New Zealand Institute
OF BUSINESS STUDIES

MS Word Supplementary Practice Exercise

Instructions

Before you start

This supplementary exercise is meant for students who are already familiar with computers. It's designed for students who are also comfortable with basic Microsoft (MS) Word functions, such as opening, saving and closing a document.

If you've never dabbled in MS Word, take some time <u>now</u> to explore it <u>before</u> you move into this supplementary exercise. Here's an online tutorial to get you started:

https://www.tutorialspoint.com/word/word_getting_started.htm

Once you've mastered your computer and the feel of working in MS Word, you're ready for the supplementary exercise. If you know one of the steps listed below, simply move on to the next.

Getting started

Please follow these step-by-step instructions. They are numbered to keep you organised.

1 You will need to refer back to these instructions are you work on the supplementary exercise. Before you open the document to be marked up, think about how you would like to refer back to these instructions during the exercise.
You can:

1. Print the instructions and keep them next to your keyboard.
2. Flick between the exercise and the instructions on screen by using ALT + Tab (press the ALT key followed closely by the Tab key).
3. Split your view between two screens (monitors): http://smallbusiness.chron.com/split-screen-onto-two-monitors-54726.html
4. Split one screen: http://smallbusiness.chron.com/split-screen-pc-monitor-53667.html

2 Access the MS Word Exercise on the forum. Download and open the document.
NOTE three pieces of information in the bottom left-hand portion of your screen. In the example below, "Page: 1 of 2" tells you which page you're working on and how many pages there are total. "Words: 594" is your total word count. "English (New Zealand)" refers to the version of English you're working in. In this exercise, you will be working in New Zealand English.

Page: 1 of 2 | Words: 594 | English (New Zealand)

3 Save the opened exercise immediately as Edited MS Word supplementary exercise for Assignment 4 in at least 2 places, one an external hard drive or memory stick. Save the original in 2 places. You will now have the original work <u>and</u> an edited manuscript as 2 separate documents.

NOTE: The original document is very important to retain, because if you really make a mess of editing, you can fix the snarl-up by turning off Track Changes in the edited document. Delete the big blooper in the edited document. <u>Copy and paste</u> the chunk of clean text you need from the original document. NEVER cut and paste. Start editing afresh. It's always better to keep the original document separate from the one you're working on, the edited document. If this note doesn't make 100% sense, you may wish to come back to it once you've completed the exercise.

If you don't know how to copy and paste, see this link: https://www.digitalunite.com/guides/microsoft-word/how-copy-and-paste-text

Finding Track Changes

4 Locate the top "ribbon" of commands, and note that the Home "tab" is forward of all the others. That's where you are – Home.


5 To find Track Changes, left click once on the Review tab, 5 tabs to the right of the Home tab. Your top ribbon should now look a bit different.
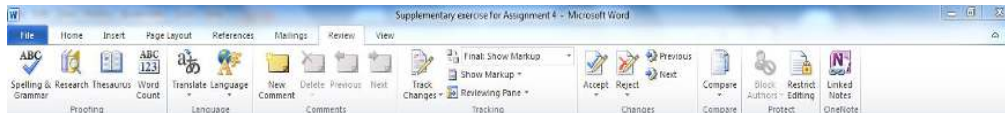
6 Notice how the commands are all organised in boxes with faint vertical lines separating them. There are 8 boxes in the 2010 version of MS Word. These are often called "groups" or "panes". In MS Word 2010, the Track Changes groups are 3rd, 4th and 5th from the left. These groups are called (below the icons) "Comments", "Tracking" and "Changes". These are the groups you'll be working with.
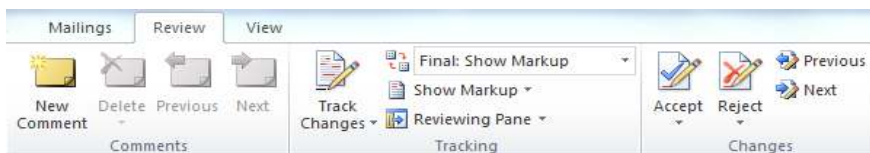
7 Now, left click once on the Track Changes icon. It should light up. This icon is now "highlighted". In other words, you have turned on Track Changes.
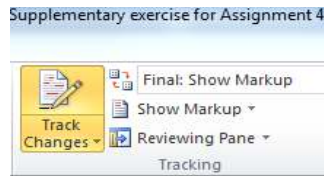
8 Copy edit the document. It's a 'real' document a real New Zealander wrote, but additional errors have been inserted. Don't hold back. Use the "Comments" feature to ask the author questions or to make suggestions/comments. Start each comment with the words "Dear Kevin". That's the author's real name.

Your corrections should appear in red (if you're the first person correcting the document). If you're the second person correcting it, your comments should appear in blue. The colours identify the people who have worked on the document. The corrected text will look something like this:

On~~ce~~ upon a t~~i~~h~~y~~me, I thought~~s~~ I saw a cat dancing on ~~the top of thee~~ top of the moo~~n~~. The ca~~t~~t was over <u>the</u> moon!

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9 See how the "Final" and "Final: Show Markup" views look. Toggle between them. You might ask yourself why you would need both views. There are a few answers. 1) Sometimes, there's just too much red ink to make sense of a document you've already corrected once, but you need to read it again to do a quality control check on your own editing work. 2) Or your client might want to read their manuscript with your corrections visible, but they may <u>also</u> want to see what the final document would look like if they accepted your corrections. 3) You may need to explain to them how to flip-flop between the Final and Final: Show Markup views. Remember, not all clients are familiar with Track Changes.

NOTICE the three small icons to the right of the larger Track Changes icon. They all have what are called "dropdown arrows" to the right of the explanatory text. So, to the right of the words "Final: Show Markup", you should see a small, down-pointing black arrow. It's highlighted in the graphic below. Go ahead and left click it once. You will now have a new, albeit temporary, set of commands to play with:
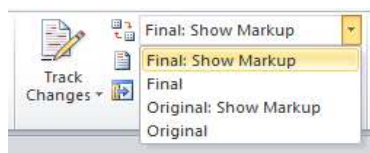
10 Move your cursor into the newly created box to keep it open. Hover your cursor over "Final". It will become highlighted. With Final highlighted, left click it once. See how your red ink disappears! The text should look something like this:

Once upon a time, I thought I saw a cat dancing on top of the moon. The cat was over the moon!

11 Now reverse the process. Click on the top dropdown arrow again and select (left click) Final: Show Markup. Hey presto, your corrections appear again. In fact, they will always be there until someone accepts or rejects them. They are just hidden in the Final view.

How comments bubbles work

12 Now, say you want to ask a question of the author. Maybe you'd like to make a comment. Go ahead and select the text you're commenting on or querying. In other words, run the cursor over the text with the left clicker held down on your mouse.

13 In the Comments group to the left of the Tracking group, left click "New Comment". A red or blue comments bubble should appear in the right-hand margin, like this:

Once upon a time, I thought I saw a cat dancing on top of the moon. The cat was over the moon!   Commented [P1]:

14 Now, if you suddenly decide that you made a mistake with your comment, you can delete text within the bubble in the normal ways. However, if you want to get rid of the whole comment, simply right click once on it. A dropdown menu giving you several options will appear.
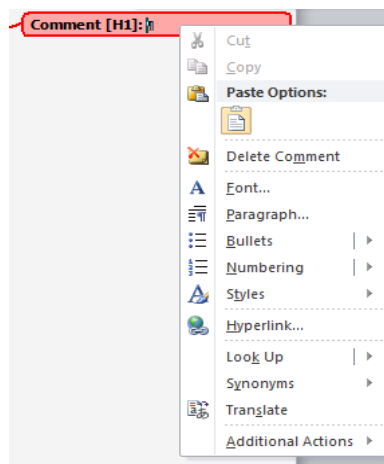
15 Move your mouse over the "Delete Comment" option until it's highlighted.
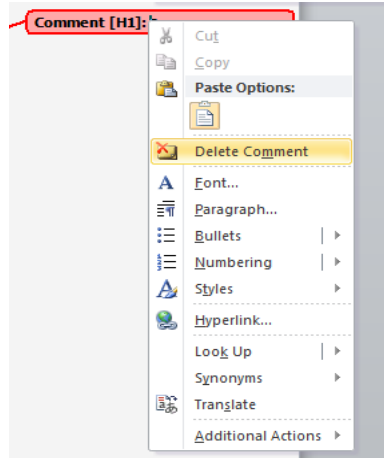
16 Left click the highlighted Delete Comment option once. Voilà, it's gone. For the purposes of this exercise, you'll want to delete all the comments <u>after</u> you've 1) actioned them, and 2) copied and pasted the text contained within them into a new MS Word document. This way, you can keep my comments as a handy reference.

17 Now, go ahead and mark up. Make sure the Track Changes icon is turned on before you start. Once you're finished, check your work by comparing it to the corrected document (MS Word Exercise – Corrected).

Extending your learning

18 Now, deepen your knowledge: Google how to use the icons you haven't yet explored. Some of these can be found in the Changes group.

Test your research skills and check out online advice about how to accept or reject Track Changes. Once you start your proofreading business, you'll need to tell some of your clients how to accept/reject changes. Start here: http://legalofficeguru.com/reviewing-accepting-and-rejecting-others-changes-in-track-changes/. That's once way to accept/reject changes. Alternatively, you can right click once directly on the changed text. A dropdown menu will appear. Choose either "Accept Insertion" or "Reject Insertion". Dealing with changed formatting isn't too hard either. Either right click each format bubble and accept/reject, or try: http://wordribbon.tips.net/T008834_Accepting_All_Formatting_Changes.html