

Microsoft Word – Review, Revision, Reconsideration

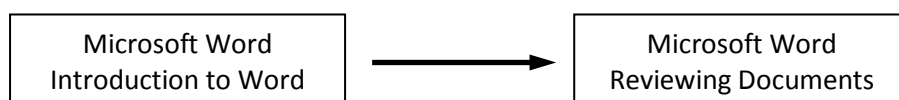
Audience

When collaborating with other users you want to make use of the efficient reviewing tools available within Word to allow you to make suggested changes, comments and keep a track of who is reviewing a single document.

Duration

2 hours

Prior Learning Segment



You must be able to navigate efficiently within Word and have the skills stated in the learning outcomes for Ripped Orange’s Microsoft Word – Introduction to Word course.

Learning Scenario

All courses at Ripped Orange follow a real life scenario to assist in the learning process. During this course you will be assigned as an employee of a fictitious company.

Key Learnings

- Track Changes
- Add/Delete Comments
- Accept/Reject Changes
- Printing Options
- Compare Two Documents
- Combine Revisions

Learning Outcome(s)

At the end of the course you will have the knowledge necessary to comfortably review documents that contain amendments from colleagues, choose whether or not to accept changes without having to re-write a document, compare a document side by side visually to see what changes may have been made and compare changes from multiple authors.

Next Learning Segment

