Word Processing

1. Your friend Mary White has asked you to review the start of her sociology essay. She sends you the file called *Sociology as a Science* (which you will download from me into the *Exercise* folder in your *Word Processing folder*).
2. **Open** the document ***Sociology as a Science*** and use the **Review/Track Changes** facility to make the following changes/comments:
3. **Select the essay title** and **add a comment** to say **“Make this uppercase and centred.”**

In Paragraph 1:

1. **Delete ‘criticizing’** and **insert ‘criticising’** instead.
2. **Add a comment** here **to say “This is American spelling.”**
3. **Delete** the word **“Here”** in “Here I discuss…” **and suggest** instead **“In this essay I discuss…”**
4. **Insert a comment** at the **end of the first paragraph** to say **“Insert one line between all paragraphs in your essay.”**

In Paragraph 2:

1. In the first sentence **delete ‘social life’** and **suggest ‘groups in society.’**
2. **Delete** the word **‘or’** between ‘structured or unstructured’. **Suggest a ‘/’ instead** ensuring all spaces left and right of ‘or’ have been deleted. [Note; **it should finally read as ‘structured/unstructured…’**
3. **Delete ‘reflection’** and **suggest ‘reflecting’** instead.
4. **Delete ‘1997’** and **suggest ‘1998’** instead.

In Paragraph 3:

1. **Delete ‘unproblematic’** and **insert ‘straightforward’** instead.
2. **Insert a comment** after **‘…trying to do good social research.’** **suggesting “Insert a new paragraph here. This one is too long.”**
3. **Select the following:** 'in the same state of mind as the physicist, chemist or physiologist when he probes into a still unexplored region of the scientific domain' (1964, p.xiv). **Insert a comment** saying “This quote is too long to have in the main text. Therefore insert a left and right indent of 1.27cms here.”
4. **Insert a comment after ‘modelled’** to say “**The spelling of this and other underlined words in your essay are actually correct. Again, it’s all American spelling!**”
5. In the last sentence **select “In reality since then,” Delete the comma** on the end and **insert one after ‘reality’** [So it reads as: “In reality, since then…’]. Insert a comment here to say “The comma is in the wrong place.”
6. **Turn off Track changes** and **add you name as a footer**.
7. **Save As** *Sociology as a Science* *with* *Edits* in the *Exercise* folder in your *Word Processing* folder on your ‘H: Server’.
8. **Print** a copy.
9. **Close** *Sociology as a Science* *with* *Edits* and **Exit** **Word**.
10. **Email the document to another student** in the class (If you are unable to do this, then just open *Sociology as a Science* *with* *Edits* again and continue with the exercise.
11. Now **pretend you are Mary White** receiving these suggestions from her friend.
12. When you receive your email, **download and open** *Sociology as a Science* *with* *Edits*.
13. If **Track Changes** is off, turn it back on now.
14. **Review** your friend’s suggestions. **Accept most and Reject 2** markups of your choice.
15. **Delete the current name** **in** the **footer** and **insert yours instead (Turn track changes off to do so)**.
16. Save this document as *Sociology as a Science Final*.
17. **Use** the **Document Inspector** to **ensure your letter has been cleared** fully.
18. **Print a copy** of the letter.
19. **Save changes to Letter *Sociology Final***.
20. **Close your document** and **Exit** from **Word**.