Computer System

Lecture thirteen

Microsoft Word

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Outline

1. Objectives.
2. *The Review Tab of MS-Word 2007 .*
3. *The Proofing Group of Review Tab.*
4. *The Comments group of Review Tab .*
5. The Tracking group of Review Tab .
6. *The Changes group of Review Tab.*
7. *The Compare group of Review Tab.*
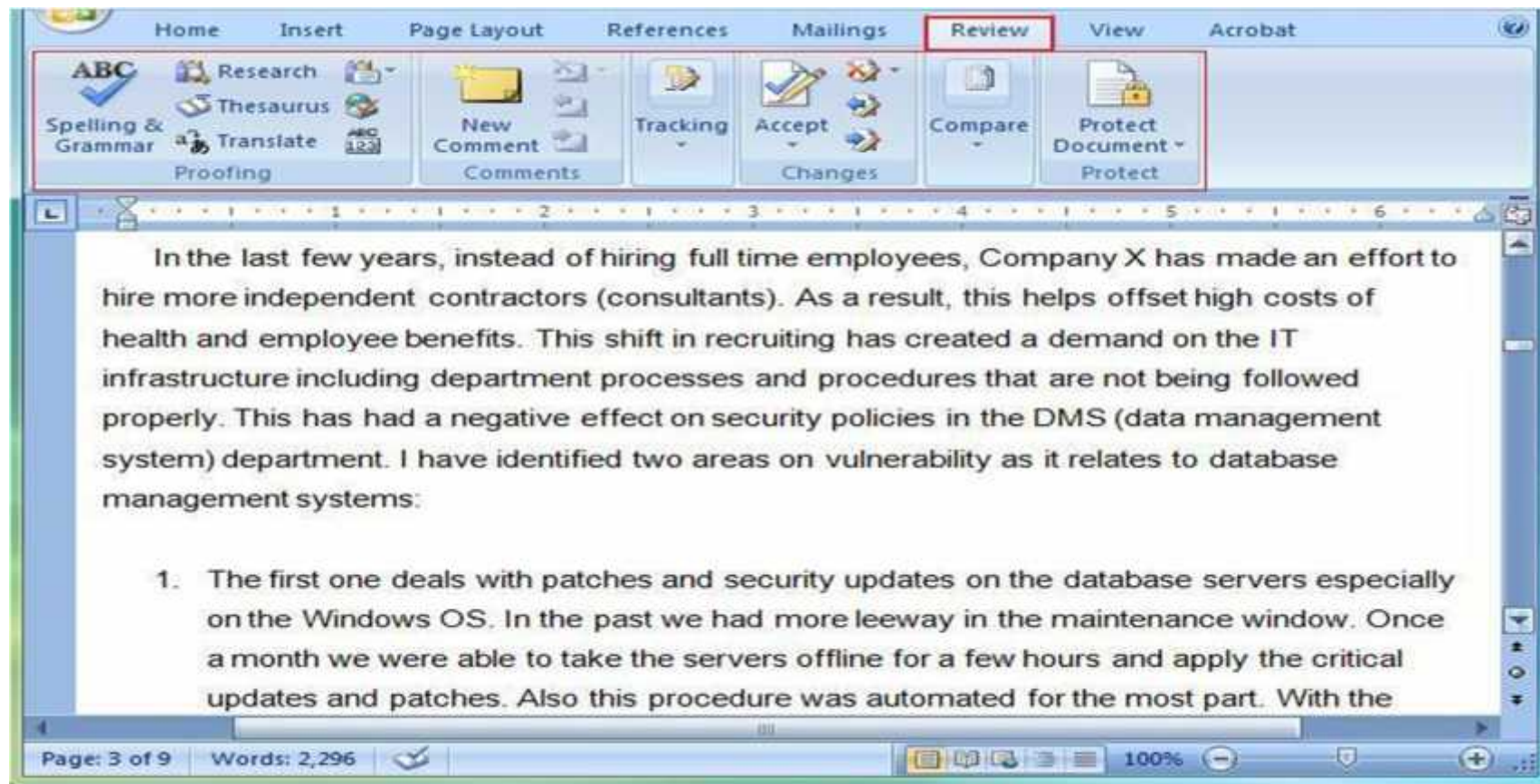8. *The Protect group of Review Tab.*

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Objectives

1. *Explain The Review Tab of MS-Word 2007.*
2. *Illustrate The Proofing Group of Review Tab.*
3. *Explain The Comments group of Review Tab.*
4. *Explain The Tracking group of Review Tab.*
5. *Explain The Changes group of Review Tab.*
6. *Illustrate The Compare group of Review Tab.*
7. *Illustrate The Protect group of Review Tab.*

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The Review Tab of MS-Word 2007

· ❑ The **Review tab** groups contain the commands most commonly associated with documents which are shared or being prepared for publication. **This tab** includes these groups :-

1)-**Proofing group.**   2)-**Comments group.**   4)-**Tracking group.**
5)-**Changes group.**   6)- **Compare group.**   7)- **Protect group.**

The Proofing Group of Review Tab

❑ **The main function of each option in proofing group is:-**

1)-Spelling and grammar – This tool (option) is used for checking the spelling and grammar of your document.

2)-Research – This tool is used to search through reference materials, such as dictionaries, encyclopedias, and translational services.

3)-Translate – This command is for translating selected text into a different language.

4)- Thesaurus - This feature helps us find synonyms and also antonyms of any specific word.

5)-Word count – use this tool to find out the number of words, characters, paragraphs, and lines in your document.

Note :- Word count is also found on the status bar at the bottom of the window.

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The Proofing Group of Review Tab

❏ **Spelling and Grammar feature.** we can easily check the spellings, punctuation errors and grammar using this tool. Click on this option will give us **Spelling and Grammar dialog box** as shown below.
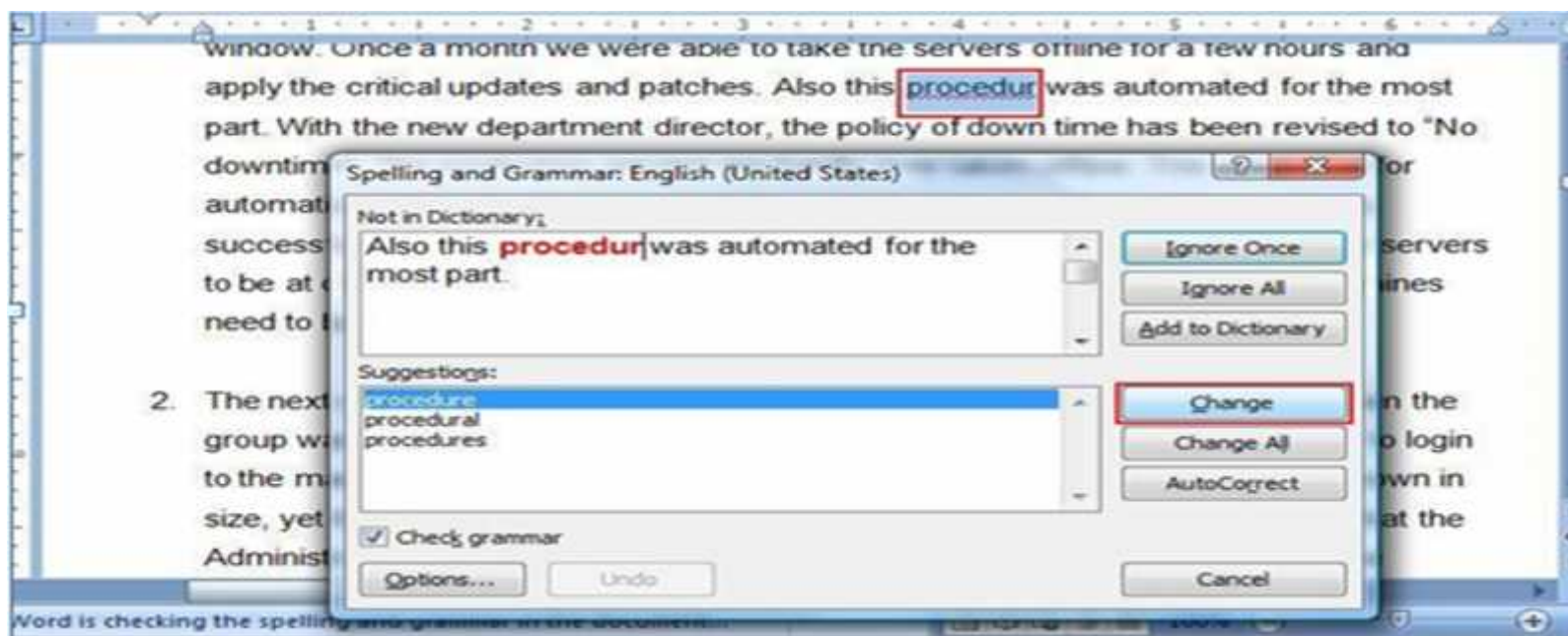

❏ Notice that it found an incorrectly spelled word, (procedur which has red line under it). we can either click on Change button if you would like to accept the suggestion made by Microsoft Word. Otherwise you can ignore it if you think the word is OK as it is.

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The Proofing Group Review Tab

❑ **The Research command** :- for example, the word (**authentication**) as shown in the figure below:-

1)-Select this word (**authentication**) and,

2)- click on **Research** icon,

3)- This will launch the Dictionary feature as shown in the right side of the document. It was able to find the word with the correct pronunciation and also the meaning for you to review.
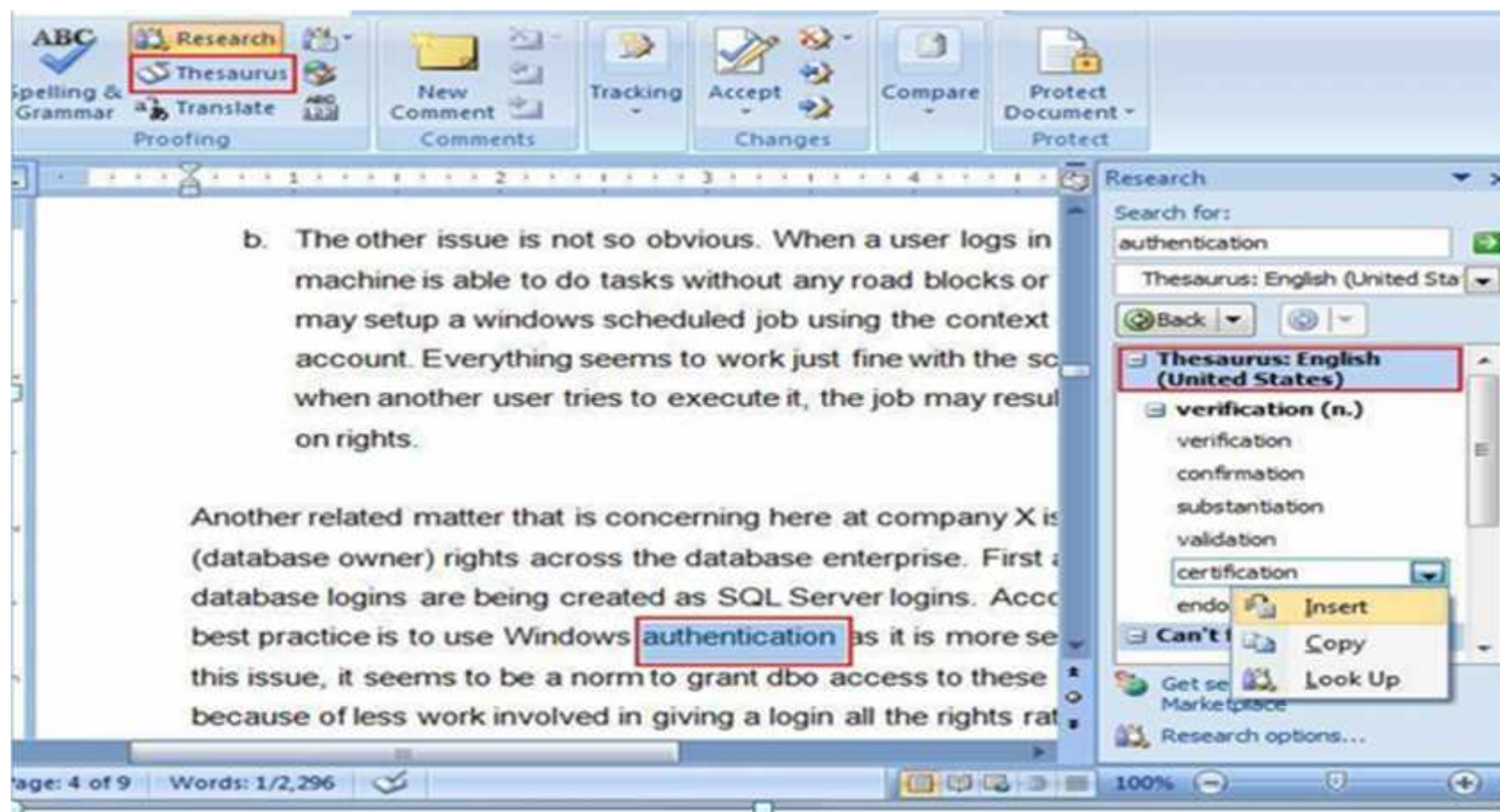

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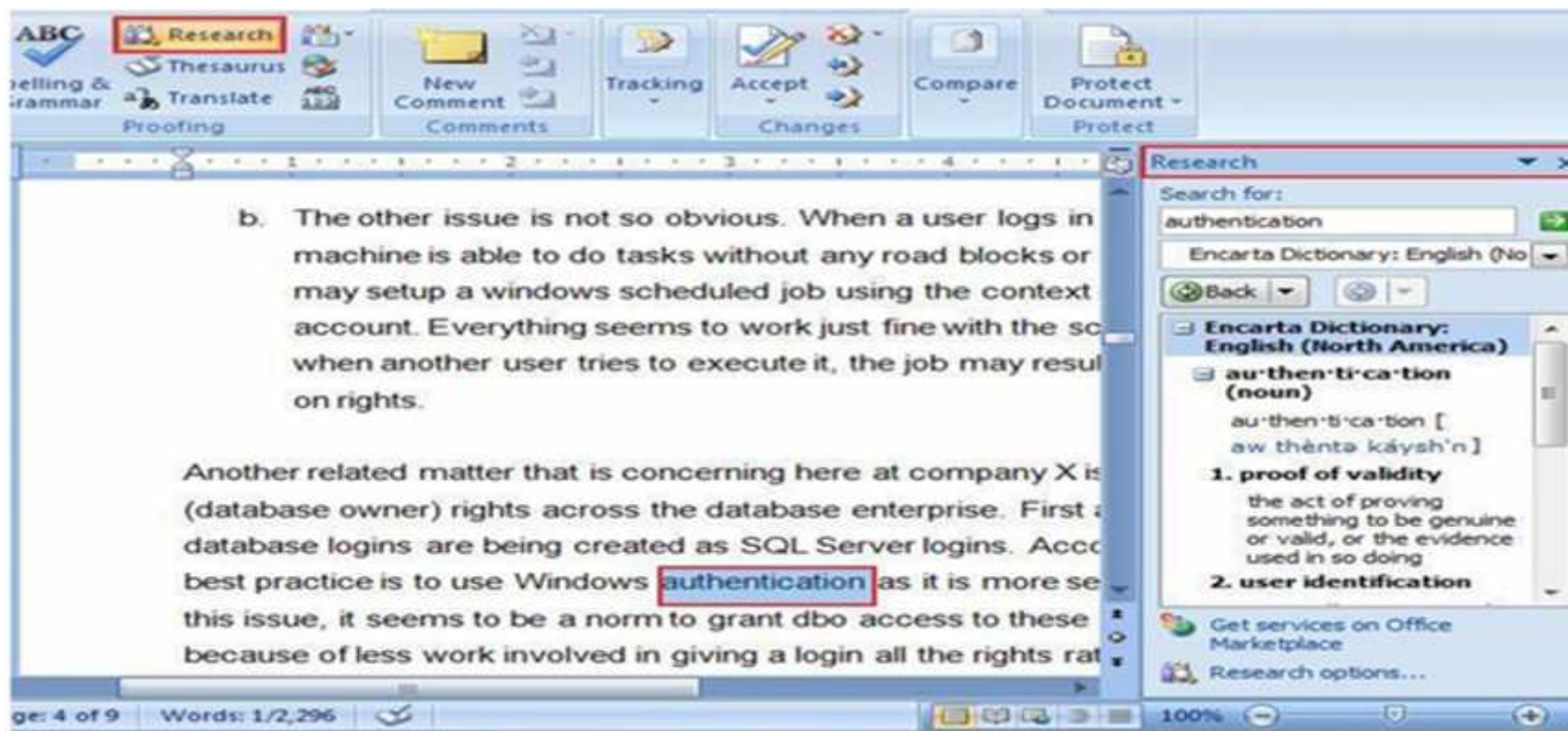
The Proofing Group of Review Tab

❑ **The Thesaurus** helps us to find synonyms and also antonyms of any specific word. In our example it found a list of synonyms for authentication as shown on the right side in the figure below. We are going to select **(Certification)** and select **(Insert)**. This helps us if we use the same words over and over again.


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The Proofing Group of Review Tab

❑ In the Word Count feature. This lets us find the number of characters, words, paragraphs and lines in the document. This is a pretty useful feature if we are working on a term research paper where we have to stay within a certain number of words or pages.


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The Comments group of Review Tab

❑ **Comments group :-** If we are sharing on a document with other team members or on a project report, the Comments feature can be a true lifesaver. In the following, we have added a comment that is shown in red. Notice that it used my initials (name of my computer) and a number right before the actual comment. As the other team members and comments, the application will use different colors. This helps to keep all the comments organized from different authors.

❑ **Also** , we can see another options in this group which can be used to Delete Comments or moving to Previous Comments or Next Comments ..


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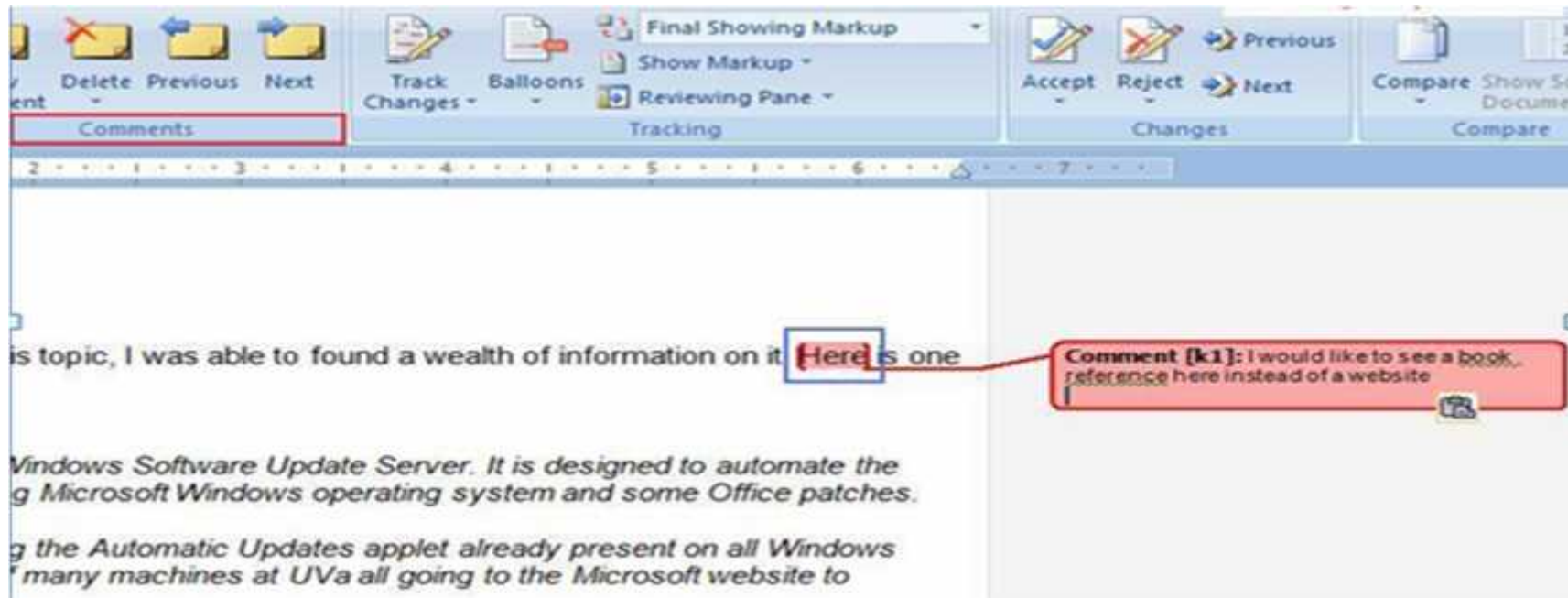
The Tracking group of Review Tab

❑ **It group** which is the Track changes group. We can easily manage additions, deletion, any comments and formatting changes in an efficient manner using this feature.

❑ We can see list of options from click on the down button to change name user or track changes option and so on .
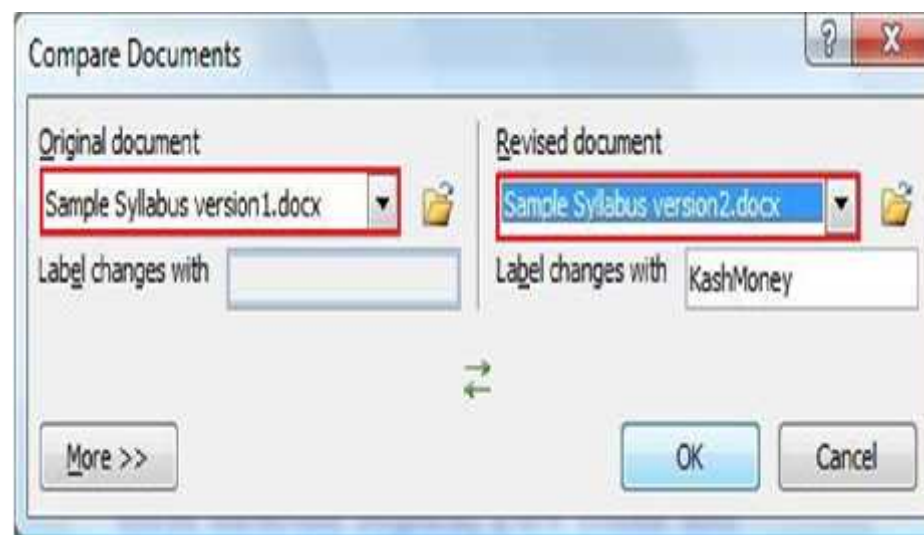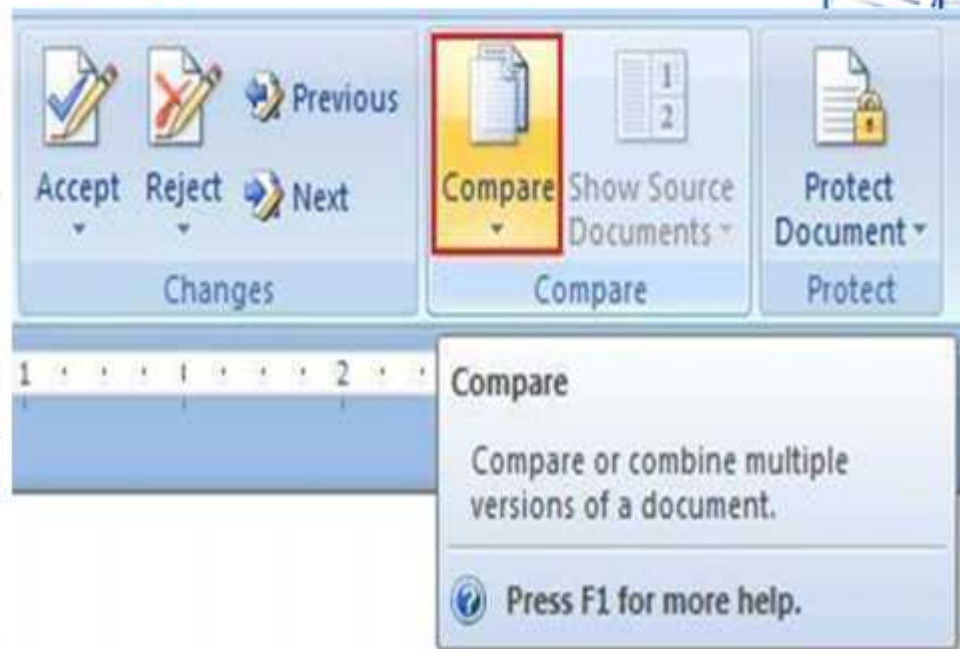

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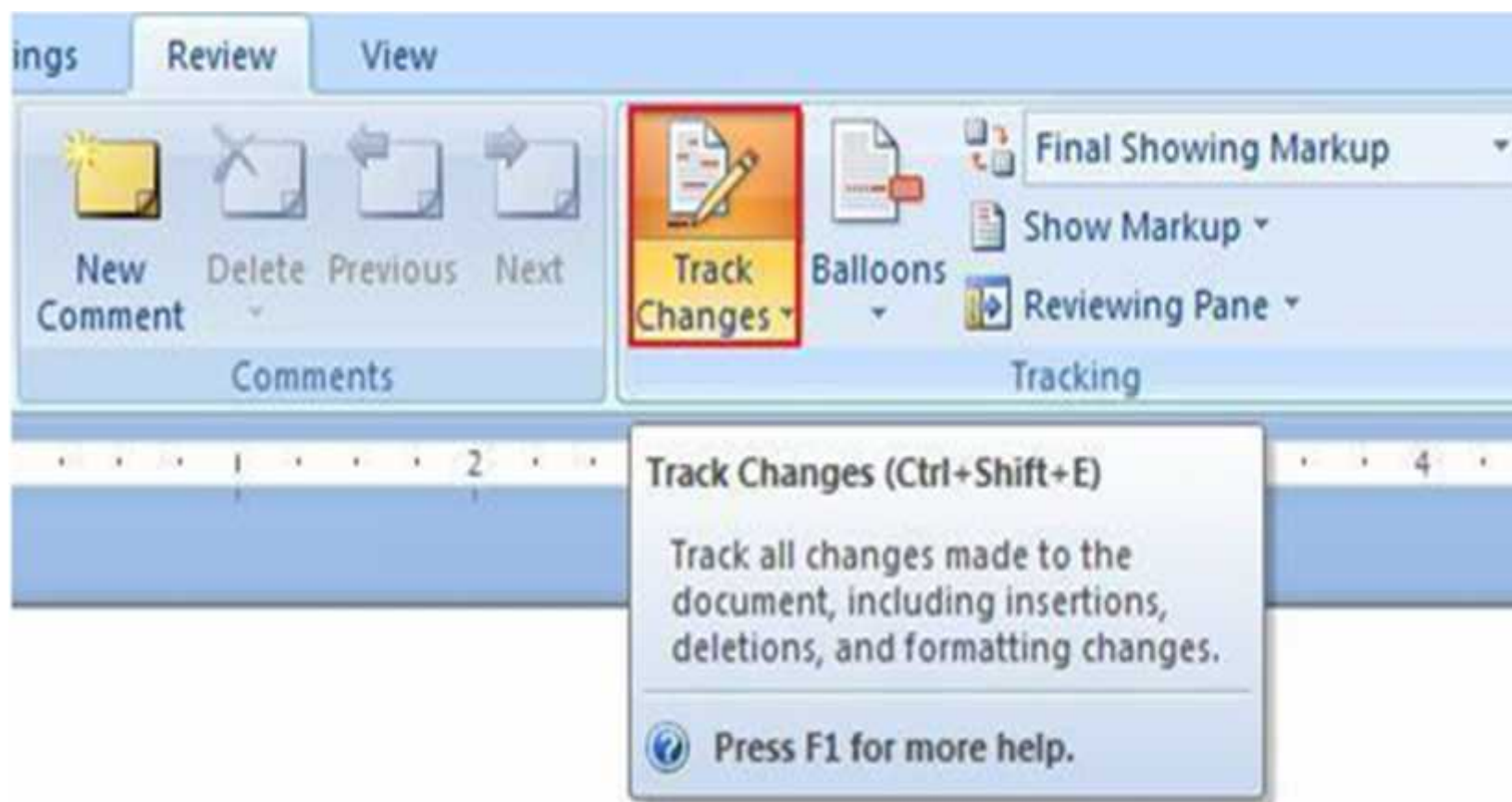
The Changes group of Review Tab

❑ The changes group allows us to accept, reject, and navigate among tracked changes to the document.

❑ We can show many options in this group as flow:-

➢ Accept option.
➢ Reject option.
➢ Previous option.
➢ Next option.

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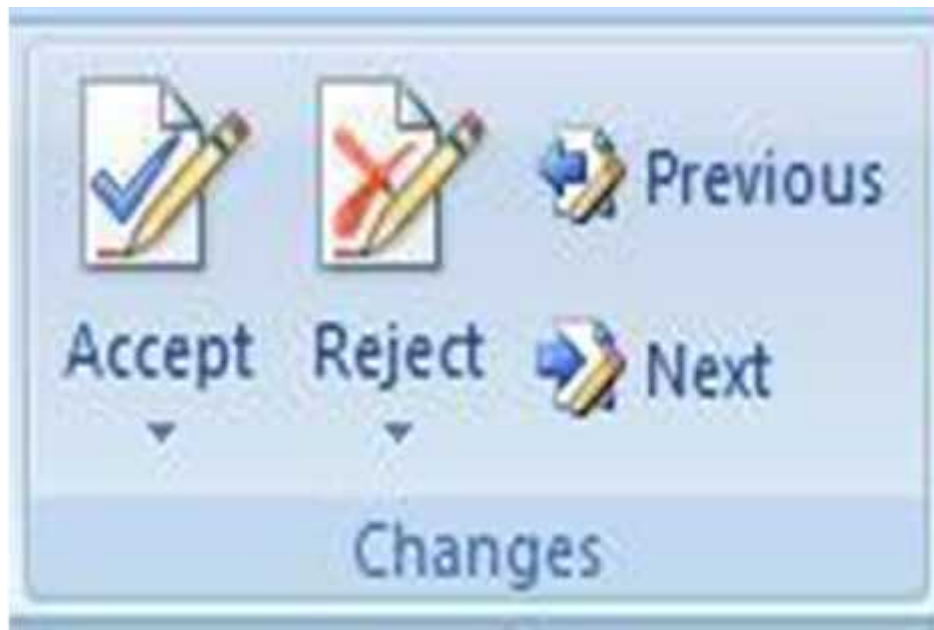
The Compare group of Review Tab

❑ At times, it is necessary to review different versions off the same document especially if there are several people working on it at the same time.

❑ In MS-Word 2007, we can also use the Compare feature to combine multiple versions of the same document.

❑ Let us take this example to **compare two Course Syllabi**. We select the **Compare command** which launches a **dialog box** as shown below. We **select the original document in the left side and the revised document on the right side and then click on OK..**

Accept Reject ⮡Previous ⮡Next

Changes

Compare ▾ Show Source Documents ▾

Compare

Protect Document ▾

Protect

Compare

Compare or combine multiple versions of a document.

Press F1 for more help.

Compare Documents

Original document

Sample Syllabus version1.docx ▾

Label changes with

Revised document

Sample Syllabus version2.docx ▾

Label changes with KashMoney

More >>   OK   Cancel

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The Compare group of Review Tab

❑ **This will compare the two versions. Not only will it show all the differences between the two versions, but also display a summary on the left side as shown below .**
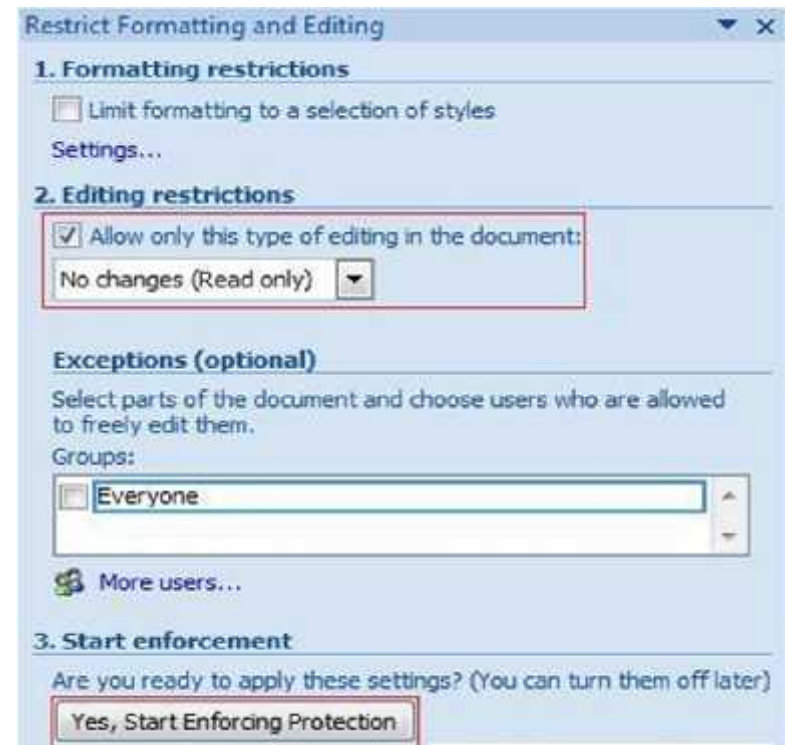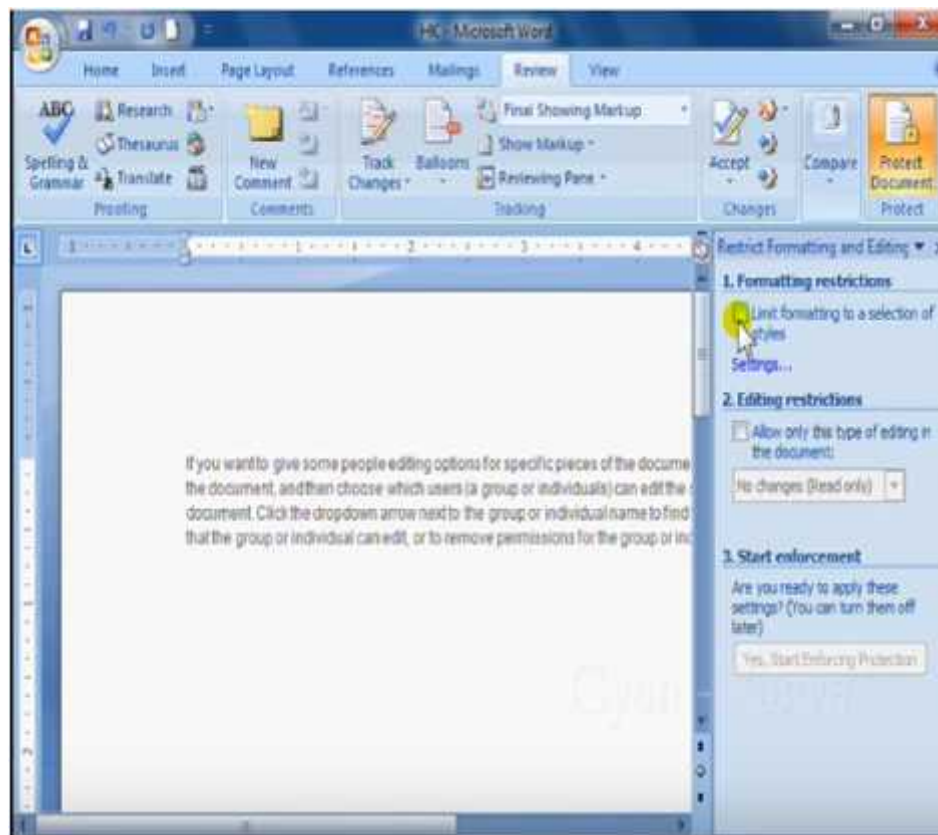
The Protect group of Review Tab

❑ To protect a document from editing. This option will limit others from making certain types of editing or formatting changes to the document. we can select the Protect Document option under the Protect group.

❑ This will give us :-

➢ **The Restrict Formatting and Editing dialog box** as shown below. then

➢ We will select **the editing restrictions option** (that is NO. 2) and then
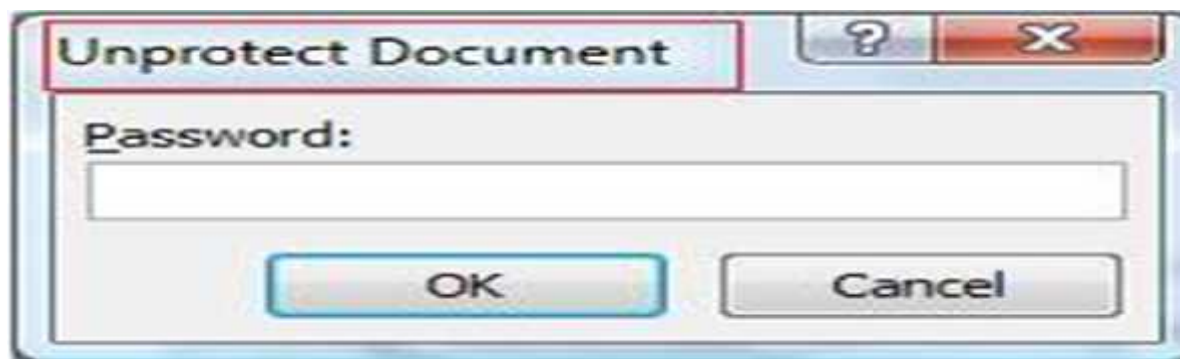
➢ click on **Yes, start forcing protection** option.

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The Protect group of Review Tab

➢ **From Start Enforcing Production dialog box** , we will
➢ **select password option**,
➢ **Enter new password,** and
➢ **Reenter password to confrim**
➢ **click OK**.
❑ Now your document is protected by this password.

Start Enforcing Protection

Protection method

◉ Password
(The document is not encrypted. Malicious users can edit the file and remove the password.)

Enter new password (optional): ••••••
Reenter password to confirm: ••••••

○ User authentication
(Authenticated owners can remove document protection. The document is encrypted and Restricted Access is enabled.)

OK   Cancel

❑ To remove the protection from the document, we must have this password to be entered it in the dialog box as shown and then click on OK

Unprotect Document

Password:

OK   Cancel

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Questions