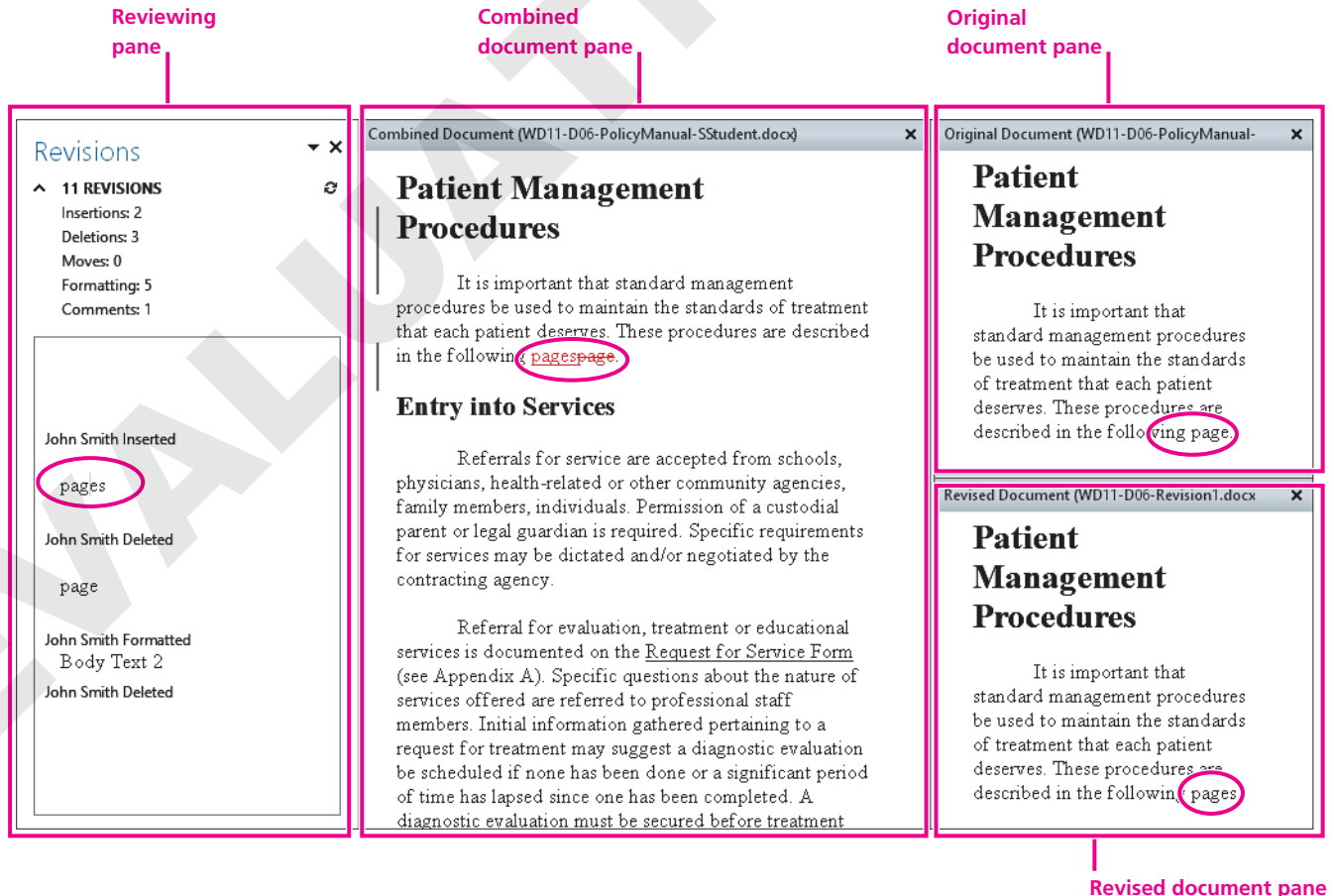
SOURCE DOCUMENT VIEWS	
Option	**Description**
Hide Source Documents	Displays the original document with the reviewer's changes embedded.
Show Original	Displays the original side-by-side with the marked document. The documents scroll simultaneously for easy comparison.
Show Revised	This view displays the original with the reviewer's changes embedded in the original next to the reviewer's tracked changes document.
Show Both	This view displays the unmarked original, the marked reviewer document, and the original with the reviewer's changes embedded.

Displaying Specific Markups

Word offers numerous options for displaying tracked changes for combined documents. For example, you may want to look at only the insertions and deletions suggested by reviewers. Word stores one set of formatting changes at a time. If you don't need to keep track of formatting changes, you may wish to turn off the Formatting option so Word won't prompt you to choose whether to keep the original formatting or the formatting from the reviewer's copy.
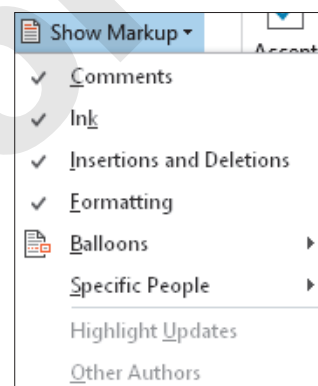
Displaying Specific Reviewers

If you combine two reviewer documents with the original, you can choose to see changes from both at once, or you may wish to focus on the proposed changes from just one reviewer, which you can do by removing the checkmark in front of the other reviewer's name.
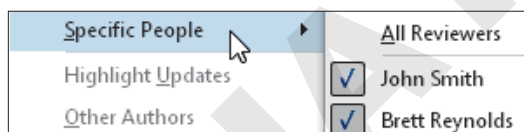
QUICK REFERENCE	COMBINING DOCUMENTS AND VIEWING TRACKED CHANGES
Task	**Procedure**
Combine documents for review	■ Open the original document. ■ Choose Review→Compare→Compare→Combine. ■ In the Combine dialog box, choose the original and revised documents and click OK. ■ Repeat the process if you wish to work with additional reviewed documents at once.
Display the Reviewing Pane	■ Choose Review→Tracking→Reviewing Pane menu ▼ and choose the desired orientation.
Choose source documents to display	■ Choose Review→Compare→Compare→Show Source Documents and make the desired choice from the menu.
Display specific types of changes and choose which reviewers' change marks should appear	■ Choose Review→Tracking→Show Markup and make the desired menu choices.

Labyrinth Learning http://www.lablearning.com
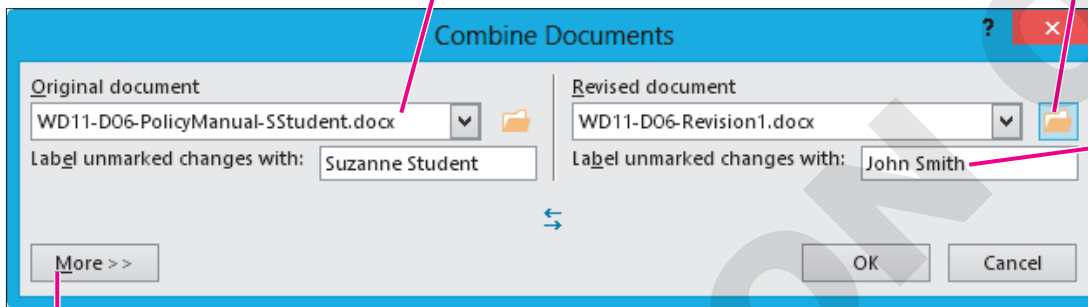
Word 2013

DEVELOP YOUR SKILLS WD11-D06
Combine Tracked Changes from Two Reviewers

In this exercise, you will combine proposed changes from two reviewers with the original document. You will also explore additional features used for working with combined documents.

1. Save your file as **WD11-D06-PolicyManual-[FirstInitialLastName]**.

2. Choose **Review→Compare→Compare** and then choose **Combine**.

3. Follow these steps to begin combining documents:

Ⓐ Choose **WD11-D06-PolicyManual-[FirstInitialLastName]** here.

Ⓑ Click **Browse** and open **WD11-D06-Revision1** from your **WD2013 Lesson 11** folder.

Combine Documents ? ✕

Original document
WD11-D06-PolicyManual-SStudent.docx ▼ 📁
Label unmarked changes with: Suzanne Student

Revised document
WD11-D06-Revision1.docx ▼ 📁
Label unmarked changes with: John Smith

Ⓒ If necessary, type **John Smith** here so you'll know who suggested any unmarked changes.

⇆

More >>   OK   Cancel

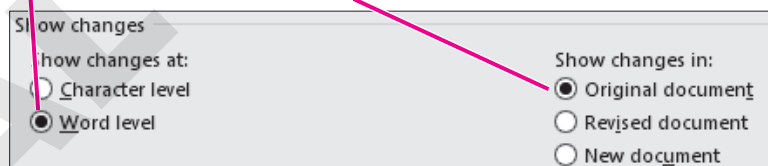Ⓓ Click **More** to expand the dialog box.

NOTE If Track Changes is not turned on, the reviewer's name does not appear with the change. Normally changes are tracked, and the name does not need to be entered in the dialog box.

4. Follow these steps to control document display:

Ⓐ Ensure that **Word Level** is active.

Ⓑ Choose **Original Document**.

Show changes
Show changes at:
◯ Character level
◉ Word level

Show changes in:
◉ Original document
◯ Revised document
◯ New document

Ⓒ Click the **Less** button to collapse the dialog box; click **OK**.

The Word Level option causes Word to highlight the entire word, even if only one character or punctuation mark changes. This makes it easier to spot small edits. Now John Smith's proposed edits are embedded in the original document, ready for review.

Hide Source Documents

5. Choose **Review→Compare→Compare** 📄, slide the mouse pointer to **Show Source Documents**, and then if necessary, choose **Hide Source Documents**.

This provides more room on the screen.

6. Repeat the procedures outlined in steps 2–4 to combine the second reviewed document named **WD11-D06-Revision 2** with the original document.

7. Type **Brett Reynolds** in the **Label Unmarked Changes With** field.

Brett Reynolds' edits are now displayed with the original and John Smith's edits.

8. Click **OK**.

Turn On the Reviewing Pane

9. If necessary, choose **Review→Tracking→Reviewing Pane** 📑 **menu** ▼ and then choose **Reviewing Pane Vertical**.

The Reviewing Pane (labeled Revisions *at the top) summarizes the proposed changes from both reviewers.*

10. Scroll down the Reviewing Pane to the suggested change by Brett Reynolds, where he deleted *attending*.

The Reviewing Pane does not always display all changes immediately. You may need to turn the feature off and then on again. Or, you may need to switch to Reviewing Pane Horizontal and back to Reviewing Pane Vertical.

11. Click *attending* in the Reviewing Pane and notice that Word scrolls the document to the location of the change.

Notice the Deleted: attending *balloon in the Markup Area.*

12. Click **Close** ⊠ at the top of the Reviewing Pane.

13. Press [Ctrl] + [Home] to move to the top of the document.

14. Use techniques learned earlier in this lesson to review all changes to the document:

- Delete all comments and accept all formatting changes.
- Accept all edits by John and Brett with one exception: On page 3, John deleted a space between *(see Appendix B)* and *Children*. Reject that change.

15. Save the file as **WD11-D06-Combined-[FirstInitialLastName]**, and then close it.

Comparing Documents

Video Library　http://labyrinthelab.com/videos　Video Number: WD13-V1108

Sometimes documents that are sent for review are returned with no visible edits. Reviewers might turn off Track Changes so that the edits they make are not immediately evident. To determine whether edits have been made, you can use Word's Compare feature. It enables you to merge two documents into one file; then Word examines each document and automatically marks up the document using Track Changes so that you can locate edits.

Combining or Comparing Documents?

The basic procedures are the same for comparing and combining documents, but each command has a different use.

The Combine command allows you to combine the *tracked* changes from *one or multiple* reviewers in one document, and then you can go through the single document to accept or reject the changes.

The Compare command is designed for comparing two documents: *one* edited version of a document, where the reviewer *did not* use Track Changes, and the original. If you attempt to use the Compare feature to add a second reviewer's document, Word will advise you that it will automatically accept the first person's changes before comparing the second edited document. Thus, you won't have the option of accepting or rejecting changes from the first reviewer.

QUICK REFERENCE	COMPARING DOCUMENTS
Task	**Procedure**
Compare documents	■ Choose Review→Compare→Compare→Compare. ■ Choose the original and revised documents, click More and change any defaults you desire, and click OK.

DEVELOP YOUR SKILLS WD11-D07
Compare Two Unmarked Documents

In this exercise, you will compare an original document with a document received from a reviewer that appears to have no changes in it.
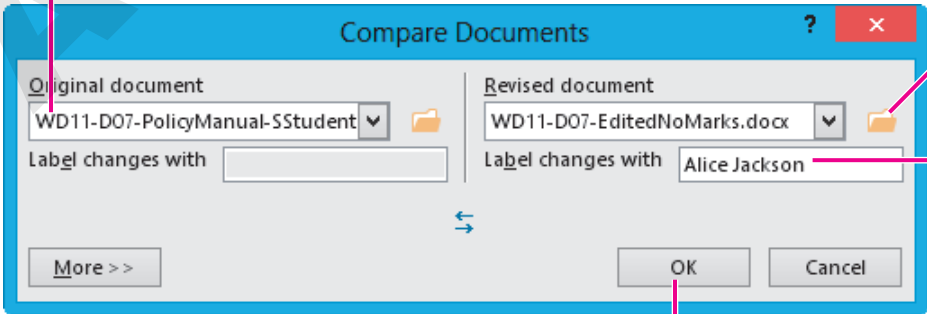
1. Open **WD11-D06-PolicyManual-[FirstInitialLastName]** from the **WD2013 Lesson 11** folder and save it as **WD11-D07-PolicyManual-[FirstInitialLastName]**.

2. Choose **Review→Compare→Compare** and then choose **Compare** from the menu.

3. Follow these steps to compare this file with another document:

Ⓐ Choose **WD11-D07-PolicyManual-[FirstInitialLastName]** here.

Ⓑ Click **Browse**, navigate to the **WD2013 Lesson 11** folder, and open **WD11-D07-EditedNoMarks**.

Ⓒ Type **Alice Jackson** here to identify the reviewer.

Ⓓ Click **OK**.

Compare Documents

Original document
WD11-D07-PolicyManual-SStudent

Label changes with

Revised document
WD11-D07-EditedNoMarks.docx

Label changes with Alice Jackson

More >>   OK   Cancel

4. If you are prompted to continue with the comparison, click **Yes**.

5. Scroll through the document and observe Alice's edits.

   You won't accept and reject changes in this example.

6. Save the file as **WD11-D07-AliceEdits-[FirstInitialLastName]** and then close it.
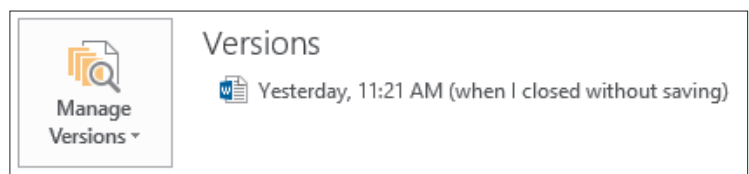
Using AutoSave and AutoRecover

As you work, Word automatically saves your document every ten minutes by default. Whether you close a file without saving or something causes Word to close before you complete your work, the ability to retrieve the document is important. Word allows you to restore the last autosaved copy of the document the next time you open the file.

You choose this option in the Word Options dialog box to work with Word's Save settings.

Proofing	Save documents	
Save	Save files in this format:	Word Document (*.docx)
Language	☑ Save AutoRecover information every	10 ⬍ minutes

You can change the frequency of automatic saving here.

The automatically saved versions of your opened document appear in the Info screen in Backstage view. You can compare or restore a specific version.

Versions
- Today, 11:09 AM (autosave)
- Today, 10:59 AM (autosave)
- Today, 10:28 AM (autosave)

Manage Versions ▾

Versions
- Yesterday, 11:21 AM (when I closed without saving)

Manage Versions ▾

When you choose the version you want to open, Word displays an alert bar.

This option compares the selected autosaved version to the currently open version. Word marks differences between the versions using Track Changes.

⚠ AUTOSAVED VERSION   A newer version is available.   Compare   Restore
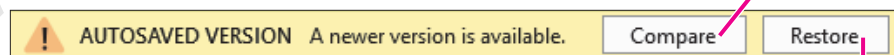
This command abandons the current version and opens the autosaved version.

⚠ **WARNING**

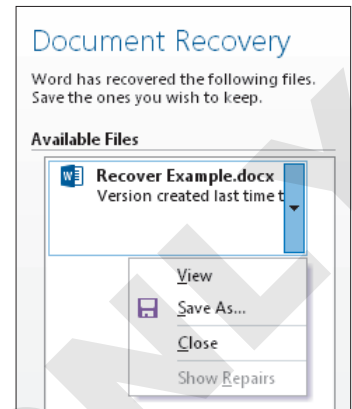If you close a document and specifically choose Don't Save, Word *does not* save the *latest* autosaved version of the document.

Recovering Unsaved Documents

You can also recover recent unsaved documents using the Recover feature. If you are creating or editing documents and you accidentally lose your connection to Word, you can still recover all edits made to the documents up through the last autosave. Here are some guidelines for recovering these files.

- If the document was one that had already been saved and named, Word displays the autosaved version in the Document Recovery task pane when you open the original file again. You can view the autosaved version to determine whether it is more recent than the original to help determine which version to keep.

- If the document is a new document that has not yet been saved, you can use the Recover Unsaved Documents command in the Info screen in Backstage view. Word displays a folder containing all unsaved files, and you can open each one to determine if it is the document you created and lost. An alert bar will prompt you to save a recovered document if you wish to keep it.
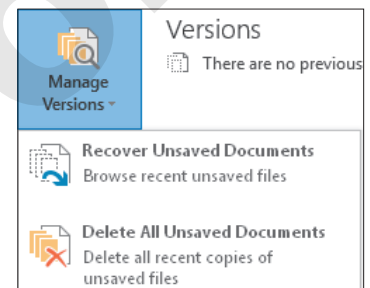
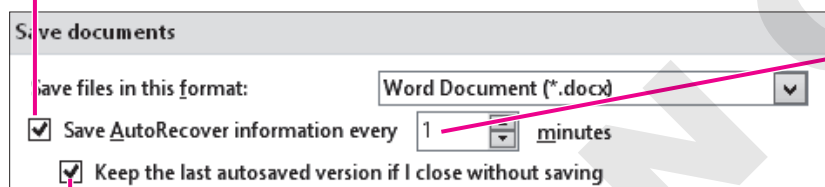| QUICK REFERENCE	MANAGING AUTOSAVE AND AUTORECOVER
Task	**Procedure**
Set AutoSave and AutoRecover options	■ Choose File→Options, click Save, and choose the number of minutes in the Save AutoRecover Information field. ■ Check the Keep the Last AutoSaved Version If I Close Without Saving checkbox.
Open an autosaved version of a document	■ Choose File→Info→Versions and double-click the version to restore.
Recover never-saved files	■ Choose File→Info and click Manage Versions. ■ Click Recover Unsaved Documents, open the autosaved file, click Save As at the top of the document window, and save the file.
Recover the autosaved version of a previously saved file	■ Choose File→Info→Versions→select the version labeled *(when I closed without saving)*. ■ Click Restore in the alert bar to overwrite any previously saved versions and replace them with the autosaved version. Or, when you open the original file after losing your connection to Word, use the Document Recovery task pane to determine whether to retain the original or autosaved version.
Compare an autosaved version to the original	■ With the original document open, choose File→Info→Versions; double-click the autosaved version of the document you want to compare to the original. ■ Accept and reject tracked changes using standard procedures.

DEVELOP YOUR SKILLS WD11-D08

Work with AutoSave Versions

In this exercise, you will ensure that the AutoSave and AutoRecover settings are active and work with versions of the Raritan Clinic East's policy manual.

1. Open **WD11-D07-PolicyManual-[FirstInitialLastName]** from your **WD2013 Lesson 11** folder and save it as `WD11-D08-PolicyManual-[FirstInitialLastName]`.

2. Choose **File→Options** to open the Word Options dialog box.

3. Choose the **Save** category in the left-hand pane.

4. Follow these steps to ensure options are set:

   Ⓐ Ensure that the **AutoRecover** option is checked.

   Ⓑ Set the minutes to **1**.

   Save documents

   Save files in this format: Word Document (*.docx)

   ☑ Save AutoRecover information every 1 minutes

   ☑ Keep the last autosaved version if I close without saving

   Ⓒ Ensure that this option is checked.

5. Click **OK**, change the word *AND* in the title to an ampersand (&), and wait for at least one minute.

6. Choose **File→Info→Versions** and review the information.

   Now you will reset the Autosave duration back to ten minutes.

7. Choose **File→Options**, and then choose **Save** in the left-hand pane.

8. Change the AutoRecover duration to ten minutes and click **OK**.

9. Save and close the file. Exit **Word**.

Introducing SkyDrive and Office Web Apps

Video Library   http://labyrinthelab.com/videos   Video Number: WD13-V1110

You may not always have access to your computer when you need to edit a file. For example, you may need to edit an important work document from home, but have no access to your work computer. With SkyDrive, you can store files online so they are available from any computer with an Internet connection.

Office Web Apps 2013 is the free version of Microsoft Office "in the cloud." The applications are not as robust as the desktop applications, but they may meet your needs. With Office Web Apps, you can edit files on SkyDrive even if you don't have the actual Microsoft Office programs installed on your computer.

Signing In with a Microsoft Account ID

SkyDrive and Office Web Apps 2013 require a Microsoft Account ID (formerly Windows Live ID) to sign in before you can use the service. The Microsoft Account ID is a free account that you use to sign into services such as SkyDrive, Outlook.com, Messenger, or Windows phone. If you already use one of those services, you already have a Microsoft Account ID.

QUICK REFERENCE	CREATING A MICROSOFT ACCOUNT ID AND USING SKYDRIVE
Task	**Procedure**
Create a Microsoft Account ID	■ Start your web browser and navigate to http://www.live.com. ■ Click Sign Up Now and fill out the form to create a free Microsoft Account ID.
Save a document to SkyDrive	■ Open the document in Word, and then choose File→Save As→SkyDrive. ■ Click Sign In and sign in with your Microsoft Account ID. ■ Select the SkyDrive folder in which you'd like to save the document; click Save As. ■ Name the file, click Save, and wait as the document is uploaded.
Access a file stored on SkyDrive	■ Start your web browser and navigate to http://www.skydrive.com. ■ Sign in with your Microsoft Account ID, and then click the folder containing the desired file. ■ Click a file to view it, or point to the file you want to access and click an action, such as Edit in Browser, Share, or More.

DEVELOP YOUR SKILLS WD11-D09
Save a Document to SkyDrive

WebSim   WD13-W1109

In this exercise, you will save a document to SkyDrive.

1. Type the URL for the student resource center into the address bar of your web browser and tap Enter.

   The student resource center URL is printed on the inside front cover of your book.

2. From the left navigation bar, click **Lessons 10–14** and then **WD11**; then, click **DYS WD13-W1109 Save a Document to SkyDrive**.

   The WebSim loads. The Revised Raritan Clinic East Procedures Manual is open in Word.

3. Work your way through the onscreen exercise instructions.

4. Click the **Back to Course** link.

Editing Files with Office Web Apps 2013

Video Library   http://labyrinthelab.com/videos   Video Number: WD13-V1111

Files that have been saved to SkyDrive can be edited online using Office Web Apps 2013, which run directly in your browser instead of on your computer. Web Apps have limited functionality, but they work for most simple business documents. The apps use the Ribbon interface, so when you open a document in the app, the environment seems familiar.

DEVELOP YOUR SKILLS WD11-D10

Edit a Document with Office Web Apps 2013

WebSim   WD13-W1110

In this exercise, you will edit a document with Office Web Apps 2013.

1. From the left navigation bar, click **Lessons 10–14** and then **WD11**; then, click **DYS WD13-W1110 Edit a Document with Office Web Apps 2013**.

   The WebSim loads and the SkyDrive start page appears. The computer represented in the WebSim does not have Word installed. You will edit the document using Office Web Apps 2013.

2. Work your way through the onscreen exercise instructions.

3. Click the **Back to Course** link.

Sharing Files with SkyDrive

Video Library   http://labyrinthelab.com/videos   Video Number: WD13-V1112

In addition to editing files stored on SkyDrive, you can share files and allow others to edit or comment on them. Alternatively, you can share files and allow others to only view or comment on them, but not edit.

When you share a file on SkyDrive, you actually share the SkyDrive folder containing the file. Therefore, all files stored in the folder are shared. To easily manage permissions, you could create one folder that stores files you allow others to edit and a different folder containing files that can only be viewed.
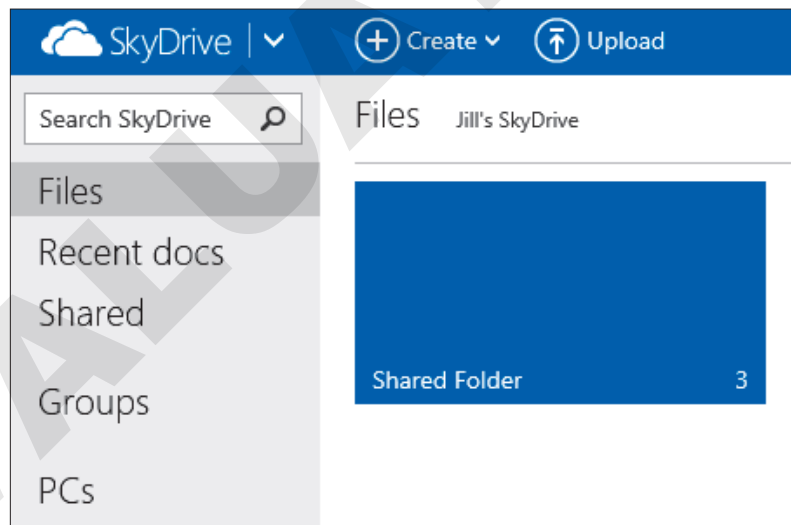
A shared SkyDrive folder that contains three documents

QUICK REFERENCE	WORKING WITH SKYDRIVE FOLDERS
Task	**Procedure**
Create a folder	■ Use your web browser to login to http://www.skydrive.com. ■ Choose Create→Folder from the menu bar above the folder icons, and type a folder name. ■ Drag and drop documents from your computer into the folder; set share permissions as necessary.
Share a folder	■ Use your web browser to login to http://www.skydrive.com, and then right-click the folder and choose Sharing. ■ Enter the email address of the person with whom you will share the folder, type a message if desired, and click Share. ■ If asked, click the link to complete the security check, and click Share again. ■ Click Done.
Access a shared file	■ Click the "x files" link in the message to see all files in the folder, then double-click a file to open it, or click the document link in the message to directly open the document. ■ Click the Edit Document button in the menu bar, and choose to edit in Word or in Word Web Apps.

DEVELOP YOUR SKILLS WD11-D11

Create a SkyDrive Folder

WebSim   WD13-W1111

In this exercise, you will create a SkyDrive folder to store shared documents.

1. From the left navigation bar, click **Lessons 10–14** and then **WD11**; then, click **DYS WD13-W1111 Create a SkyDrive Folder**.

   The WebSim loads and the SkyDrive start page appears. You are already logged in as DrJacksonRaritan@outlook.com.

2. Work your way through the onscreen exercise instructions.

3. Click the **Back to Course** link.

Moving Files in SkyDrive

Video Library http://labyrinthelab.com/videos   Video Number: WD13-V1113

Since permissions are set on folders and not individual files, you may find it necessary to move files from one SkyDrive folder to another.

DEVELOP YOUR SKILLS WD11-D12
Move Files

WebSim WD13-W1112

In this exercise, you will move a file from one SkyDrive folder to another.

1. From the left navigation bar, click **Lessons 10–14** and then **WD11**; then, click **DYS WD13-W1112 Move Files**.

   The WebSim loads and the SkyDrive start page appears. You are already logged in as DrJacksonRaritan@outlook.com.

2. Work your way through the onscreen exercise instructions.

3. Click the **Back to Course** link.

Setting Folder Permissions

Video Library http://labyrinthelab.com/videos   Video Number: WD13-V1114

After a folder is created, you can set its permissions, allowing others to view or edit the files inside. You can specify groups or individuals by the email address. Any files stored in the folder will inherit the folder's permissions.

DEVELOP YOUR SKILLS WD11-D13
Share a Folder

WebSim WD13-W1113

In this exercise, you will share a SkyDrive folder and all the files within.

1. From the left navigation bar, click **Lessons 10–14** and then **WD11**; then, click **DYS WD13-W1113 Share a Folder**.

   The WebSim loads and the SkyDrive page appears, displaying the contents of the For Review folder. You are already logged in as DrJacksonRaritan@outlook.com.

2. Work your way through the onscreen exercise instructions.

3. Click the **Back to Course** link.

Accessing Shared Files

Video Library   http://labyrinthelab.com/videos   Video Number: WD13-V1115

Once a file has been shared with you, accessing it is simple. You can click the "x files" link to go to the folder, or click a file name link to go to a specific document. Login with your Microsoft Account ID if prompted, and view or edit the file. You may wish to save the invitation email, as the links provide an easy way to access the files.

Clicking this link displays the shared folder.

Clicking one of these links opens a shared file.

Jill has 3 files to share with you on SkyDrive. To view them, click the links below.

- Meeting Agenda.docx
- Client Proposal.docx
- Quarterly Report.docx

Publishing a Blog Post

Video Library   http://labyrinthelab.com/videos   Video Number: WD13-V1116

In addition to posting files to folders on SkyDrive, Word 2013 contains additional tools that enable you to post documents as blogs. To use the feature, you must have a blog account to which to post the file. The first time you use the feature, you will be prompted to register for the blog.

You can create a blog with the Blog Post template or any Word document. Using the template allows you to control the process using the Blog Post tab on the Ribbon. If you use a regular Word document, you can publish the document by choosing the Post to Blog command in the Share tab in Backstage view.

Concepts Review

To check your knowledge of the key concepts introduced in this lesson, complete the Concepts Review quiz by choosing the appropriate access option below.

If you are…	Then access the quiz by…
Using the Labyrinth Video Library	Going to http://labyrinthelab.com/videos
Using eLab	Logging in, choosing Content, and navigating to the Concepts Review quiz for this lesson
Not using the Labyrinth Video Library or eLab	Going to the student resource center for this book

Reinforce Your Skills

Use the Highlighter and Track Changes, and Email from Word

In this exercise, you will use the highlighter to place reminders in your document, add comments, and track and review changes. You will also email your document as an attachment.

NOTE In this exercise, you will use an article from the Internet. Normally you would not modify the content of a cited work; however, since you are not representing this as your own work, you can make the changes for the sake of the exercise.

Use the Highlighter

1. Start **Word**. Open **WD11-R01-CompanionPlant** from your **WD2013 Lesson 11** folder and save it as **WD11-R01-CompanionPlant-[FirstInitialLastName]**.

2. If necessary, display formatting marks.

3. Position the insertion point at the end of the first paragraph and tap [Enter].

4. Type this text: **Make copies on 3-hole punched paper**.

5. Choose **Home→Font→Text Highlight Color** menu ▼ and then choose **Turquoise**.

6. Drag the mouse pointer, which now appears as a highlighter pen, across the sentence you just typed.

7. Choose **Home→Font→Text Highlight Color** to turn off the highlighter.

8. Press [Ctrl]+[End] to move to the bottom of the document.

9. Type this text: **Reminder: Check with Ilsa to see if lupin and savory attract lady bugs.**

10. Select the sentence and choose **Home→Font→Text Highlight Color** menu ▼→ **Bright Green**.

Change Tracking Colors and User Name and Initials

11. Choose **Review→Tracking→dialog box launcher** and then click **Change User Name**.

12. If necessary, enter your username and initials and click **OK** once. Click **Advanced Options**.

13. Choose the following colors:
    - Insertions: **Pink**
    - Deletions: **Dark Blue**
    - Comments: **Violet**

14. Click **OK** twice.

Work with Comments and Track Changes

15. Select the word *March* in the third line of the first paragraph.

16. Choose **Review→Comments→New Comment** 📝 and type this text: `Do we have a specific date yet?`

17. Scroll down to the *Tomatoes and cabbage* combination and select the last word, *leaves*.

18. Choose **Review→Comments→New Comment** 📝 and type this text: `Did Ilsa verify that this combination really works?`

Now you'll turn on Track Changes and make some editing changes.

19. Choose **Review→Tracking→Track Changes** 📝.

20. In the first sentence below the *Companion Planting* heading on page 1, select *makes for* and type `produces` in its place.

21. In the last line of the same paragraph, select *mate* and type `pair` in its place.

22. In the first line of the *Radishes and spinach* section on page 2, select *yor* and type `your` in its place.

23. Scroll down to the *Collards and catnip* section and position the insertion point at the end of the sentence.

24. Tap Spacebar and type this text: `And it will make your cat very happy!`

25. Position the insertion point at the end of the *Marigolds and Melons* section and tap Enter.

26. Type this text: `Asparagus and basil: Seems to encourage lady bugs.`

27. Select *Asparagus and basil:* and choose **Home→Font→Bold** B.

Review Tracked Changes

28. Choose **Review→Tracking→Display for Review** 📰 menu ▼→**Original** and scroll through the document.

The document now appears as it was before making changes.

29. Use the same process as in step 28 to experiment with **Simple Markup**, **No Markup**, and **All Markup**. Then leave **All Markup** as the active view.

Now you'll respond to comments and accept and reject the changes.

30. Position the insertion point at the top of the document.

31. Choose **Review→Changes→Next** ⏭.

The insertion point moves to the first comment. For the moment, pretend that you are a reviewer and not the originator of the comment.

32. Click **Reply** 💬 in the upper-right corner of the comment balloon and type this text: `I'll check with Ilsa.`

33. Choose **Review→Changes→Next** ⏭.

The insertion point moves to the makes for *deletion.*

34. Choose **Review→Changes→Accept** ✅.

The focus moves to the added word produces.

35. Choose **Review→Changes→Accept** ✅.

36. **Accept** ☑ the deletion of *mate* and the addition of *pair*.

   The insertion point moves to the next comment. Again pretend you are a reviewer and not the originator.

37. Click the reply button in the comment balloon, and then type this text: **I'll check with her.**

38. Choose **Review→Changes→Next** ↪ and accept the deletion of *yor* and the addition of **your**.

39. Accept the "*happy cat*" addition.

40. Reject the *Asparagus and basil* addition.

Send a Document for Review

41. Make sure **Track Changes** is still on.

   Remember, you want to ensure that reviewers use Track Changes.

42. Choose **File→Share→Email** 🖃 and then choose **Send as Attachment**.

   If your user ID was not set up as a user with an Outlook account, you will see a message saying that no profiles have been created. If so, just dismiss the message, turn off Track Changes, and read through the rest of this exercise.

43. In the email form, enter your email address in the **To** field, and change the **Subject** to **Policy Manual attached**.

   Notice that Word has attached the document.

44. Type this text: **Please be sure Track Changes is turned on when you review the document.**

45. Click **Send**.

46. Choose **Review→Tracking→Track Changes** 🖉 to turn it off.

47. Save and close the file; exit from **Word**.

48. Submit your final file based on the guidelines provided by your instructor.

   To see examples of how your file or files should look at the end of this exercise, go to the student resource center.

Combine and Compare Tracked Changes; Use AutoSave and AutoRecover

In this exercise, you will examine edits to a document that were made by two different reviewers and accept and reject changes. Then you will open a document that was edited without Track Changes and use the Compare feature to determine what changes were made. Finally, you will work with AutoSave and AutoRecover.

⚠ **NOTE** In this exercise, you will use articles from the Internet. Normally you would not modify the content of a cited work; however, since you are not representing this as your own work, you can make the changes for the sake of the exercise.

Combine Reviewed Documents

1. Start **Word**. Open **WD11-R02-CleanCoast** from your **WD2013 Lesson 11** folder and save it as **WD11-R02-CleanCoast-[FirstInitialLastName]**.

2. If necessary, choose **Review→Tracking→Display for Review** 🔲→**All Markup**.

3. Choose **Review→Tracking→Show Markup** 📄, slide the mouse pointer to **Balloons**, and choose **Show Only Comments and Formatting in Balloons**.

4. Choose **Review→Compare→Compare** 📘 and then choose **Combine**.

5. Choose **WD11-R02-CleanCoast-[FirstInitialLastName]** from the Original Document drop-down list.

6. Click **Browse** on the right side of the dialog box and open **WD11-R02-CleanCoastElla** from your **WD2013 Lesson 11** folder.

7. Click **More** to expand the dialog box and make sure **Word Level** and **Original Document** are chosen.

8. Click **Less** to collapse the dialog box; click **OK**.

9. Choose **Review→Compare→Compare** 📘, slide the mouse pointer down to **Show Source Documents**, and if necessary, choose **Hide Source Documents**.

10. Combine the second document, named **WD11-R02-CleanCoastNed**, with the original document.

11. Save the document.

12. Choose **Review→Tracking→Reviewing Pane** 🔲 **menu** ▼→**Reviewing Pane Vertical**.

13. Scroll down the Reviewing Pane to Ella's comment about getting schools involved.

⚠️ **TIP**   The Reviewing Pane does not always display all changes immediately. You may need to turn the feature off and then on again. Or, you may need to switch to Reviewing Pane Horizontal and back to Reviewing Pane Vertical.
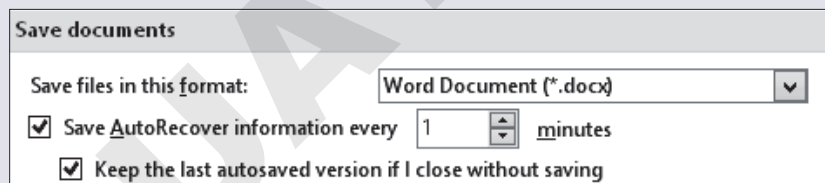
14. Click Ella's comment in the Reviewing Pane and notice that Word scrolls to that location in the document.

15. Click **Close** ⊠ at the top of the Reviewing Pane.

16. Position the insertion point at the top of the document and follow these guidelines to review the changes:
    - Accept all additions and deletions made by Ella and Ned.
    - Accept all formatting changes.
    - Reply to Ned's first comment with: **I'll check.**
    - Reply to Ella's comment with: **I'll contact one of the Park School teachers.**
    - Reply to Ned's second comment with: **I'll check the website and get back to you.**

17. Save the file as **WD11-R02-CoastEllaNed-[FirstInitialLastName]** and then close it.

Word 2013

Compare Documents

18. Open **WD11-R02-Pups** from the **WD2013 Lesson 11** folder and save it as `WD11-R02-Pups-[FirstInitialLastName]`.

19. Choose **Review→Compare→Compare** →**Compare**.

20. Choose **WD11-R02-Pups-[FirstInitialLastName]** in the Original Document drop-down list.

21. Click **Browse** on the right side of the dialog box and open **WD11-R02-PupsArthur** from the **WD2013 Lesson 11** folder.

22. If necessary, type `Arthur Menendez` in the Label Changes With field on the right and click **OK**. If you are prompted to continue with the comparison, click **Yes**.

23. Make sure the insertion point is at the top of the document.

24. Choose **Review→Changes→Next**.

25. Reject the *Raising Volunteers* addition and the *Raisers* deletion.

26. Accept all remaining changes.

27. Click **OK** when the message appears indicating there are no more changes.

28. Save the file as `WD11-R02-PupsCompare-[FirstInitialLastName]` and then close it.

Use AutoSave

29. Open **WD11-R02-AutoSave** from the **WD2013 Lesson 11** folder and save it as `WD11-R02-AutoSave-[FirstInitialLastName]`.

30. Choose **File→Options**, and then choose **Save** in the left-hand pane.

31. Make the choices shown, and then click **OK**.

Save documents		
Save files in this *f*ormat:	Word Document (*.docx)	▼
☑ Save AutoRecover information every	1 ▲▼	minutes
☑ Keep the last autosaved version if I close without saving		

32. Delete the words *by default* at the end of the first sentence, and then wait for at least one minute.

33. Choose **File→Info→Versions** to view the autosaved version of your document.

Versions
Today, 2:32 PM (autosave)

Manage Versions ▾
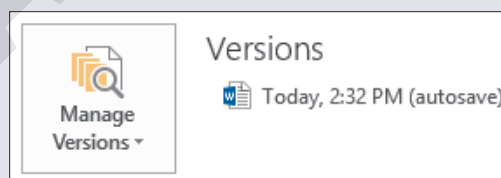
Now you will change the AutoSave duration back to ten minutes.

34. Choose **File→Options**, and then choose **Save** in the left-hand pane.

35. Change the AutoRecover duration to ten minutes; click **OK**.

36. Save and close the file; exit **Word**.

37. Submit your final files based on the guidelines provided by your instructor.

To see examples of how your file or files should look at the end of this exercise, go to the student resource center.

Use SkyDrive and Office Web Apps

WebSim   WD13-WR1102

38. If necessary, type the URL for the student resource center into the address bar of your web browser and tap Enter.

The student resource center URL is printed on the inside front cover of your book.

39. From the left navigation bar, click **Lessons 10–14** and then **WD11**; then, click **RYS WD13-WR1102 Use SkyDrive and Office Web Apps**.

40. Work your way through the onscreen exercise instructions.

41. Click the **Back to Course** link.

REINFORCE YOUR SKILLS WD11-R03

Collaborate in Word

In this exercise, you will collaborate in Word using the highlighter and track changes. You will set a reviewer's name and initials and ink colors, and you will share a file using Word's email capability. You will combine tracked changes from two reviewers, and you will compare documents with a reviewer who didn't use Track Changes. Finally, you will work with the AutoSave and AutoRecover features.

! NOTE In this exercise, you will use articles from the Internet. Normally you would not modify the content of a cited work; however, since you are not representing this as your own work, you can make the changes for the sake of the exercise.

Use the Highlighter

1. Open **WD11-R03-Global** from your **WD2013 Lesson 11** folder and save it as **WD11-R03-Global-[FirstInitialLastName]**.

2. Scroll down to the first **CATHERINE MANN** paragraph on page 1 and position the insertion point at the end of the paragraph.

3. Tap Spacebar, and then type this text: **Jennifer has some information on costs.**

4. Choose **Home→Font→Text Highlighter Color** ![icon] **menu** ▼ and then choose **Red**.

5. Drag the mouse pointer across the sentence you just typed.

6. Choose **Home→Font→Text Highlighter Color** ![icon] to turn off the highlighter.

7. Click the insertion point at the end of the next paragraph, tap Spacebar, and type this text: **See Heather about outsourcing.**

8. Select the sentence and choose **Home→Font→Text Highlight Color** ![icon].

The sentence is highlighted because you selected it first.

Set Username and Initials and Tracking Colors

9. Choose **Review→Tracking→dialog box launcher** 🗔 and then click **Change User Name**.

10. If necessary, enter your username and initials and click **OK** once. Click **Advanced Options**.

11. Set the following colors:
    - Insertions: **Bright Green**
    - Deletions: **Dark Red**
    - Comments: **Red**

12. Click **OK** twice.

Work with Track Changes

13. Choose **Review→Tracking→Track Changes** 📝.

14. Scroll to page 2 and the first **MANN** paragraph. In the first line, replace the capitalized *What* with a lowercase *what*.

15. In the next line, delete the word *ever*.

16. In the first line of the next **MANN** paragraph, delete the second occurrence of *by*.

17. In the last sentence of the same paragraph, select *make the choice* and replace it with `choose`.

18. Scroll to the top of page 3 and the **BAUMOL** paragraph.

19. In the second line, right-click the incorrectly spelled word (red underline) and choose the correct spelling from the menu.

Review Tracked Changes

20. Choose **Review→Tracking→Show Markup** 📄, slide the mouse pointer down to **Balloons**, and choose **Show Revisions in Balloons**.

    Deleted text, comments, and formatting changes will appear in balloons in the Markup Area. Added text will appear underlined in the body of the document.

21. If necessary, choose **Review→Tracking→Display for Review** 📑 and then choose **All Markup**.

22. Position the insertion point at the top of the document.

23. Choose **Review→Changes→Next** ➡️.

24. Choose **Review→Changes→Accept** ☑️ to accept the deletion of *What*.

    Word jumps to the insertion of what *in the body.*

25. Choose **Review→Changes→Accept** ☑️ to accept the insertion of *what*.

26. In the Markup Area, right-click the next balloon, the one indicating the deletion of *ever*.

27. Choose **Accept Deletion**.

28. Use the Ribbon commands to find and accept the rest of the changes. Click **OK** when the message appears indicating that there are no more changes.

    You no longer need the highlighted information, so you'll delete those items next.

29. Scroll up to page 1, and delete both sentences highlighted in red.

30. Right-click both deletion balloons and choose **Accept Deletion**.

Share a File via Email

Next you will ask your colleagues, Gretchen and Charles, to review the document.

31. Check to make sure **Track Changes** 📝 is still turned on.

Remember, you want to ensure that the reviewers use Track Changes.

32. Choose **File→Share→Email** 📧 and then choose **Send as Attachment**.

In this example, you will send the email to yourself. If your user ID was not set up as a user with an Outlook account, you will see a message saying that no profiles have been created. If so, just dismiss the message, turn off track changes, and read through the rest of the email portion of the exercise.

33. In the email form, enter your email address in the **To** field and change the **Subject** to **Global research attached**.

Notice that Word has attached the document.

34. Type this text: **Please review and propose any changes you would like.**

35. Click **Send**.

Combine Tracked Changes from Two Reviewers

36. Choose **Review→Compare→Compare** 📄**→Combine** to open the Combine Documents dialog box.

37. In the Original Document field, choose **WD11-R03-Global-[FirstInitialLastName]** from the drop-down list.

38. On the right side of the dialog box, click **Browse**, and open **WD11-R03-GlobalGretchen** from your **WD2013 Lesson 11** folder.

39. Click **OK**.

40. If a message appears regarding formatting changes, make sure your document is chosen and click **Continue with Merge**.

41. Choose **Review→Compare→Compare** 📄**→Combine**.

42. Follow the procedure outlined in steps 38–41 to combine the second reviewed document, **WD11-R03-GlobalCharles**, with the original.

43. Choose **Review→Tracking→Reviewing Pane** 📑 **menu ▼→Reviewing Pane Vertical**.

The Reviewing Pane (labeled Revisions at the top) summarizes the changes from both Gretchen and Charles.

44. Scroll down the Reviewing Pane to the **Charles Aiken** revisions where he inserted *increasing*.

⚠️ **TIP** The Reviewing Pane does not always display all changes immediately. You may need to turn the feature off and then on again. Or, you may need to switch to Reviewing Pane Horizontal and back to Reviewing Pane Vertical.
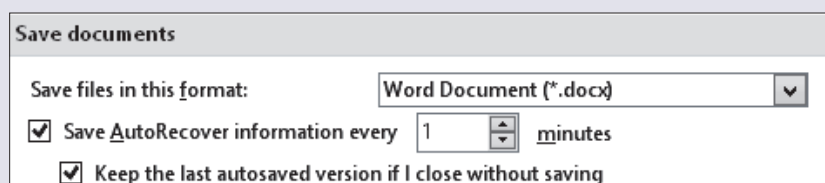
45. Click the item in the **Reviewing Pane** and notice that the document scrolls to that position.

46. **Close** ⊠ the Reviewing Pane.

47. Save the file as **WD11-R03-GlobalCombined-[FirstInitialLastName]**.

48. Position the insertion point at the top of the document.

49. Use **Next** 🔁 and **Accept** ☑ to accept all proposed changes.

50. Click the **Charles Aiken** comment balloon, and then click the reply button in the upper-right corner of the balloon.

51. Type this text: **Yes, I have the information.**

52. Click the **Gretchen Harris** comment, click the reply button, and type this text: **Could you please email that to me?**

53. Save and then close the file.

Compare Documents

54. Open **WD11-R03-Obesity** from the **WD2013 Lesson 11** folder and save it as **WD11-R03-Obesity-[FirstInitialLastName]**.

55. Choose **Review→Compare→Compare** 📄 **→Compare**.

56. In the Original Document field, choose **WD11-R03-Obesity-[FirstInitialLastName]** from the drop-down list.

57. Click **Browse** on the right side of the dialog box and open **WD11-R03-ObesityMargo** from the **WD2013 Lesson 11** folder.

58. If necessary, type **Margo Meyers** in the Label Changes With field; click **OK**. If you are prompted to continue with the comparison, click **Yes**.

59. Scroll through the document and observe Margo's edits.

You won't accept and reject changes in this example.

60. Save the file as **WD11-R03-MargoEdits-[FirstInitialLastName]**, and then close it.

Use AutoSave and AutoRecover

61. Open **WD11-R03-Recover** from the **WD2013 Lesson 11** folder and save it as **WD11-R03-Recover-[FirstInitialLastName]**.

Now you will change the AutoSave duration to one minute.

62. Choose **File→Options** to open the Word Options dialog box.

63. Choose **Save** in the left-hand pane.

64. Make the choices shown and then click **OK**.

| Save documents		
Save files in this _f_ormat:	Word Document (*.docx)	⌄
☑ Save Auto_R_ecover information every	1 ⌄ minutes	
☑ Keep the last autosaved version if I close without saving		

65. Delete the words *you can* in the first line and then wait for at least one minute.

66. Choose **File→Info** and then click the **Manage Versions** button.

The button displays the command you can use to review any documents that were not saved; to the right of the button, you see the AutoSaved version of your document.
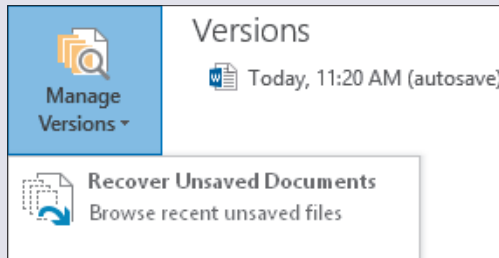
Now you will change the AutoSave duration back to ten minutes.

67. Choose **Options** on the left of the screen and then choose **Save** in the left-hand pane.

68. Change the AutoRecover duration to **ten minutes** and then click **OK**.

69. Save and close the file; exit **Word**.

70. Submit your final files based on the guidelines provided by your instructor.

Use SkyDrive and Office Web Apps 2013

WebSim WD13-WR1103

71. If necessary, type the URL for the student resource center into the address bar of your web browser and tap Enter.

The student resource center URL is printed on the inside front cover of your book.

72. From the left navigation bar, click **Lessons 10–14** and then **WD11**; then, click **RYS WD13-WR1103 Use SkyDrive and Web Apps 2013**.

73. Work your way through the onscreen exercise instructions.

74. Click the **Back to Course** link.

Reinforce Your Skills **WD11.37**

Apply Your Skills

Highlight Text, Track Changes, and Email from Word

In this exercise, you will use the highlighter and set the username, initials, and ink color. You will add comments and edit the document, and you will review the changes. Finally, you will email the file from within Word.

> **NOTE** In this exercise, you will use an article from the Internet. Normally you would not modify the content of a cited work; however, since you are not representing this as your own work, you can make the changes for the sake of the exercise.

Use the Highlighter

1. Start **Word**. Open **WD11-A01-Crete** from your **WD2013 Lesson 11** folder and save it as **WD11-A01-Crete-[FirstInitialLastName]**.

2. Use the **Text Highlighter Color** button to highlight the last sentence of the first paragraph in pink.

3. Position the insertion point at the end of the first paragraph below the *Crete* heading.

4. Tap [Spacebar] and then type this text: **The Roman and Turkish remnants are worth adding to the tour.**

5. Highlight the sentence you just typed with pink.

Set the Username and Ink Colors; Track Changes and Add Comments

6. Open the **Track Changes Options** dialog box and click **Change User Name**. If necessary, enter your username and initials.

7. Click the **Advanced Options** button in the same dialog box and choose these colors:
   - Insertions: **Green**
   - Deletions: **Red**
   - Comments: **Turquoise**

8. Select the city name, *Heraklion*, in the first bullet point.

9. Use the **New Comment** button to insert this comment: **A quick stop in Heraklion to see Knossos would be nice.**

10. Select the city name, *Elounda,* at the beginning of the fifth bullet point and insert this comment: **A good spot for celebrity watching.**

11. Turn on **Track Changes**.

12. In the fourth line of the paragraph below the *Crete* heading, replace *was* with **were**.

13. In the next line, replace *place* with **island**.

14. In the second line of the second bullet point, replace *Brits* with **British**.

15. Scroll to page 2 and the third from the last bullet point about the city of Rethymno.

16. Position the insertion point after the space at the end of the paragraph and type this text: **There is a daily ferry from Athens.**

Review Tracked Changes and Email the File

17. Ensure that **All Markup** is active in the **Display for Review** 📑 field.

18. Position the insertion point at the top of the document.

19. Use **Next** 🔁 and **Accept** ☑ to find and accept all editing changes.

20. Send your file as an email attachment using these guidelines:

- Use Word's Email and Send as Attachment features.
- Insert your email address in the To field.

  If your user ID was not set up as a user with an Outlook account, you will see a message saying that no profiles have been created. If so, just dismiss the message, turn off track changes, and read through the rest of this exercise.

- Change the subject to **Crete Review**.
- Add this message: **I hope my comments are helpful.**

21. Save and close the file; exit **Word**.

22. Submit your final file based on guidelines provided by your instructor.

  To see examples of how your final file or files should look at the end of this exercise, go to the student resource center.

APPLY YOUR SKILLS WD11-A02

Combine and Compare Documents, and Use AutoRecover

In this exercise, you will combine the documents from two reviewers into your original document, and you will compare your original document with a revised document where the reviewer did not use Track Changes. Finally, you will close a document without saving it and use AutoRecover to save the document.

⚠️ **NOTE** In this exercise, you will use articles from the Internet. Normally you would not modify the content of a cited work; however, since you are not representing this as your own work, you can make the changes for the sake of the exercise.

Combine Changes from Two Reviewers and Compare Documents

1. Start **Word**. Open **WD11-A02-Whistler** from your **WD2013 Lesson 11** folder and save it as **WD11-A02-Whistler-[FirstInitialLastName]**.

2. Ensure that the **Display for Review** 📑 feature in the Tracking group is set to **All Markup**.

3. Choose **Show Markup** 📄 and the **Balloons** option. If necessary, choose **Show Revisions in Balloons**.

4. Combine your original document, **WD11-A02-Whistler-[FirstInitialLastName]**, with the revised document, **WD11-A02-WhistlerColleen**.

5. Combine your original document, **WD11-A02-Whistler-[FirstInitialLastName]**, with the revised document, **WD11-A02-WhistlerAnthony**.

6. Choose **Compare→Compare**, slide the mouse pointer to **Show Source Documents**, and choose **Show Both**.

   Notice the combined document in the middle pane and the revised documents on the right.

7. Scroll down in the combined document and notice that the revised documents scroll simultaneously.

8. Scroll to the top of the combined document, and then scroll to the bottom of the **Review Pane** (labeled Revisions at the top) on the left.

9. Click the last item in the list and notice that the documents scroll to the position of that revision.

10. Choose **Compare→Compare**, slide the mouse pointer to **Show Source Documents**, and choose **Hide Source Documents**.

11. **Close** ⊠ the Reviewing Pane.

12. Position the insertion point at the top of the document.

13. Accept all changes made by Colleen and Anthony except the change in the first paragraph of the article where Colleen changed kilometers to miles. Reject both the deletion and the addition.

14. Save the file as **WD11-A02-Whistler_CC_AN-[FirstInitialLastName]** and then close it.

15. Open **WD11-A02-SanDiego** from the **WD2013 Lesson 11** folder and save it as **WD11-A02-SanDiego-[FirstInitialLastName]**.

16. Compare **WD11-A02-SanDiego-[FirstInitialLastName]** in the Original Document field with **WD11-A02-SanDiegoMel** located in the **WD2013 Lesson 11** folder. If you are prompted to continue with the comparison, click **Yes**.

17. Scroll through the document and observe the changes.

    All the changes look good, so you'll accept them all at once.

18. Choose **Review→Changes→Accept** ☑ **menu ▼→Accept All Changes**.

19. Save the file as **WD11-A02-SDCompared-[FirstInitialLastName]** and then close it.

Use AutoRecover

Now you will start a document, and then close it without saving. Then you will use the AutoRecover feature to locate and save the file.

20. Start a new blank document and type **Universal Corporate Events**.

21. Close the document. When prompted to save, choose **Don't Save**.

22. Start a new blank document.

23. Choose **File→Info** to open Backstage view, click **Manage Versions**, and choose **Recover Unsaved Documents**.

24. Double-click the file with the current date that shows *Universal Corporate Events*.

25. Click the **Save As** button at the top of the screen and save the file as **WD11-A02-AutoRec-[FirstInitialLastName]** in your **WD2013 Lesson 11** folder.

26. Close the recovery screen; exit **Word**.

27. Submit your final files based on the guidelines provided by your instructor.

To see examples of how your final file or files should look at the end of this exercise, go to the student resource center.

Use SkyDrive and Office Web Apps

WebSim   WD13-WA1102

28. If necessary, type the URL for the student resource center into the address bar of your web browser and tap Enter.

The student resource center URL is printed on the inside front cover of your book.

29. From the left navigation bar, click **Lessons 10–14** and then **WD11**; then, click **AYS WD13-WA1102 Use SkyDrive and Web Apps**.

30. Work your way through the onscreen exercise instructions.

31. Click the **Back to Course** link.

APPLY YOUR SKILLS WD11-A03

Collaborate on a Document

In this exercise, you will use Tracked Changes and combine and compare documents, and you will set tracking options. You will use Word's email feature to send a document as an attachment, and you will use the AutoSave and AutoRecover features.

NOTE In this exercise, you will use articles from the Internet. Normally you would not modify the content of a cited work; however, since you are not representing this as your own work, you can make the changes for the sake of the exercise.

Use the Highlighter

1. Start **Word**. Open **WD11-A03-Cabo** from your **WD2013 Lesson 11** folder and save it as **WD11-A03-Cabo-[FirstInitialLastName]**.

2. Highlight the last sentence in the first paragraph with blue.

That color makes it difficult to read the text.

3. Change the highlight color to turquoise.

Track Changes and Add Comments

4. Use the **Show Markup** 📄 feature and the **Balloons** option to ensure that **Show Revisions in Balloons** is chosen.

5. Choose **Review→Tracking→dialog box launcher** 🔲 and make sure your username and initials appear in the Word Options dialog box.

6. Change the colors in the Advanced Track Changes Options dialog box as follows:
   - Insertions: **Bright Green**
   - Deletions: **Turquoise**
   - Comments: **Dark Red**

7. Turn on **Track Changes** 📝.

8. Replace the last word in the first paragraph below the *See* heading, *abundant*, with `plentiful`.

9. In the fourth line of the first bullet point, replace *allows for* with `provides`.

10. In the second line of the next bullet point, enter a `comma` after *old* and delete the word *and*.

11. Position the insertion point at the top of the document.

12. Use the **Next** 🔁 button to locate the first change, and reject the *abundant* deletion and the *plentiful* addition.

13. Accept the rest of the changes.

14. Turn off **Track Changes** 📝.

15. Select *Submarine* in the second bullet point below the Scuba Diving & Watersports heading.

16. Add this comment: `This looks like a fun activity. Let's check it out.`

17. Scroll to the bottom of page 2, select the *Cruises* heading, and add this comment: `Are these cruise companies still in business?`

Check Tracked Changes Options and Email Files

18. Check that **Display for Review** 🔲 is set to **All Markup**.

19. Use the **Email** 🔲 feature and the **Send as Attachment** option to send an email as shown.

    If your user ID was not set up as a user with an Outlook account, you will see a message saying that no profiles have been created. If so, just dismiss the message and go to the next step.

	To...	<your email address>
Send	Cc...	
	Subject	Cabo Review
	Attached	WD11-A03-Cabo-SStudent.docx (22 KB)

Please make sure Track Changes is turned on.

Combine Tracked Changes and Compare Documents

20. Use the **Combine** feature to combine the following documents:
    - The original document is **WD11-A03-Cabo-[FirstInitialLastName]**.
    - The first revised document is **WD11-A03-CaboAudrey**.
    - The second revised document is **WD11-A03-CaboJose**.

21. Use the **Compare** feature to show both source documents.

22. Scroll down the **Reviewing Pane** (labeled Revisions at the top), click one of the revisions, and notice that the documents scroll to the position of the change.

23. Close the **Reviewing Pane** and then use the **Compare** feature to hide source documents.

24. Accept all changes.

25. Click the reply button in the first comment and type this text: **I'll give them a call.**

26. Click the reply button in the second comment and type this text: **I'll find out.**

27. Save the file as **WD11-A03-CaboCombo-[FirstInitialLastName]** and then close it.

28. Open **WD11-A03-Singapore** from the **WD2013 Lesson 11** folder and save it as **WD11-A03-Singapore-[FirstInitialLastName]**.

29. Compare this file with **WD11-A03-SingEllen**. If you are prompted to continue with the comparison, click **Yes**.

30. Accept all changes and save the file as **WD11-A03-SingComp-[FirstInitialLastName]**. Close the file.

Use AutoSave and AutoRecover

31. Start a new blank document.

32. Use the **Word Options** dialog box **Save** category to ensure that the **AutoRecover** duration is 10 minutes.

33. Type the following: **This is an AutoRecover test**.

34. Close the file without saving it.

35. Start a new blank document.

36. Choose **File→Info**, click **Manage Versions**, and choose **Recover Unsaved Documents**.

37. Open the **This is an AutoRecover test** file and save it as **WD11-A03-AutoRecTest-[FirstInitialLastName]**. Close the **AutoRecover window**. Exit **Word**.

38. Submit your final files based on guidelines provided by your instructor.

Use SkyDrive and Office Web Apps 2013

WebSim   WD13-WA1103

39. If necessary, type the URL for the student resource center into the address bar of your web browser and tap ⎡Enter⎤.

The student resource center URL is printed on the inside front cover of your book.

40. From the left navigation bar, click **Lessons 10–14** and then **WD11**; then, click **AYS WD13-WA1103 Use SkyDrive and Web Apps 2013**.

41. Work your way through the onscreen exercise instructions.

42. Click the **Back to Course** link.

Extend Your Skills

In the course of working through the Extend Your Skills exercises, you will think critically as you use the skills taught in the lesson to complete the assigned projects. To evaluate your mastery and completion of the exercises, your instructor may use a rubric, with which more points are allotted according to performance characteristics. (The more you do, the more you earn!) Ask your instructor how your work will be evaluated.

WD11-E01 That's the Way I See It

You are a college senior, and your professor has asked you to prepare a report on the best business opportunities for the coming year. To begin, choose a business that appeals to you. Then, create a short introduction (4–5 sentences) summarizing your reasons for choosing the business. Copy content of one to two pages on business prospects, citing your sources. Save the file as **WD11-E01-Biz-[FirstInitialLastName]** in the **WD2013 Lesson 11** folder.

Create two copies of the file (**WD11-E01-BizJohn** and **WD11-E01-BizJorge**) and save them in the **WD2013 Lesson 11** folder. For the "John" document, enter **John Swales** as the username in the Track Changes Options dialog box. Turn on Track Changes and revise the document using your own ideas and judgment. Do the same for the "Jorge" document, using **Jorge Martinez** as the username and different revisions than you did for John. Combine the revised files with your original file, accepting and rejecting revisions as you see fit, and then save and close the file.

You will be evaluated based on the inclusion of all elements specified, your ability to follow directions, your ability to apply newly learned skills to a real-world situation, your creativity, and the relevance of your topic and/or data choice(s). Submit your final files based on the guidelines provided by your instructor.

WD11-E02 Be Your Own Boss

As the owner of Blue Jean Landscaping, you decide to research recent articles on business opportunities in landscaping to determine future growth potential. Create a report of one or two pages using content you find online (citing your sources). Provide a short introductory paragraph (4–5 sentences) summarizing the outlook for the landscaping business. Name your file **WD11-E02-Landscape-[FirstInitialLastName]**. Make a copy of the document, naming it **WD11-E02-Landscape-Art-[FirstInitialLastName]**.

Begin to share the document with Art via email from within Word. Fill out the email form. Make up Art's email address and a subject. When complete, tap PrtScn and paste the screenshot into a new Word document named **WD11-E02-Email-[FirstInitialLastName]**. Close the email form without sending. For the "Art" document, use the Track Changes Options dialog box and enter **Art Reese** as the username. Revise the document without Track Changes. Insert at least one comment, and then save the document. Save both files in your **WD2013 Lesson 11** folder. Compare your original with the "Art" file. Display the Reviewing Pane in a vertical alignment, and then tap PrtScn. Add the screenshot to your Email document. Accept and reject revisions as you see fit, and include a reply to Art's comment. Save the file.

You will be evaluated based on the inclusion of all elements specified, your ability to follow directions, your ability to apply newly learned skills to a real-world situation, your creativity, and your demonstration of an entrepreneurial spirit. Submit your final files based on the guidelines provided by your instructor.

Transfer Your Skills

In the course of working through the Transfer Your Skills exercises, you will use critical-thinking and creativity skills to complete the assigned projects using skills taught in the lesson. To evaluate your mastery and completion of the exercises, your instructor may use a rubric, with which more points are allotted according to performance characteristics. (The more you do, the more you earn!) Ask your instructor how your work will be evaluated.

WD11-T01 Use the Web as a Learning Tool

Throughout this book, you will be provided with an opportunity to use the Internet as a learning tool by completing WebQuests. According to the original creators of WebQuests, as described on their website (WebQuest.org), a WebQuest is "an inquiry-oriented activity in which most or all of the information used by learners is drawn from the web." To complete the WebQuest projects in this book, navigate to the student resource center and choose the WebQuest for the lesson on which you are currently working. The subject of each WebQuest will be relevant to the material found in the lesson.

WebQuest Subject: Research different editing processes.

Submit your final files based on the guidelines provided by your instructor.

WD11-T02 Demonstrate Proficiency

As an employee of Stormy BBQ, you have been asked to research the advantages of grass-fed beef. Using content from online articles, create a report of one or two pages (be sure to cite your sources). Provide an introductory paragraph of four or five sentences summarizing the benefits of grass-fed beef. Name the report **WD11-T02-Beef-[FirstInitialLastName]** and save it in the **WD2013 Lesson 11** folder. Make a copy of the file, naming it **WD11-T02-BeefCarla** and save it in the **WD2013 Lesson 11** folder as well. In the Track Changes Options dialog box, enter **Carla Agosto** as the username.

Change the reviewer ink settings for insertions, deletions, and comments to Red. Tap PrtScn, and then paste the screenshot of the Advanced Track Changes Options dialog box in a new Word document named **WD11-T02-Ink-[FirstInitialLastName]**.

Make revisions to the "Carla" file, including at least one comment; save it. Combine the "Carla" file with your original file, accepting and rejecting changes as you see fit and inserting a reply to the comment. Highlight one sentence with bright green, and then save the file.

Submit your final files based on the guidelines provided by your instructor.