

# Lesson 9

---

## Lesson 9

### Tracking Changes in Documents

Rajendra Bandi, CIS, FGCU



1

## Learn how to:

- ◆ Compare Documents
- ◆ Accept and reject changes in a document
- ◆ Change revision options
- ◆ Highlight changes in a document

Rajendra Bandi, CIS, FGCU



2

# Lesson 9

---

## Comparing Document Changes

- ◆ You can compare documents to identify changes between two different versions of the same document or two different documents
- ◆ Use Tools | Track Changes command and then choose Select the File to Compare With current document

Rajendra Bandi, CIS, FGCU



## Accepting and Rejecting Changes

- ◆ When changes are identified you can decide whether or not to accept the changes
- ◆ Use Tools | Track Changes | Accept or Reject Changes command
- ◆ Use the the appropriate Accept or Reject buttons
- ◆ You can Accept / Reject all changes at once, or go through one change at a time time
  - ✓ use the Find button

Rajendra Bandi, CIS, FGCU



# Lesson 9

---

## Highlighting Changes

- ◆ You can choose to display revisions as they are being made to the document, by using the Highlight changes feature
- ◆ Use Tools | Track Changes | Highlight Changes command to turn the highlighting feature on / off

