



University Information
Technology Services

**Using Word 2011®
at
Kennesaw State University**
Collaboration

University Information Technology Services

Training, Outreach, Learning Technologies and Video Production

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Introduction

Office 2011® has been designed specifically for the Mac® computer. Each Mac at Kennesaw State University includes the following *Office 2011* products: *Word*®, *Excel*®, and *PowerPoint*®. These packages will help you to develop useful documents, manage data, and create powerful presentations. This booklet, recommended for intermediate-level Macintosh® users, has been developed to help you learn more about the collaboration features in Word 2011.

Learning Objectives

The learning objectives in this document include:

- Having the ability to edit a document
- Knowing how to accept or reject edits made by other people
- Understanding how to merge two documents

Editing the Document

When you edit a document in Word 2011, the following are examples of the types of edits that you can apply to the document:

- Add a comment
- Insert text
- Delete text
- Move text
- Format text (bold, italics, underline, etc.)

The following instructions explain how to edit a document.

Tracking

When editing a document, it is important to turn on the *Track Changes*. This is explained in the following.

1. Click the *Review* tab (see *Figure 1*).

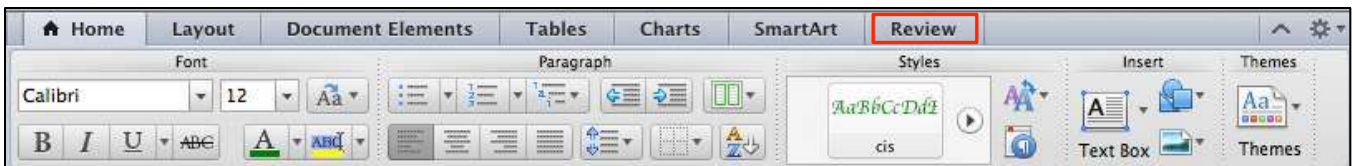


Figure 1 – Review Tab

2. In the *Tracking* group, you can click the button indicated in *Figure 2* to turn Tracking *On* and *Off*. So that you can edit your document, be certain that the button displays *On*.

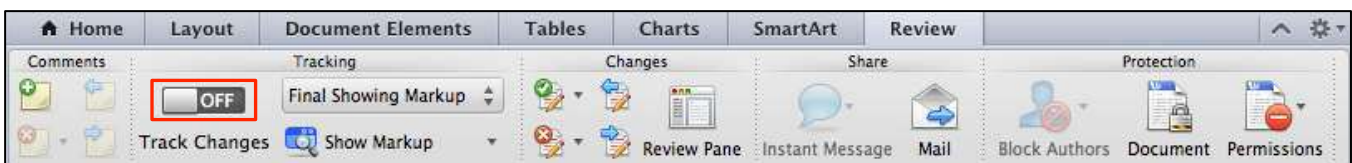


Figure 2 – Tracking

Add a Comment

The following explains how to add a comment to a document.

1. Click the *Review* tab (see *Figure 3*).

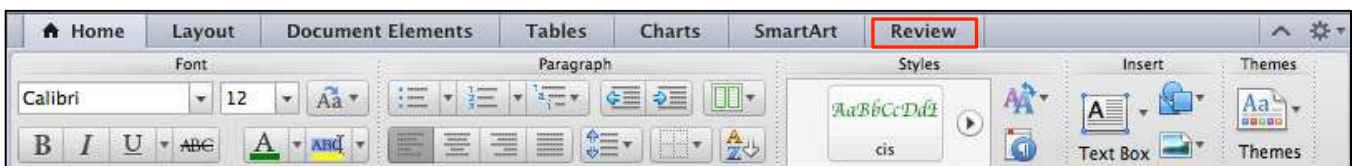


Figure 3 – Review Tab

2. Select the area of text in your document where you want to insert a comment.
3. Click the button indicated in *Figure 4*.

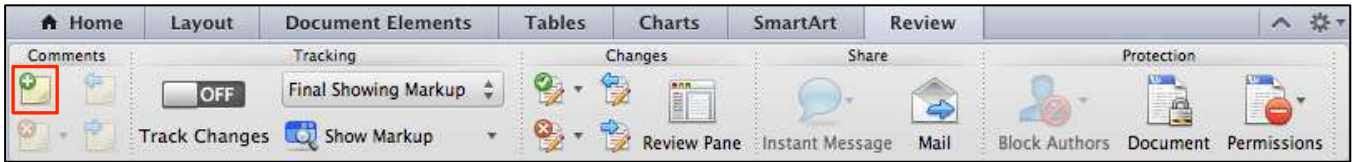


Figure 4 – Adding a Comment

4. A balloon will appear in your document (see *Figure 5*). Begin typing and the text will appear in the balloon.

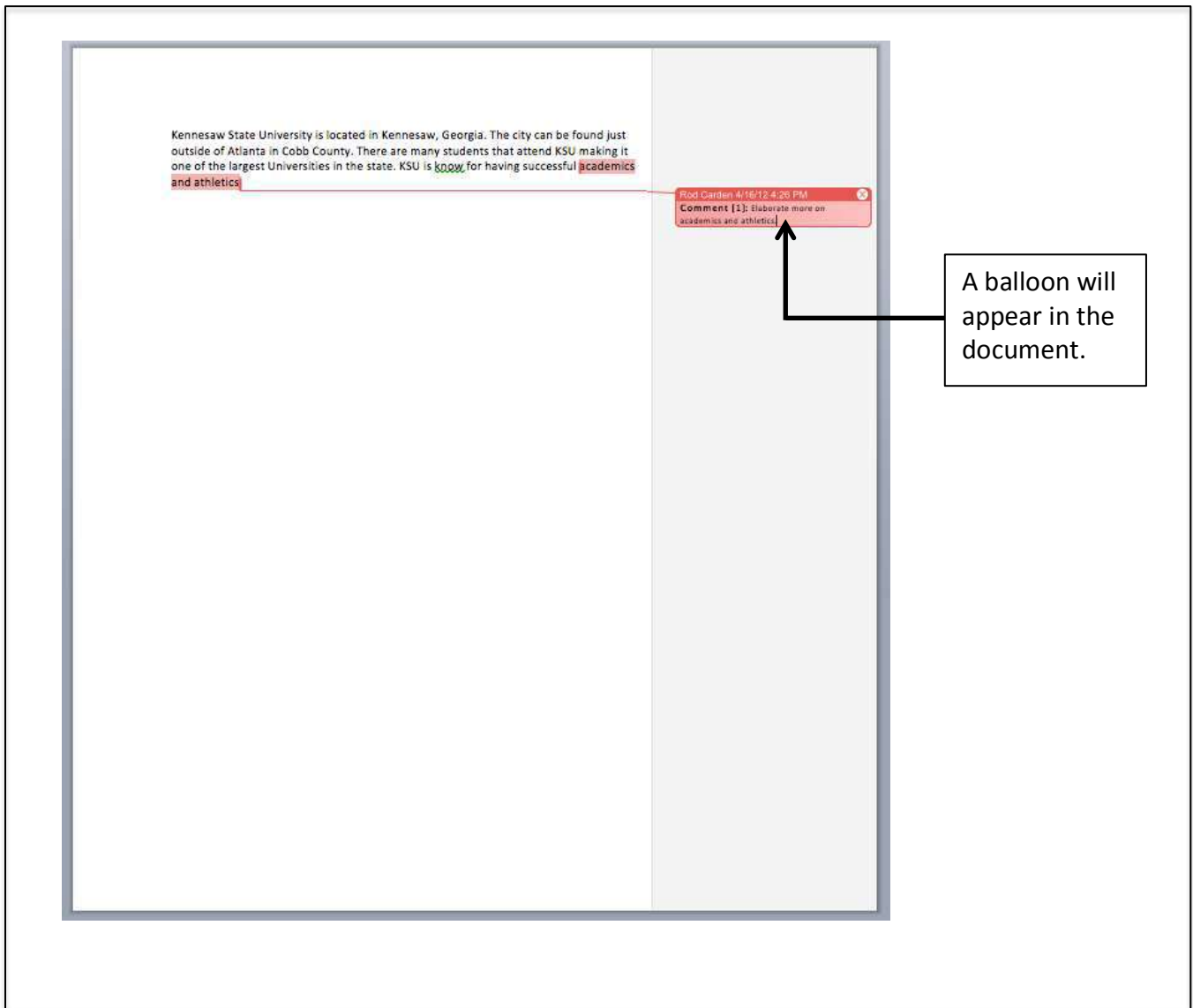


Figure 5 – Adding a Comment

5. If you decide to delete a comment, click the “X” in the upper-right area of the balloon (see *Figure 6*).

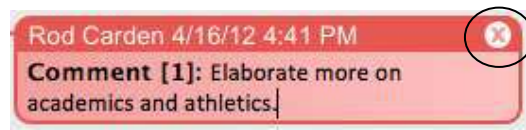


Figure 6 – Deleting a Comment

Insert Text

The following explains how to insert text into a document.

1. Click to place the cursor where you want the text to appear in the document.
2. Type your text. The words that you type will appear as a different color so that the reviewer can easily see what has been added.

Replacing Text

The following explains how to replace text in a document.

1. Select the text that you want to replace in your document.
2. Type the new text. The words that you type will appear as a different color so that the reviewer can easily see what has been entered into the document. Additionally, a balloon will appear indicating that the text has been deleted.

Deleting Text

The following explains how to delete text in a document.

1. Select the text that you want to delete.
2. Press the *Delete* key. This will remove the text from the document. A balloon will appear indicating that the text has been deleted.

Moving Text

The following explains how to move text in a document.

1. Select the text that you want to move.
2. Allow your mouse pointer to hover over the text. As your mouse pointer hovers over the text, hold down the left mouse button and drag the text to the new location.
3. When the text is in the new location release the mouse button. A balloon will appear pointing to the original location and indicating that the text has been deleted.

Formatting Text

The following explains how to apply formatting to the text when editing a document.

1. Select the text that you want to format.
2. From the *Home* tab on the ribbon, click to select the formatting (bold, italics, underline, color change, font change, etc.) that you want to include in the document.
3. Upon making the formatting change, a balloon will appear indicating the formatting change that was made to the document.

Viewing Edits Made By Others

The following explains how to view and process the edits made by another person in a document.

Tracking

In order to review edits when collaborating on a document, it is important to turn on tracking before the edits are made. This is explained in the following.

1. Click the *Review* tab (see *Figure 7*).

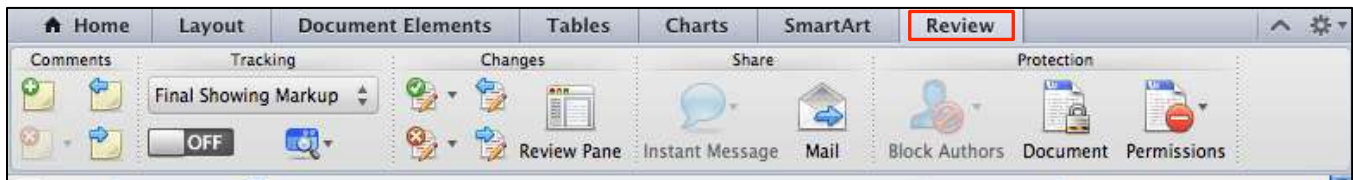


Figure 7 – Review Tab

2. In the *Tracking* group, you can click the button indicated in *Figure 8* to turn Tracking *On* and *Off*. So that you can view the edits, be certain that the button displays *On*.



Figure 8 – Tracking

Viewing the Document

There are four different ways that you can view an edited document, which is explained below.

1. From the *Review* tab in the *Tracking* area, click the button indicated in *Figure 9*.



Figure 9 – Viewing the Document

2. A menu will appear on your screen with the following four options: *Final Showing Markup*, *Final*, *Original Showing Markup*, and *Original*. The following explains the four different choices.
 - A. Final Showing Markup – Displays all of the edits that have been made to the document.
 - B. Final – Displays how the document will appear if all of the edits are accepted.
 - C. Original Showing Markup – This option displays the edits in a different way from the *Final Showing Markup* option. For example, deleted text is shown in a balloon in the *Final Showing Markup* option. When the *Original Showing Markup* option is selected, deleted text actually appears in the document.
 - D. Original – This option displays how the document appeared before anyone applied any editing.

The Review Pane

The Review Pane will give you a summary of the edits that were made to the document. The following explains how to display the Review Pane.

1. On the *Review* tab, in the *Changes* group, click the *Review Pane* button, as indicated in *Figure 10*.

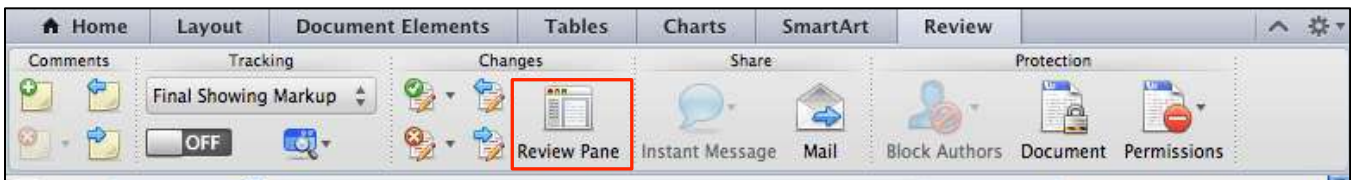


Figure 10 – Review Pane

2. A window will appear on the screen with a summary of the edits that have been made to the document.

Displaying Reviewers Comments Individually

If several people have edited the document, you may want to selectively view the comments from individual editors. The following explains how this can be done.

1. From the *Review* tab, in the *Tracking* group, click the *Show Markup* button (see *Figure 11*).



Figure 11 – Show Markup

2. In the menu that appears, click *Reviewers*.
3. You will see a list of names of people who have edited the document. If a “check mark” appears next to the name, this means that you can see the person’s edits. To hide the edits of a particular name in the list, simply click on the name.
4. To restore the edits of a person, follow Steps 1-2 above to see the list of names again. When you see the list of names, if a “check-mark” does not appear next to the name, this means that you cannot see the person’s edits. To again see the edits of a particular name in the list, click on the name.

Changing the Appearance of Editing Marks

Word 2011 gives you the ability to change the editing marks within your document. The following explains how to make these adjustments.

1. From the *Review* tab, in the *Tracking* group, click the *Show Markup* button (see *Figure 12*).

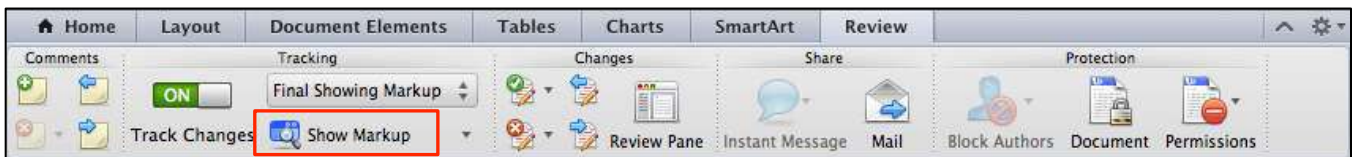


Figure 12 – Show Markup

2. In the menu that appears, click *Preferences*.
3. The *Track Changes* window will appear on your screen.
4. In this window, you can adjust the appearance of the edit marks within your document.
5. When you have made the necessary adjustments, click the *OK* button.

Viewing Different Edit Types

Word 2011 gives you control over the types of edits that you can view. The following explains how to show and hide the different edit types.

1. On the *Review* tab in the *Tracking* group, click the *Show Markup* button (see *Figure 13*).



Figure 13 – Show Markup

2. In the menu that appears, you will have the ability to show or hide the following types of edits: *Comments*, *Insertions and Deletions*, *Formatting*, and *Markup Area Highlight* (see *Figure 14*). If a check appears next to the edit type, it means that you can view the edit. Otherwise, if a check does not appear next to the edit type, you will not be able to see that type of edit in the document.

When you click on any edit type, it will remove the check. You can click the edit type again to restore the check.

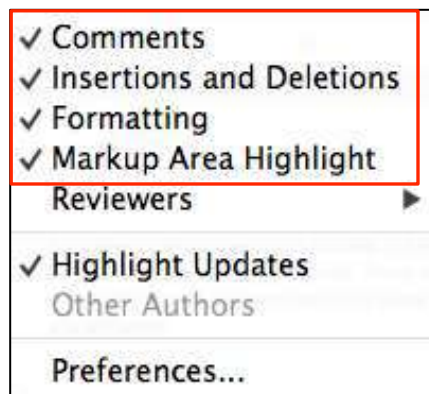


Figure 14 – Edit Types

Printing Edit Marks

Before you accept or reject the edits, which is explained in the next section of this document, you may want to print the edits that were made to the document for your records. The following explains how to print edit marks.

1. On the *Review* tab in the *Tracking* group, select either *Final Showing Markup* or *Original Showing Markup*.

2. Next, from the menu options in the upper-left area of the screen, click *File*.
3. In the menu that appears, click *Print*.
4. The *Print* dialog box will appear.
 - a. First, select *Microsoft Word* as indicated in *Figure 15*.
 - b. Next, select *Document showing markup* as indicated in *Figure 15*.

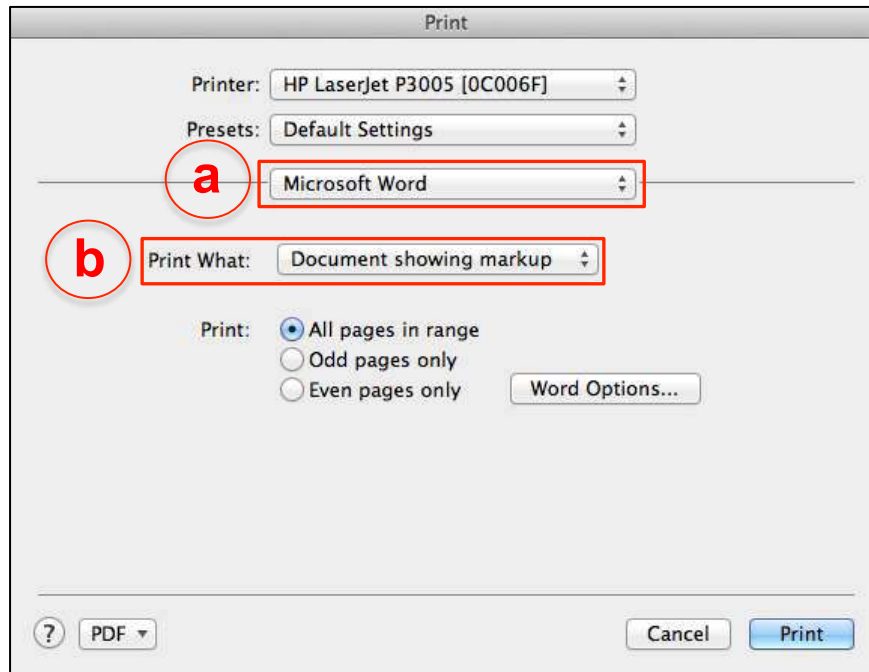


Figure 15 – Print

5. Finally, click the *Print* button in the bottom-right area of the window.

Accepting and Rejecting the Edits

The following explains how to accept or reject the edits in the document that you received.

1. Place your cursor at the beginning of the document.
2. Click the button indicated in *Figure 16* to move to the next edit mark (this button can be found on the *Review* tab in the *Changes* group).



Figure 16 – Move to Next Edit

3. To accept the edit, press the *Accept* button indicated in *Figure 17*; to reject the edit, press the *Reject* button indicated in *Figure 18*.

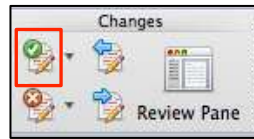


Figure 17 – Accept the Edit



Figure 18 – Reject the Edit

4. Repeat steps 2-3 until you have edited the entire document (It is important to accept or reject all changes before finalizing your document. The changes will remain visible until all are accepted or rejected.).

Merging Documents

You may have two or more people provide you with feedback on a document. The following instructions explain how to merge each edited document that you have received into the main document.

1. Open your main document that has no edits.
2. Next, from the menu in the upper-left area of the screen, click *Tools*.
3. In the menu that appears, click *Merge Documents*.
4. The *Combine Documents* window will appear on your screen (see *Figure 19*). Click the indicated arrow in *Figure 19* to see the other options.

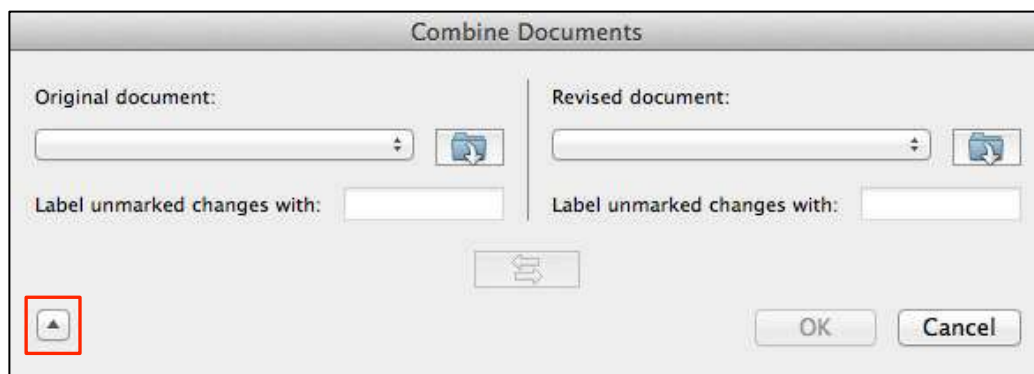


Figure 19 – Combine Documents

5. You are now ready to select the original document. Click the button indicated in *Figure 20*. Then browse to locate the original document that is stored on your computer. When you find the file, click the *Open* button.

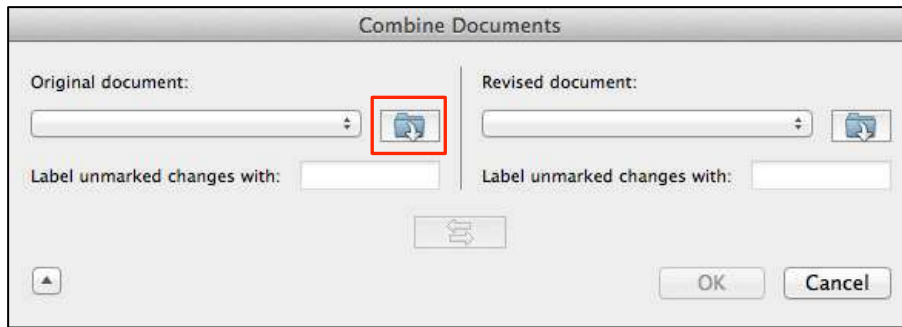


Figure 20 – Original Documents

6. You are now ready to select the document containing the edits. Click the button indicated in *Figure 21*. Then browse to locate the edited document that is stored on your computer. When you find the file, click the *Open* button.

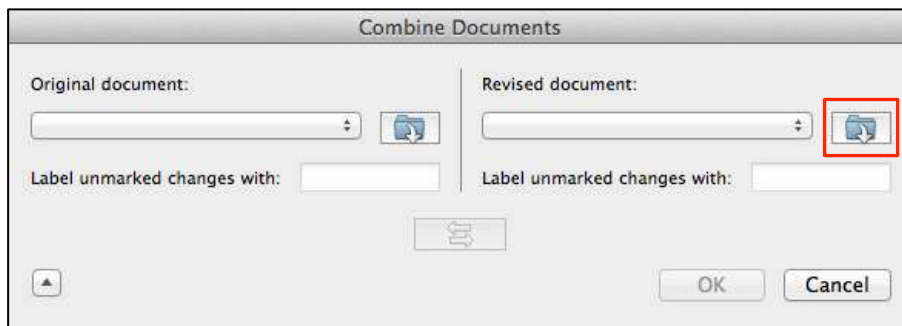


Figure 21 – Edited Documents

7. Determine one of the following locations for where the changes will appear: *Original document*, *Revised document*, or *New document* (see *Figure 22*).

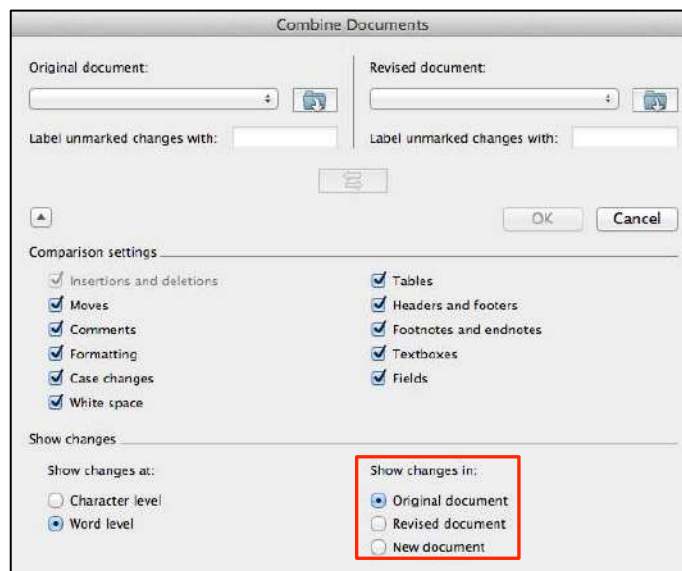


Figure 22 – Compared Documents

8. Click the *OK* button (see *Figure 23*) and the edits will appear in the location that you determined in *Step 7*.

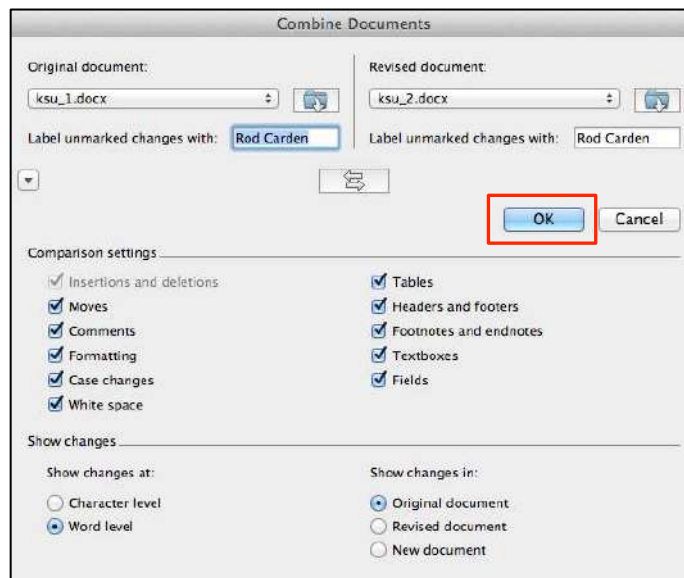


Figure 23 – Compared Documents

Additional Support

If you have questions that arise as you work with the Mail Merge feature, the ITS department at KSU has a service desk that will provide you with technical support. The KSU Service Desk may be contacted in the following ways:

- ... **Telephone for Staff:** 770-423-6999
- ... **Telephone for Students:** 770-499-3555
- ... **Email Support:** service@kennesaw.edu

Additional information about the KSU Service Desk can be found at the following website:
<http://its.kennesaw.edu/helpdesk/index.htm>

Appendix A

The following explains how to change the initials that appear when using the collaboration features in Word 2011.

1. From the menu options in the upper-left area of the screen, click *Word*.
2. In the menu that appears, click *Preferences*.
3. The *Word Preferences* window will appear on your screen. Click the *User Information* button located in the *Personal Settings* category (see *Figure 24*).



Figure 24 – User Information

4. The initials can be changed in the *Initials* text box indicated in *Figure 25*.

A screenshot of the "User Information" dialog box in Microsoft Word 2011. The dialog has a title bar with "User Information" and a search field. Below the title bar, there are navigation buttons for "Back/Forward" and "Show All". The main area contains several text input fields: "First:" (Rod), "Last:" (Carden), "Initials:" (RW), "Company:", "Address:", "City:", "State:", "Zip:", "Phone:", and "E-Mail:". The "Initials:" field is highlighted with a red rectangular border. Below the input fields, there is a paragraph of text explaining that the information is stored in the address book and used for personalization. At the bottom, there is a "Description of preference" section for "E-Mail" and two buttons: "Cancel" and "OK".

Figure 25 – User Information