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## Word 2007 Review Tools: Track Changes

### Executive Summary – Tracking Changes

Often in the workplace, colleagues ask for your editing and feedback on professional documents. Rather than permanently changing a document by adding and deleting words, Word 2007 gives you the ability to track these changes. When you track changes, the writer can easily spot the edits for the ability to accept or deny the changes, or improve the document further.

### How to Track Changes & Edit a Document

**Step 1:** Open the document you wish to edit (Figure 1).

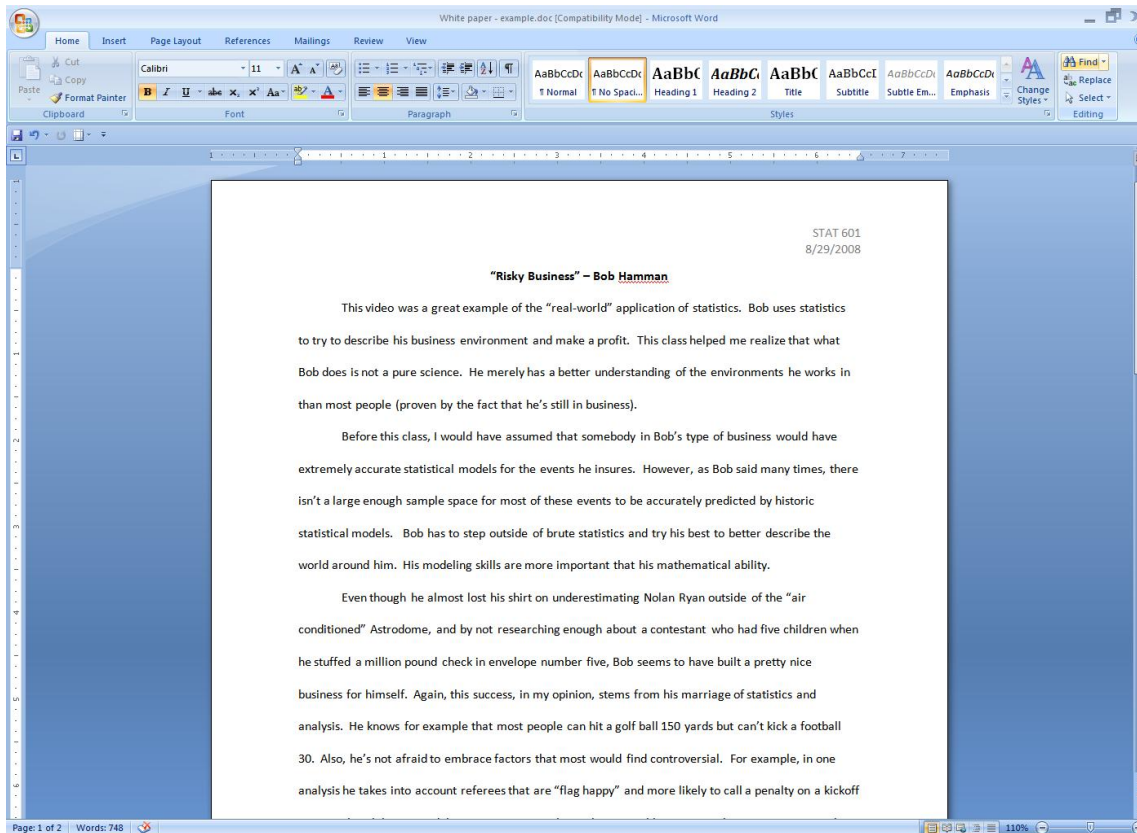
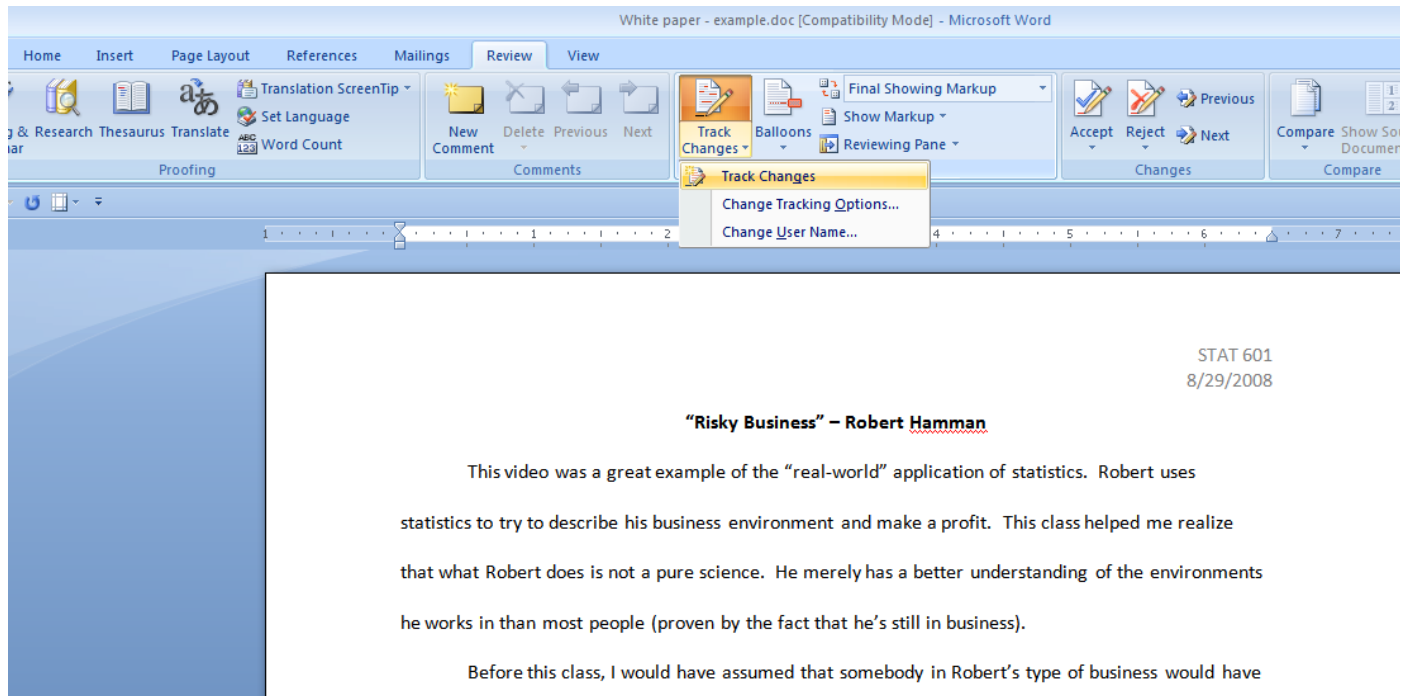


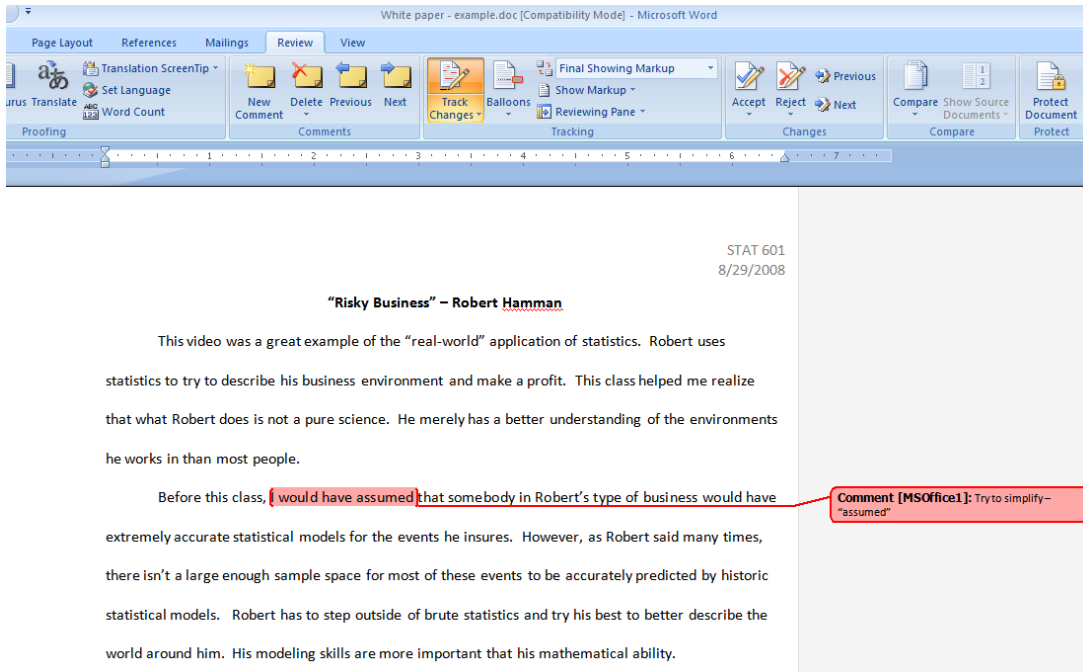
Figure 1

**Step 2:** Before you begin to edit the document, click the “Review” tab. Select the “Track Changes” icon. A dropdown will open. Select the “Track Changes” option. You are now ready to edit the document. (Figure 2)



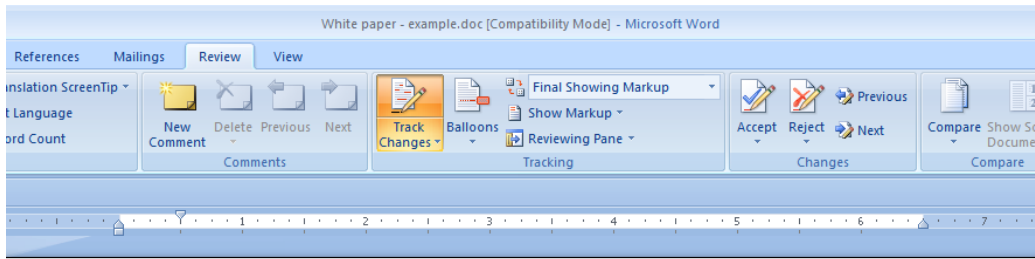
**Figure 2**

**Step 3:** Begin making changes to the document. In order to add a recommendation or comment to a word or paragraph, place your cursor at the end of the text and click on the “New Comment” icon in the review tab. A red box will open automatically, and you are able to add your comment. (Figure 3)



**Figure 3**

In order to delete a word or phrase, highlight the text and press the ‘Delete’ button on your keyboard. Word will automatically add a red box with the deleted text (on the right side of the screen) text to track the removed text.



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**"Risky Business" – Robert Hamman**

This video was a great example of the "real-world" application of statistics. Robert uses statistics to try to describe his business environment and make a profit. This class helped me realize that what Robert does is not a pure science. He merely has a better understanding of the environments he works in than most people (proven by the fact that he's still in business).

Before this class, I would have assumed that somebody in Robert's type of business would have extremely accurate statistical models for the events he insures. However, as Robert said many times, there isn't a large enough sample space for most of these events to be accurately predicted by historic statistical models. Robert has to step outside of brute statistics and try his best to better describe the world around him. His modeling skills are more important than his mathematical ability.

Figure 4

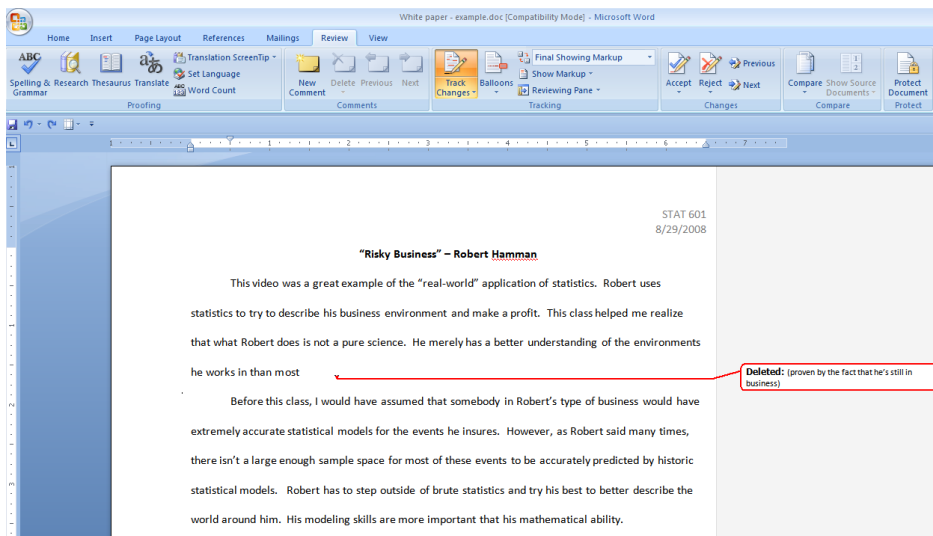


Figure 5

In order to add a word to the document, simply enter the desired text. Word will track the new text by underlining and making the font red.

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Before this literary class, I would have assumed that somebody in Robert’s type of business would have extremely accurate statistical models for the events he insures. However, as Robert said many times, there isn’t a large enough sample space for most of these events to be accurately predicted by historic statistical models. Robert has to step outside of brute statistics and try his best to better describe the world around him. His modeling skills are more important than his mathematical ability.

Figure 6

**Step 4:** After you complete editing the document, the changes must be either accepted or rejected. Click the “Review Tab” so the Review menu is opened. Right click each comment and either select the “Accept” icon to accept the changes or select the “Reject” icon to reject the change. In order to accept all changes, select the “Accept All Changes in Document” option under the “Accept” icon.

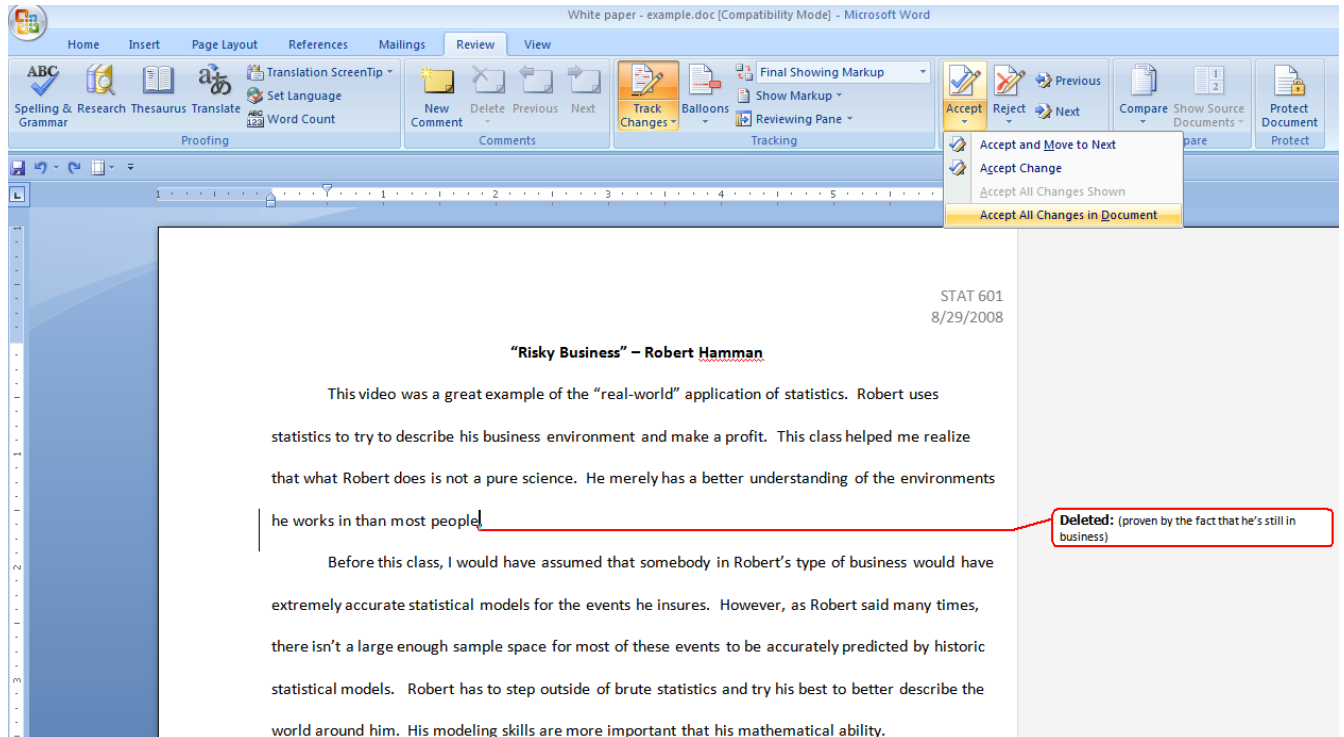
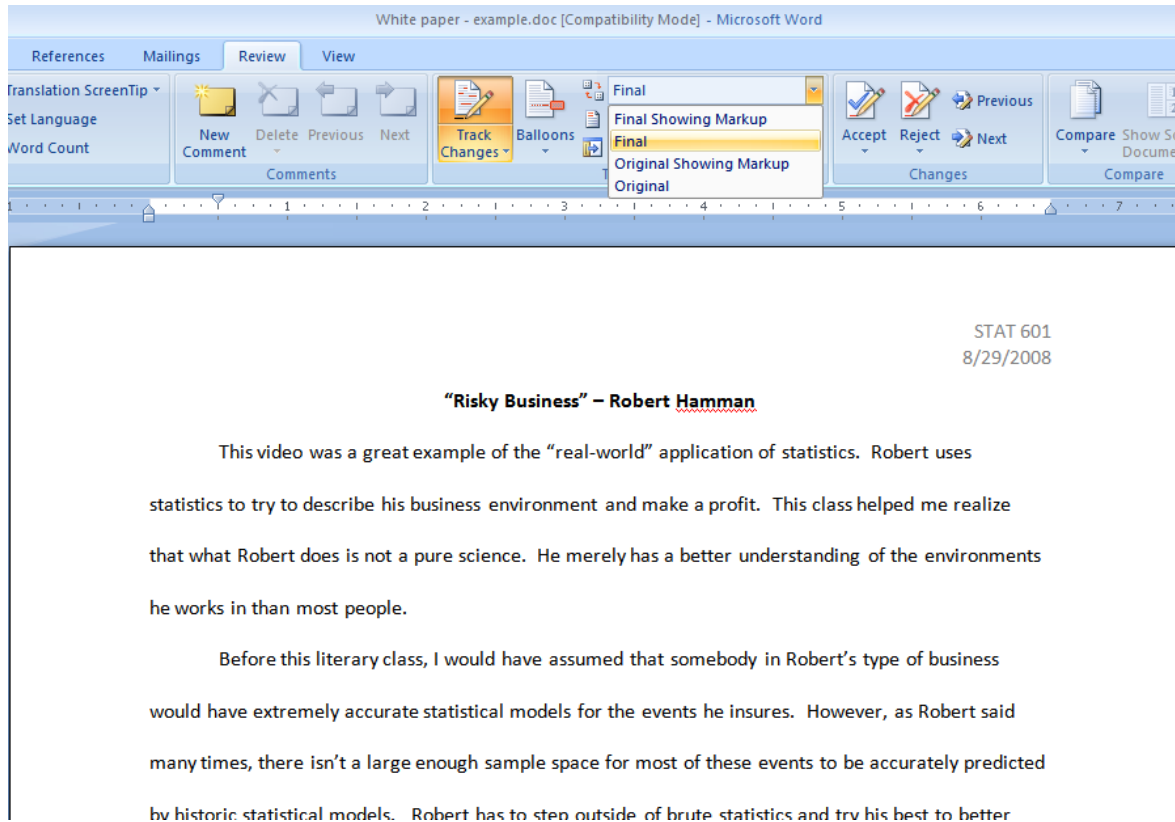


Figure 7

**Step 5:** Once you've finished editing the document, make sure the document is set to "Final" version. Under the Review tab, open the "Display for Review" dropdown with options of "Final Showing Markup", Final, Original Showing Markup" or Original. Select "Final" in order to retain any changes you selected but return all fonts to original condition. This will ensure you will not see any comments, red fonts or underlines.



**Figure 8**

**Conclusion:**

Word 2007's Track Changes menu makes it extremely easy to review documents and give feedback to colleagues or peers. Adding comments to a colleague's documents can give suggestions without changing the style of the document. With the convenient 'Accept' and 'Reject' options, writers can select which changes they approve or would prefer to discard. These options under Word' Review toolbar make editing and reviewing documents easy and informative for all.