

# Editing with Microsoft Word

## *By Lorrie Jackson*

### WHY A TECHTORIAL?

#### **What will I learn today?**

You will learn how you and your students can use tools in Microsoft Word for editing text.

#### **What hardware and/or software does the techtorial apply to?**

The techtorial applies to users of Microsoft Office; instructions are provided for users of Word 98, Word 2002 (XP), and Word X for Mac.

#### **Which National Educational Technology Standards for Teachers does the techtorial address?**

The techtorial will help teachers accomplish standard IIIb in particular.

The International Society for Technology in Education (ISTE) has developed a set of National Educational Technology Standards for Teachers. Standards or Performance Indicators are included for each techtorial to help teachers and administrators improve technology proficiency. For a complete description of the standards indicated, go to [NETS for Teachers](#).

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### PEER EDITING AND WORD

Computers are used most often for independent work. Students often are most engaged and motivated, however, when interacting with their peers. One way to increase collaboration among computer-savvy students is to encourage peer editing of documents created using Microsoft Word.

Of course, the same tools students use for peer editing also can be used by teachers to provide embedded assessment during draft stages of student writing.

Three Word tools in particular make editing text easy and fun. They are the highlighter, change tracker, and comment tools.

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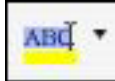
### HIGHLIGHTING

Microsoft Word's highlighting feature is used to highlight text in Word documents. The tool is similar to the highlighter pens used with print documents.

Provide students with the following directions for using the highlighter when editing a Word document:

- Go to View>Toolbars>Formatting and make sure the formatting toolbar is checked. The formatting toolbar includes tools that let users select font type, size, color, alignment, and so on.
- Find the highlighter icon.

On Word X for Mac, the icon is a picture with the letters ABC slightly shaded.



On Word 98 and Word XP, the icon is a slanted pen.



- Click the highlighter icon. To select a color for the highlighter, click the down arrow to the right of the icon and then click a color.
- Click the beginning of the text you want to highlight and drag the cursor to the end of the text you want to highlight. Release the mouse button. The text now should be highlighted in the color you selected.
- Click the highlighter icon again to quit highlighting.

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## TRACKING CHANGES

To get maximum benefit from peer or teacher editing, students need to be able to see, accept, or reject changes their editors have made. Microsoft Word's change tracker tool allows them to do just that.

Provide students with the directions below for using the tool when editing or rewriting a Word document.

**For Word 98 and Word X for Mac users:** Go to Tools>Track Changes>Highlight Changes; check "Track changes while editing."



Now, if you are the only editor, you can add, delete, change words, and so on, and the changes will be marked in red. If you are one of several editors, you can use the options button on the window at Tools>Track Changes to change ink color, so each editor's changes appear in a different color. If you are the writer, you can see the changes suggested by the editor(s) and accept or reject those changes by going to Tools>Track Changes>Accept or Reject Changes.

**With Word XP:** Go to Tools>Track Changes to open the Reviewing toolbar. The toolbar includes four yellow icons, each with a different symbol (a forward arrow, a back arrow, a check mark, and a red X); a New Comment icon; a Track Changes icon; and a Reviewing Pane icon.



If you are an editor, you now can add, delete, change words, and so on, and the changes will be marked in red. If you are the writer, you can see the changes made by the editor, and accept or reject those changes by clicking the yellow icon with the correct symbol. Click the arrows to move to the next or previous change; click the check mark to accept a change; click the X to reject a change.

Track Changes can be used for in-depth editing of student work, as well as for a number of professional tasks. Track Changes is especially helpful for working on committee or collaborative documents.

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## INSERTING COMMENTS

Sometimes the purpose of editing is not to correct grammar, spelling, or punctuation, but to comment on a document's contents.

Provide students with the following directions for using the Comment tool when editing a Word document:

- Click the word, phrase, or section of a document where you want to add a comment.
- Click Insert>Comment.
- In the comment window that opens, type the comment. ("I don't understand this paragraph" or "Did you use this word correctly?," for example.)

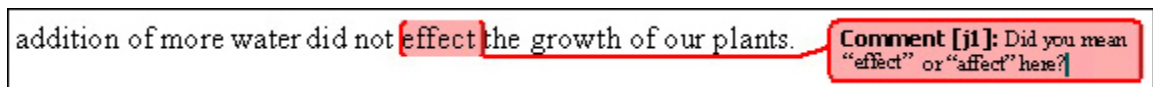
Note: The comment window will look different depending on the version of Word you're using. In Word 2004 for Mac, for example, the comment window looks like this:



In Word XP, however, a red circle appears in the right margin, and a dotted line leads from the circle to the place where the comment will be inserted. Type your comment in the circle and click the Close button or the Reviewing Pane icon.

- Type your name or initials after your comment. (See the note below if another person's name appears in the comment window.)
- Close the comment window.

Note: Different versions of Word display comments differently. For example, in Word 98, the area of a document where a comment is located turns yellow. Drag the mouse over the yellow text to see the comment. In Word 2004 for Mac, a small red I-bar icon marks the spot where a comment is located. In Word XP, a red circle with a dotted line marks a comment.



If you are one of several editors of a document, the color of the ink you use to type a comment will make it easy to see which editor added a particular comment.

Finally, when you insert a comment in any version of Word, you might see your name or the name of another user (such as a previous teacher) at the top of the comment field. On some versions of Word, you can delete the name inside the comment. To permanently *change* the name, however, go to Word>Preferences>User Information (on Mac versions); or Tools>Option and click the User tab (on Word XP).

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**TELL ME MORE!**

#### **Where can I find more information?**

Check out other Word techtorials at Education World's [Techtorials Table of Contents](#).