

Microsoft Office

(Office 2021 and Microsoft 365)

Step

by

Step

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PRACTICE FILES



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Step by Step

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To remove the selected change, restore the original text, and remain in the same location

- Right-click the change, and then select **Reject Deletion** or **Reject Insertion**.
- On the **Review** tab, in the **Reject** list, select **Reject This Change**.

To accept or reject all the changes in a section of text

- Select the text. Then do either of the following:
 - On the **Review** tab, in the **Changes** group, select the **Accept** button or the **Reject** button.
 - Right-click the selected text, and then select **Accept Change** or **Reject Change**.

To accept or reject all the changes in a document

- On the **Review** tab, in the **Accept** list, select **Accept All Changes**.
- On the **Review** tab, in the **Reject** list, select **Reject All Changes**.

To accept or reject all the changes of a certain type or from a certain reviewer

- Configure the review display settings to display only the changes you want to accept or reject. Then do either of the following:
 - On the **Review** tab, in the **Accept** list, select **Accept All Changes Shown**.
 - On the **Review** tab, in the **Reject** list, select **Reject All Changes Shown**.

Remember to check for errors

It's a good idea to check for spelling issues in a document after you finish processing changes because, for example, it's easy to accidentally end up with a missing or extra space in the document. If the **Check Spelling As You Type** option is on (as it is by default), you can scroll through the document and visually scan for wavy red underlines that indicate suspected spelling errors or double blue underlines that indicate suspected grammar errors. To be entirely thorough, you can run the **Editor** tool (from the **Proofing** group on the **Review** tab) and respond to each spelling or grammar issue or writing suggestion it identifies.

Compare and combine documents

Sometimes you might want to compare several versions of the same document. Word supports two types of document-version comparison:

- Comparing a document to a separate copy of the document.
- Comparing a document to a previous version of the same document.

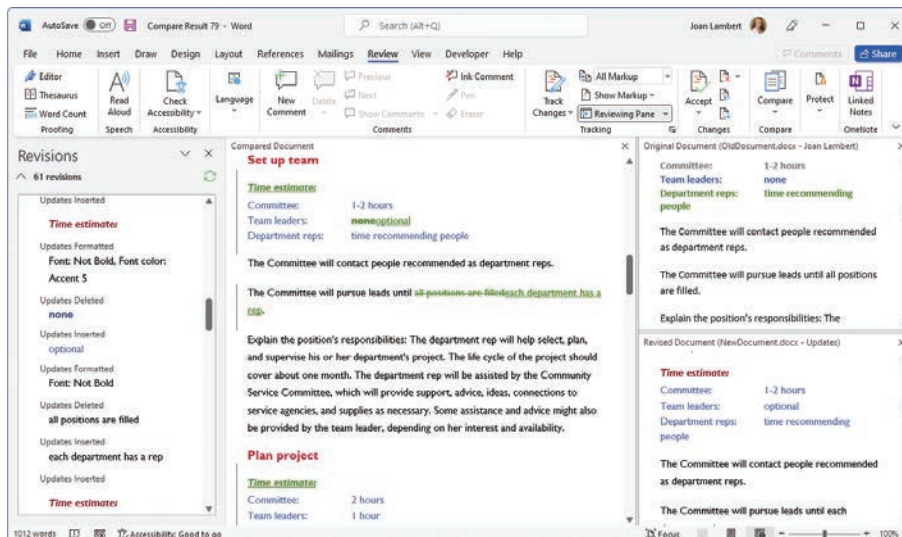
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Compare and combine separate copies of a document

If you have sent a document out for review by several colleagues, you might want to compare their edited versions with the original document. Or if you've made changes to a document and you want to compare it to a previous version of the document, you can do that, too.

Instead of comparing multiple open documents visually, you can tell Word to compare the documents and either move the changes from one document into the other or create a new document that contains the changes from both documents.

By default, when you compare documents, Word generates a composite document that shows all the differences between the two documents as tracked changes. If you want to review the specific changes and the before-and-after versions independently, you can display the source documents in the same window.



Scrolling any version of the documents you're comparing or combining scrolls all three

If you're working on a document that's stored in a SharePoint document library, the Compare menu also includes options for comparing the open document to other versions of itself.



TIP Word can't compare or combine documents that have Protection turned on to restrict changes.

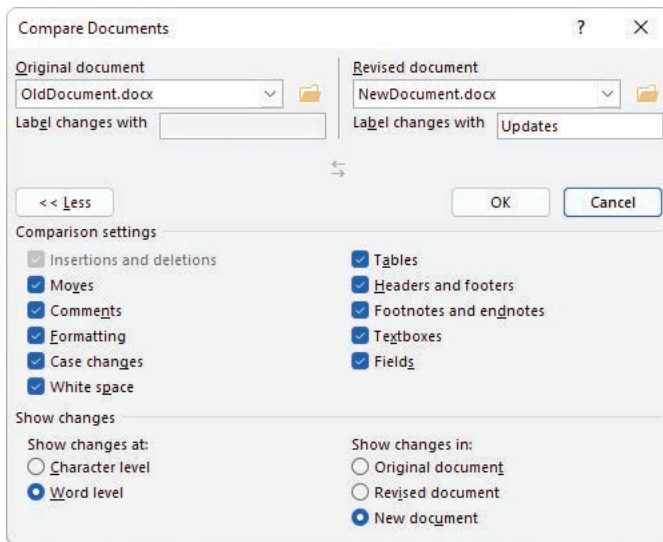
You can compare any two documents. To compare multiple edited documents to one original, combine all the edited documents into one and then compare them with the original.

To compare or combine two documents and annotate changes

1. Start from a blank document or any existing document.
2. On the **Review** tab, in the **Compare** group, select **Compare** to track changes from only one document or **Combine** to track changes from both documents.
3. In the **Compare Documents** or **Combine Documents** dialog, under **Original document**, select the arrow to expand the alphabetical list of documents you've recently worked with.
4. If the document you want to designate as the first document appears in the list, select it. If not, select **Browse** (the first item in the list) to display the **Open** dialog. In the dialog, navigate to the document you want, select it, and then select **Open**.
5. Use the same technique in the **Revised document** area to select the document you want to designate as the second document.
6. In the **Label changes with** box or boxes, enter the name or names you want Word to assign as the reviewer when marking differences between the documents.



TIP When comparing documents, you specify the reviewer for only the revised document; when combining documents, you specify reviewers for both documents.



You can indicate the differences to identify and how to label them

7. If the dialog doesn't include the **Comparison settings** and **Show changes** areas, select the **More** button to display them.
8. In the **Comparison settings** area of the dialog, select the checkboxes of the content differences you want to annotate.



TIP By default, Word marks changes at the word level in a new document. You have the option to show changes at the character level and to show them in one of the two documents rather than in a third document. Until you're comfortable with the compare and combine operations, it's safest to retain the default settings in the Show Changes area.

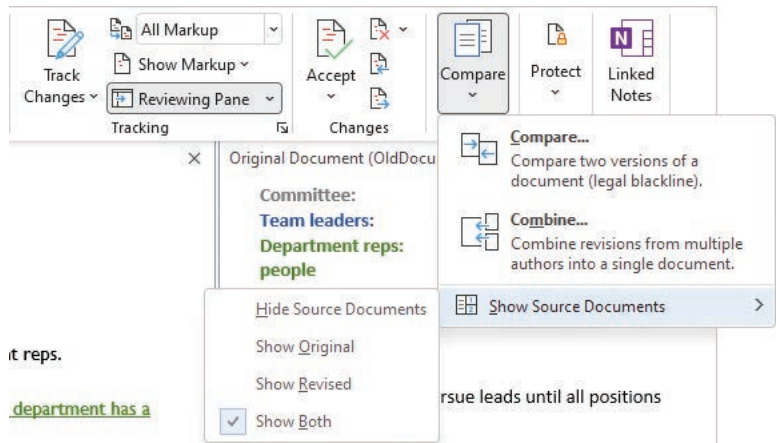
9. In the **Compare Documents** or **Combine Documents** dialog, select **OK** to create the combined document.



TIP If you compare documents that contain conflicting formatting, a message box will ask you to confirm which document's formatting should be used.

To hide or display comparison source documents

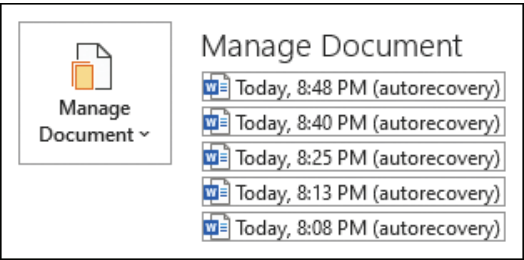
- In the **Compare Result** document window, on the **Review** tab, in the **Compare** group, select **Show Source Documents**, and then select **Hide Source Documents** or the option to show one or both source documents.



Word shows both source documents by default

Compare separate versions of a document

Word automatically saves a temporary copy of your open documents every 10 minutes. Automatically saved versions of the document are displayed in the Manage Document area of the Info page of the Backstage view.



You can easily review or recover an earlier version of a document

To display a previous version of a document

- On the **Info** page of the Backstage view, in the **Manage Document** list, select the version you want to display.

To compare a document to a previous version

1. Display the previous version of the document.
2. On the information bar at the top of the previous version, select **Compare**.

To roll back to a previous version of a document

1. Display the previous version of the document.
2. On the information bar at the top of the previous version, select the **Restore** button.

To change how often Word automatically saves document recovery versions

1. Display the **Save** page of the **Word Options** dialog.
2. In the **Save AutoRecover information every** box, enter the number of minutes Word should allow to pass before saving a recovery version of the document.
3. Select **OK** to close the dialog.

Control content changes

Sometimes you'll want to allow people to display the contents of a document but not make changes to it. Other times you'll want to allow changes, but only of certain types, or only if they're tracked for your review. This section includes information about ways that you can protect the content of a document.



TIP When considering content protection options, keep in mind that storing documents within a document-management system that has version control can save you a lot of trouble. Word includes a built-in version-tracking system that you can use to compare and restore previous versions of a document that are stored on your computer. Microsoft SharePoint document libraries provide access to previous versions of documents checked in by any team member.