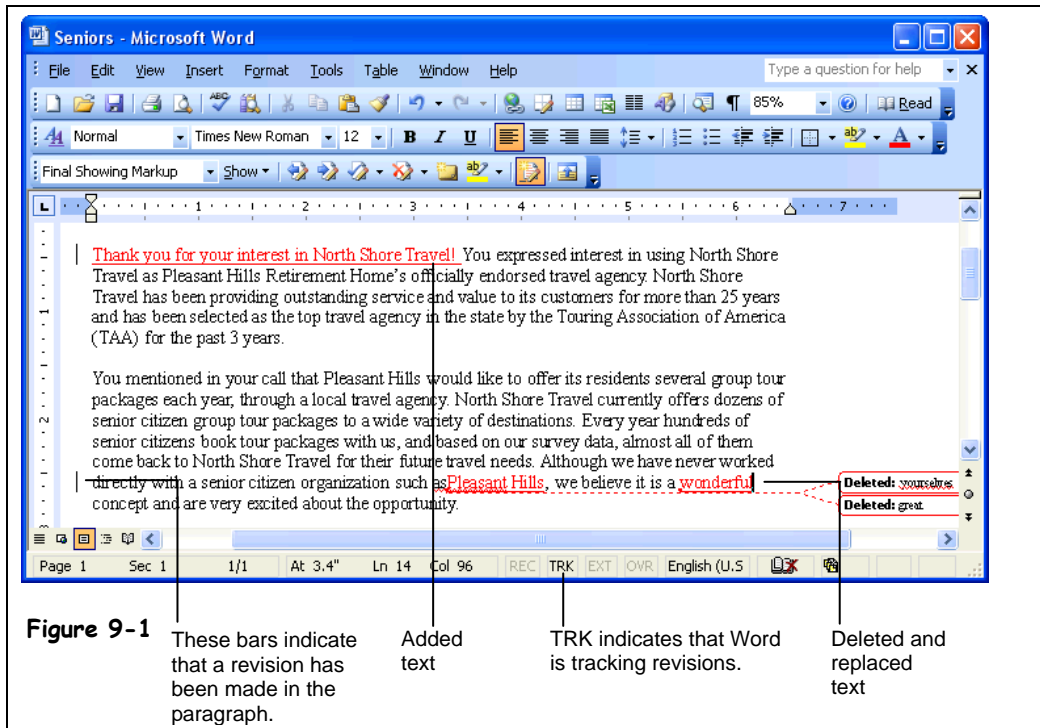


## Lesson 9-1: Using Revisions

**Figure 9-1**

Tracked and Highlighted changes in a document.



If you have a supervisor who makes changes to your document, and he or she uses Microsoft Word, you should seriously consider photocopying this lesson for him or her. Revising a document in Word works just like revising a document with a printed copy and a red pen; you can easily see the original text and any additions, deletions, or changes made to the document. Using Word to make revisions differs from the traditional method, in that when the revisions are made, you can review them and then decide if you want to accept or reject the revisions. That way, you don't have to manually retype all of the changes yourself.

1. Start Word, open the **Lesson 9A** document, and save it under the name **Seniors**.

2. Select **Tools** → **Track Changes** from the menu.

Now any changes, additions, or deletions you make to the document will be tracked and highlighted on the screen. Notice that the TRK indicator appears on the status bar, indicating that you are currently tracking revisions.

3. Place the insertion point at the beginning of the first body paragraph. Type **Thank you for your interest in North Shore Travel!**

Notice that the new text is colored and italicized or underlined, indicating that it has been added to the document.

4. Find and select the word **yourselves** in the last sentence of the second body paragraph. Press the **<Delete>** key to delete the selected text.

The word "yourselves" is deleted from the document, however Word marks the deletion by adding a balloon in the right margin.

### Other Ways to Track Changes:

- Double-click the **TRK** indicator in the Word status bar.
- Press **<Ctrl> + <Shift> + <E>**.

**5. Type Pleasant Hills.**

The text appears with different formatting, indicating it has been inserted.

**6. Select the word **great** in the last sentence of the second body paragraph, and replace it by typing **wonderful**.**

The word “great” is deleted and appears in a balloon in the margin to mark the deletion. The word “wonderful” is added, appearing colored and italicized or underlined.

You’re done making revisions, so you can stop tracking your changes.

**7. Select **Tools** → **Track Changes** from the menu.**

Any changes, additions, or deletions you make to the document will no longer be tracked and highlighted on the screen. Notice that the TRK, the revision indicator, on the status bar no longer appears in black.

**8. Replace the number **3** with the number **4** in the last sentence of the first body paragraph.**

Notice that your changes are no longer being tracked and highlighted.

Now that you’ve revised your document, turn the page to learn how to accept or reject the changes you’ve made.

**Quick Reference**

To Track Revisions:

1. Select **Tools** → **Track Changes** from the menu.

Or...

Double-click the **TRK** indicator in the status bar.

Or...

Press **<Ctrl> + <Shift> + <E>**.

2. Edit the document—your revisions will be highlighted.

\* Use the same procedure to stop tracking revisions.