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Microsoft Word 2007

Advanced Level

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CHELTENHAM COURSEWARE

TUTOR SETUP INFORMATION

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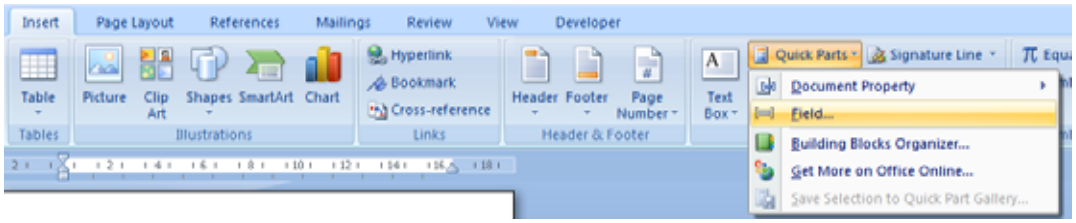
Field Codes & Fill-in Forms

What are Word Field codes?

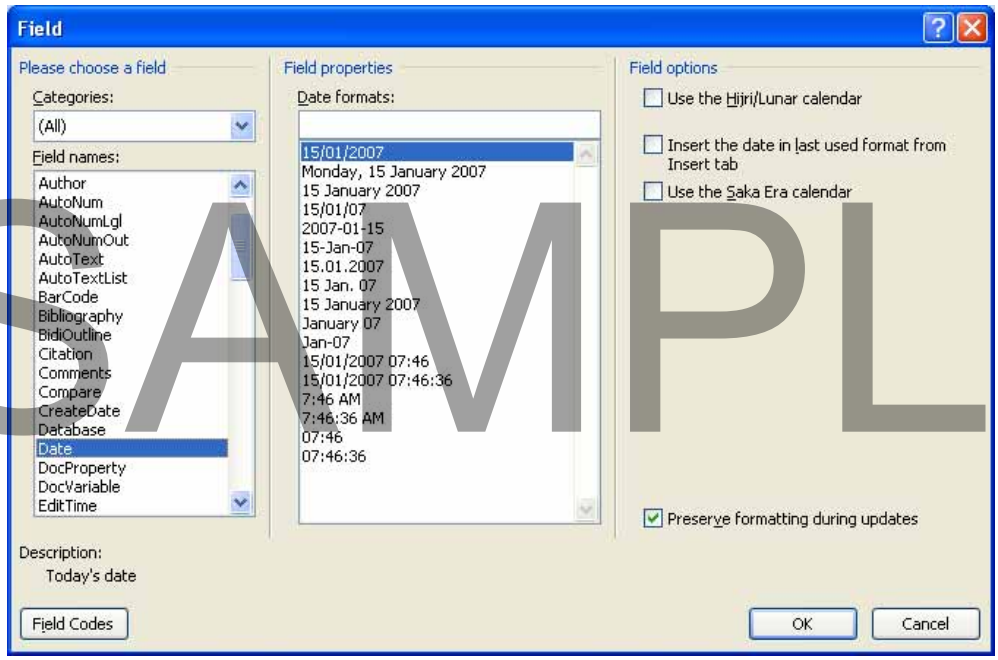
- A Microsoft Word field is a special type of object that you can insert into a Microsoft Word document that can be updated. For instance, you could insert a date field into a letter template that could automatically update to show today's date when you print the letter. There are many examples of fields within Microsoft Word, some of which you use without even realising that they are fields. For instance, if you insert automatic page numbering into a Microsoft Word document, this in fact uses a Microsoft Word field to automatically renumber the document as you add or delete pages.

Inserting a field code

- Open a document called **Fields**. Click to the right of the text '**Today's Date**'. Click on the **Insert** tab. Within the **Text** group, click on the **Quick Parts** button. Finally click on the **Field** command.



- You will see the **Field** dialog box displayed. Select the **Date** field as illustrated.



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You can select the desired format using the **Date formats** section of the dialog box. Click on the **OK** button to insert the field.

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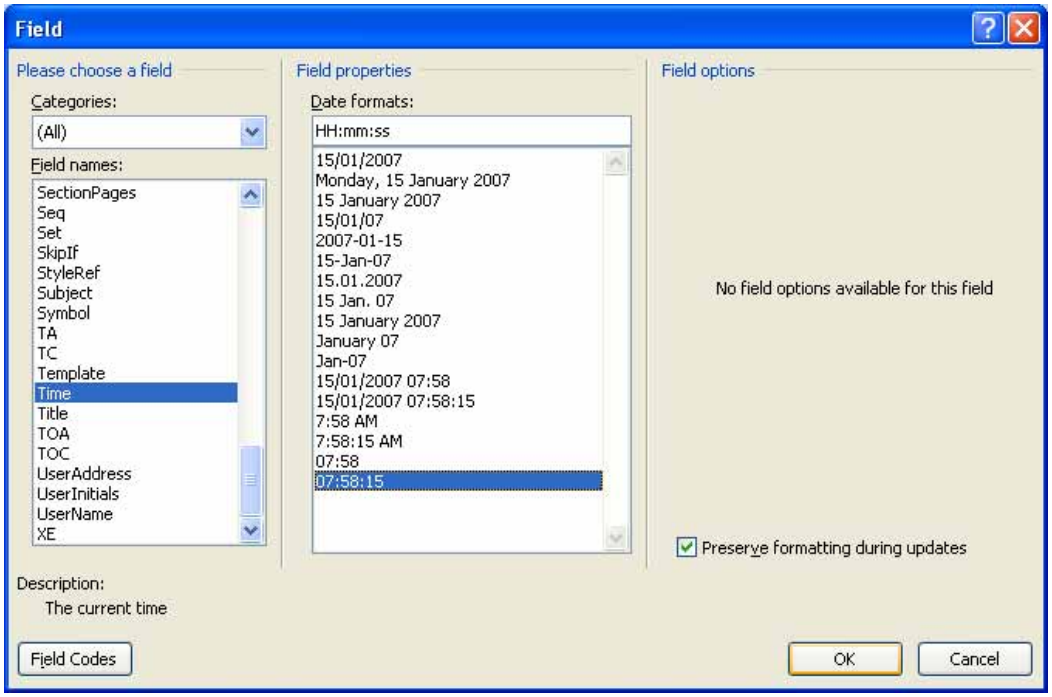
- Use the same technique to insert the ***current time*** into the document. Choose a time format that includes seconds, as illustrated.



When you click on the **OK** button the time will be inserted, but you will notice that the time is not automatically updated on your screen.

Updating fields

- Select the **time field** and press the **F9** key. The **F9** key is the ***Update*** key. You will see that each time you press the **F9** key the field is updated to the current time. Make a note of the current time as displayed on the screen. Try printing the document. You should find that the printed version has been automatically updated as normally Microsoft Word will automatically update fields when you print a document.

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Editing and deleting fields

- Right click over the **Date** field within your document. From the popup menu displayed, click on the **Edit Field** command.

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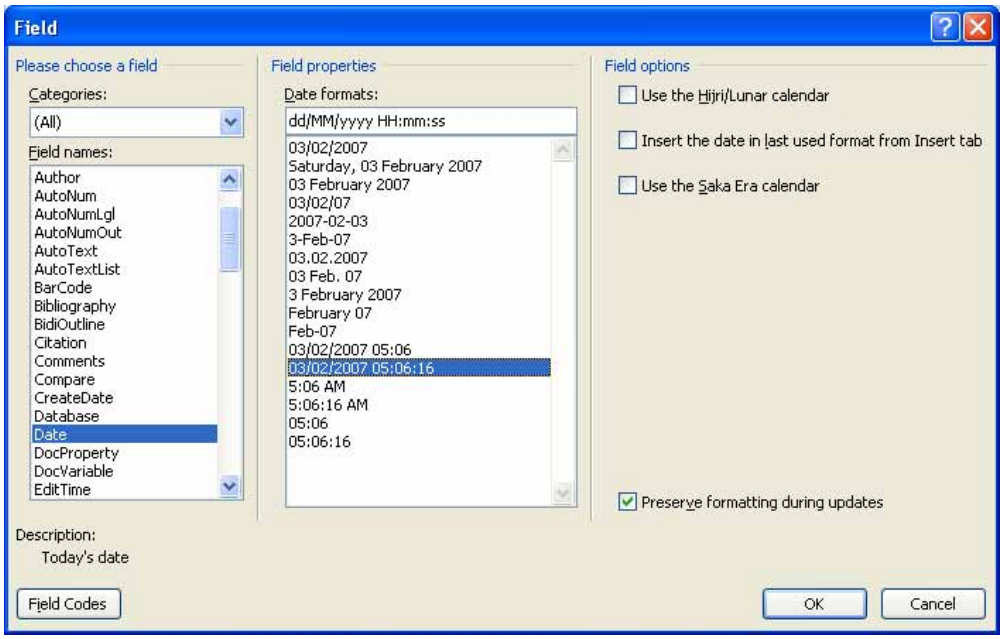
- You will see the **Field** dialog box displayed. Select a different format and click on the **OK** button to apply your change.



- To delete a field select the field and press the **Del** key. Try deleting the date field. Click on the **Undo** icon to reverse this deletion.

Locking or unlocking fields

- Fields can be locked so that they do not update until the field is unlocked. Select the **Time** field within your document and press the **F9** key to see it update to the latest time.
- Select the **time** field within your document and press **CTRL+F11**. This will lock the contents. Try selecting the **time** field and pressing the **F9** key. You should find that the field is no longer updated.
- Unlock the **time** field by pressing **CTRL+SHIFT+F11**. You should now be able to update the field by selecting it and pressing the **F9** key.

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Displaying the field codes rather that the effect of a field

- When you insert a field, you see the effect of that field not the field code itself. Sometimes it is useful to see the actually field code within your document. Press **Ctrl+A** to select everything within your document. Press **Alt+F9**. You will now see the actual field codes, similar to those illustrated below.

Today's Date: { DATE * MERGEFORMAT }

Current Time: { TIME \@"HH:mm:ss" * MERGEFORMAT }

- Press **Alt+F9** again to toggle back to seeing the effect of your field codes.

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Converting fields to text

- You can permanently convert a field code to text. To do this, press **Ctrl+A** to select everything in your document. Press **Ctrl+Shift+F9**.

- Press **Alt+F9** and you will see that your document no longer contains any field codes.
- Use the **Undo** icon to undo this conversion. Save your changes and close the document.

Forms

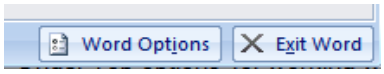
What are fill-in forms?

- You can create a document that acts as an online fill-in form. This fill-in form looks just like the sort of printed forms that you use in daily life, but it has the advantage that the data can be typed directly into the document. Normally you create forms for others to use.
- Also the document can be protected so that the text within the form cannot be accidentally deleted or edited.

  TIP: Pressing the **Tab** key within a fill-in form will jump to the next fill-in field within the form.

Creating and editing a form

- Open a document called **Online Form**.
- We need to display the **Developer** tab. If this is not already displayed, click on the **Microsoft Office** button, and then click on the **Word Options** button displayed at the bottom of the drop down menu displayed.



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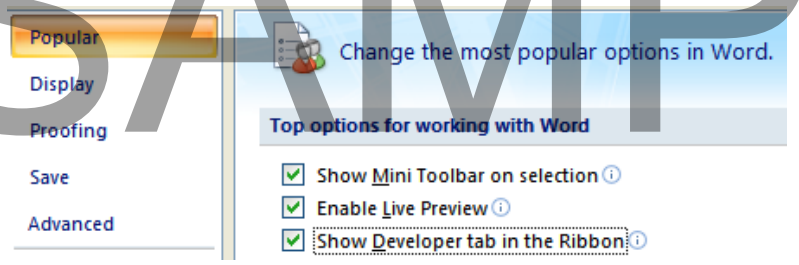
- If necessary click on the **Popular** option and then click to select the **Show Developer tab in Ribbon**.



- Click on the **OK** button and you will now see that an extra tab is displayed at the top of your screen, called **Developer**.

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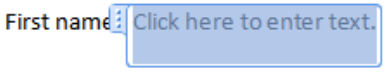
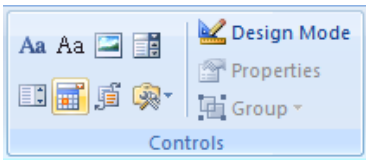
- Clicking on the **Developer** tab will display new commands and options.
- Click to the right of the text '**First name**'. Click on the **Text** control, located within the **Controls** group.

You will see the control inserted into your document as illustrated.

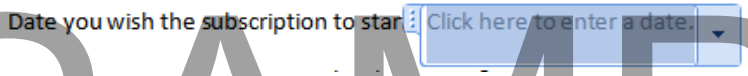


- Click to the right of the text '**Second name**' and repeat this procedure to insert another **Text** control.

- Click to the right of the text '**Date you wish the subscription to start'** and click on the **Date Picker** control.



You will see the following control is inserted into your document.



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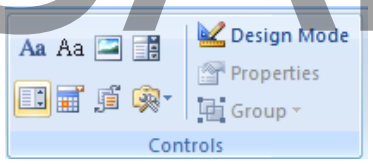
- Click to the right of the text **'Do you want a 6, 12 or 24 month subscription?'** and click on the **Drop Down List** control.



You will see the following control is inserted into your document.

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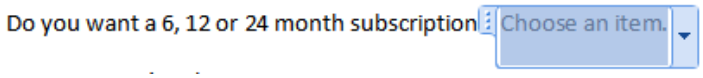
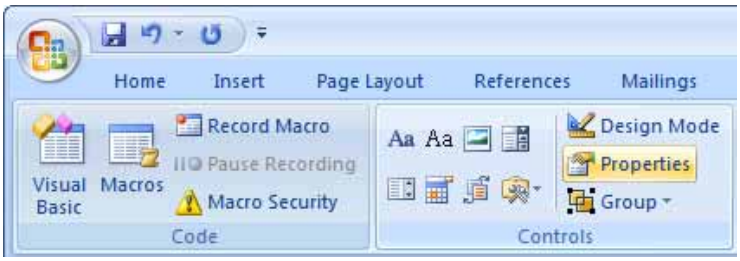


- Click to the right of the text '**Your contact details**'. Click on the **Text** control, located within the **Controls** group.

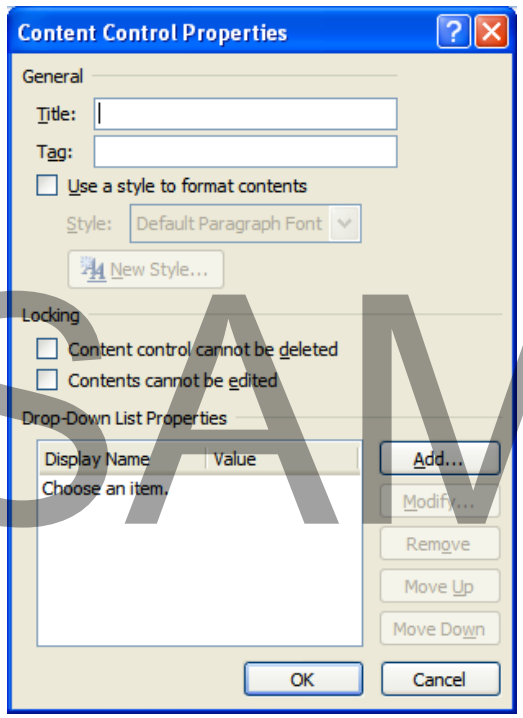
- We have inserted the basic control fields, next we need to edit and format these fields.

Editing and formatting fill-in form fields

- Click on the form control field which relates to the length of subscription required. Click on the **Properties** button.



This will display the **Properties** dialog box for that form control.



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- We need to insert options for a **6 month**, **12 month** or **24 month** subscription renewal. To do this click on the **Add** button. The **Add Choice**

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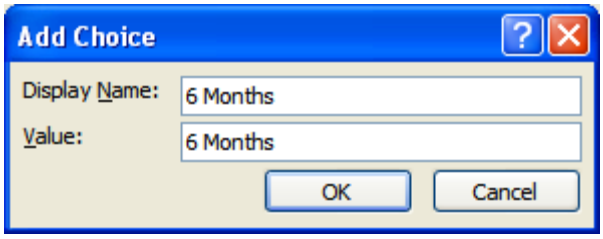
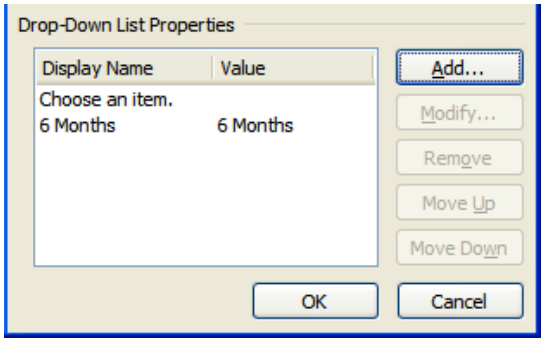
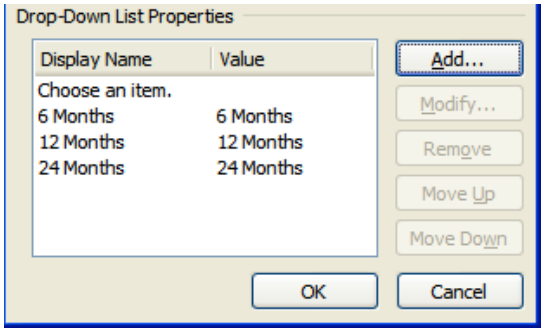
dialog box is displayed. Type in **6 Months**.



- Press the **OK** button. You will see the **6 Months** option stored as illustrated.



- Click on the **Add** button and add the **12 Months** option.
- Finally add the **24 Months** option. The dialog box will look like this.



- Click on the **OK** button to close the dialog box.

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Deleting fields within a fill-in form

- Select a field within your document and press the **Del** key to delete the field.
- Click on the **Undo** icon to reverse this deletion.

Protecting a fill-in form

- Click on the **Protect Document** icon and from the drop down list, select the **Restrict Formatting and Editing** command.

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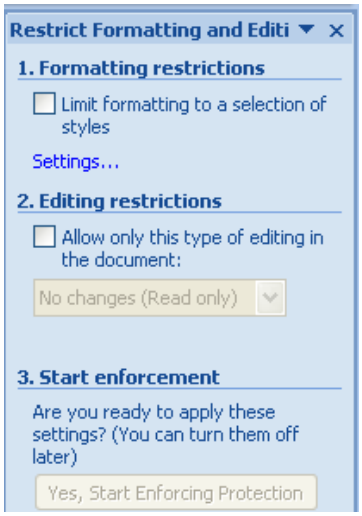
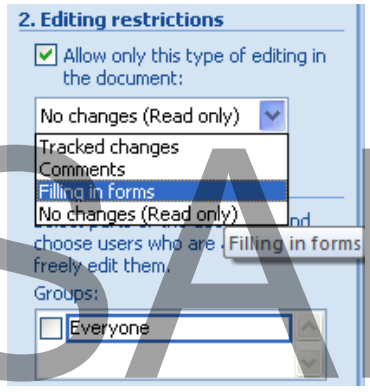
- You will see options displayed at the side of your screen.



- Click on the second tick box relating to **Editing Restrictions**. Additional options will be displayed. Click on the **down arrow** and select **Filling in forms**.



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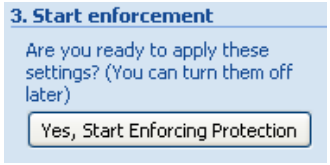
- Click on the **Yes, Start Enforcement Protection** button.



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- The **Start Enforcing Protection** dialog box will be displayed. Enter your password as directed (in this case use the password **Secret**)

NOTE: In real life use a mixture of letters and numbers for your passwords. Do not use common names as these may be insecure.

- Click on the **OK** button.

- Save your document and close the document.

- Re-open a document called **Online Form**.
- You will find that the form is now protected and that you can add data to the form via the fill-in fields, but you cannot edit the other data within the document.
- Enter data into your form using the fill-in fields (just make up the details).
- Save your document at a document called **My Online Form**. Close the document.

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Linking and Embedding

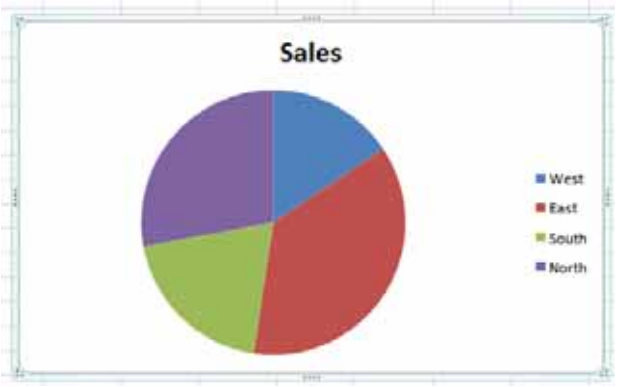
Linking and embedding objects

- You can easily select objects created in other applications, (such as a chart created in Microsoft Excel), and then paste those objects into a Microsoft Word document. If you embed an object then the embedded copy is normally independent of the original data. In the case of an embedded chart, this means that changes made to the data within Microsoft Excel will not necessarily be automatically updated within the Microsoft Word document.

  Linking objects is slightly different. In this case the linked object within a Microsoft document will be updated to reflect changes made to the original data within the Microsoft Excel workbook.

Embedding an Excel chart

- Start **Excel** and open a workbook within Excel called **Chart and Data**. This worksheet contains some basic numbers which are used to display a chart within the worksheet. Click once on the chart to select it and then press **Ctrl+C** to copy the chart to the Clipboard.



- Switch back to Microsoft Word (or if necessary start the Microsoft Word program). Open a Microsoft Word file called **Embedding**. Click where you wish to embed the chart and then press **Ctrl+V** to paste the chart into the document. The chart will be displayed within the document.
- You can drag the chart within the document to the desired location within the document.
- Save and close the Word document.
- Switch back to your Excel workbook. The numbers used to generate the chart look like this.

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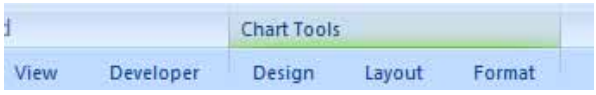
	A	B	C
1			
2		Region	Sales
3		West	23
4		East	54
5		South	29
6		North	41

- Change the **Sales** figures for the **West** region from **23** to **15**. Notice that the chart within Excel changes as soon as you type in the numbers and press the **Enter** key.
- Change the figures for the **East** region from **54** to **8**. Again the chart will be modified as soon as you press the **Enter** key.
- Switch back to Microsoft Word (or if necessary start the Microsoft Word program). Re-open the Microsoft Word file called **Embedding**. You will see that the embedded chart has not been updated within Microsoft Word.

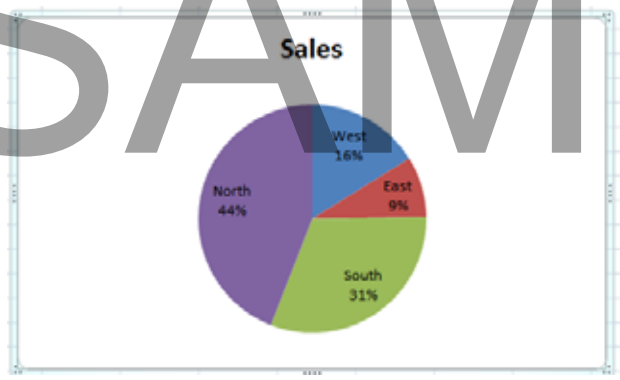
Formatting an embedded worksheet within a document

- Click once on the embedded chart within your Microsoft Word document. You will notice that a **Chart Tools** tab is displayed on your screen.



- Double click on the chart and you will see the following chart tools displayed.

- Try clicking on some of the options within the **Chart Layout** group. An example is illustrated below.



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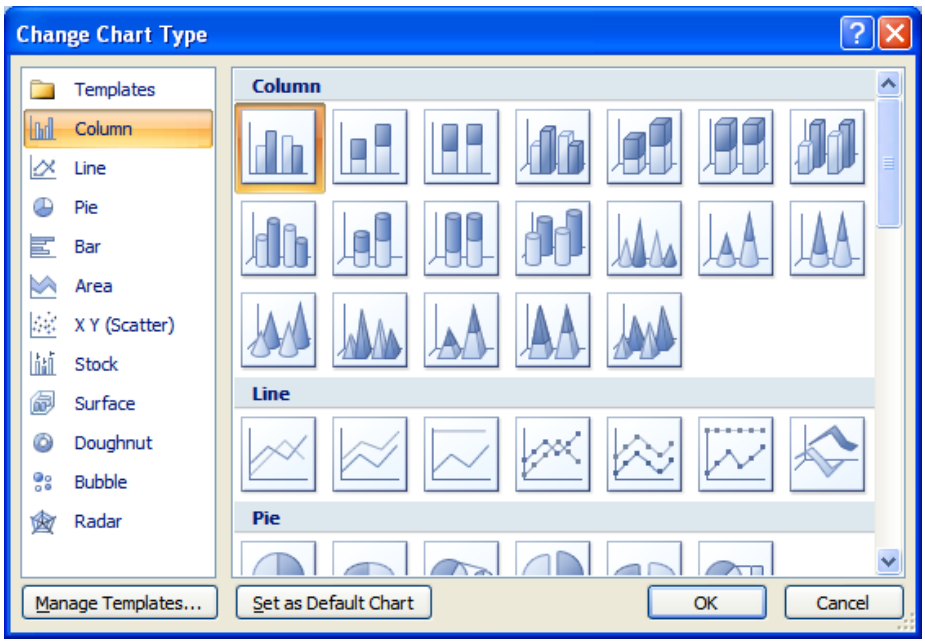
- Experiment with using the options in the **Chart Styles** group. An example is shown below.

- Clicking on the **Change Chart Type** group will display the **Change Chart Type** dialog box allowing you to use a different type of chart.



An example is illustrated below. Experiment with using different chart types.

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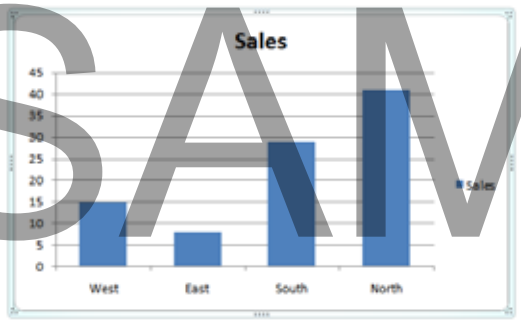

Editing an embedded object

- Remember that the embedded chart in the Microsoft Word document is not linked to the original data within Excel, so if you need to edit the data used to produce the chart, then you need to edit the data within Excel. Click on the

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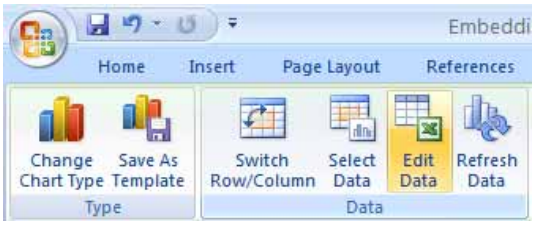
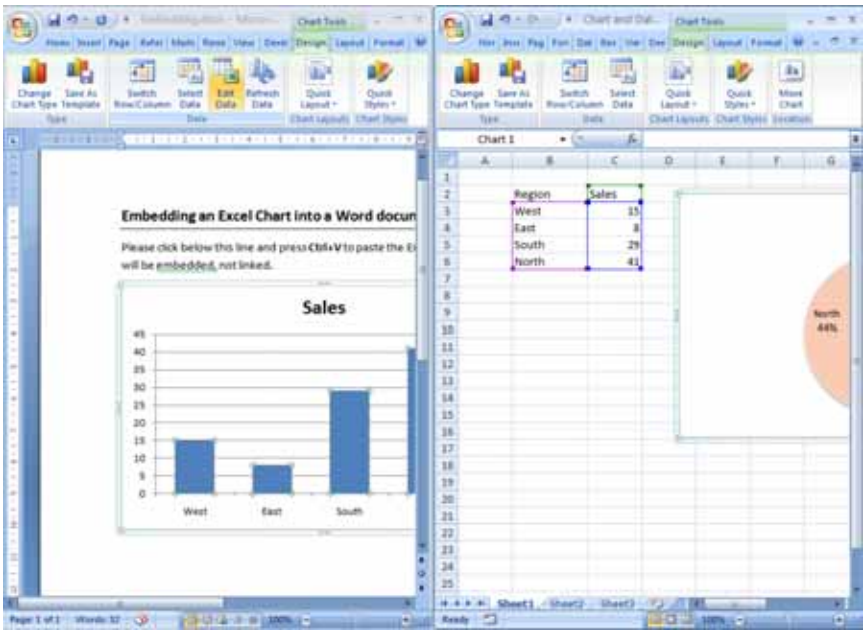
Edit Data button within Microsoft Word.



- The screen will change so that the Microsoft Word document and the Excel workbook are displayed side by side.



- Change the data within Excel. Change the sales figure for the **West** region to **5** and then change the sales figures for the **East** region to **5**.
- Click on the Microsoft Word document and click on the **Refresh Data** button. The chart within the Microsoft Word document will be updated, as illustrated.

SAMPLE

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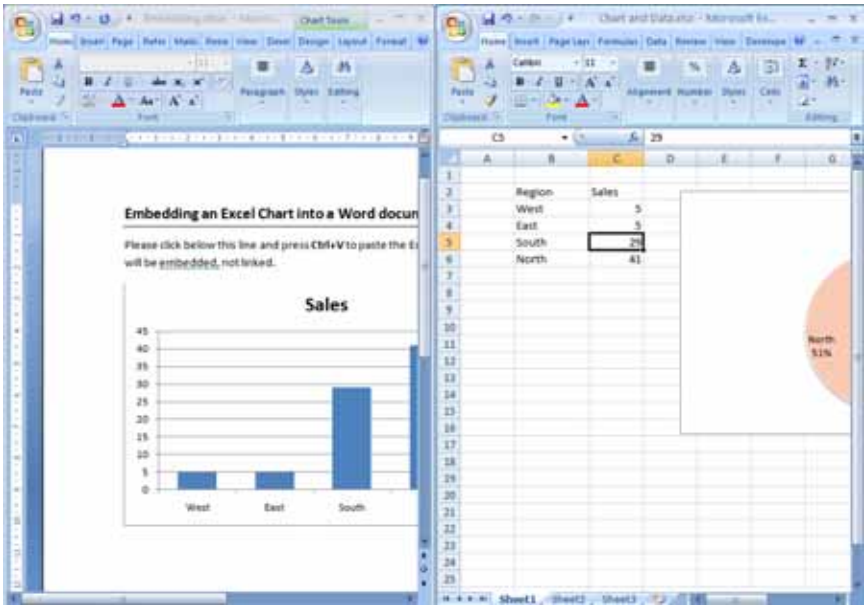
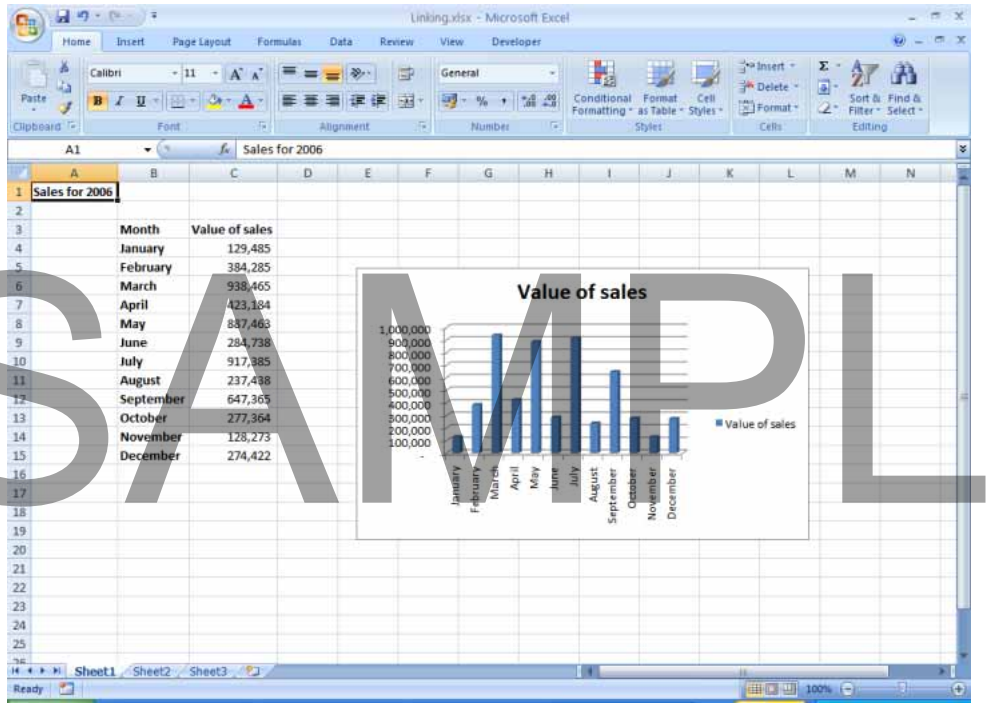


- Save and close all open documents

Linking an Excel chart to a Microsoft Word document

- Open a document called **Linking an Excel Chart**.
- Start Microsoft Excel. Open a workbook within Excel called **Linking** (this file is contained in your sample files folder and you will need to navigate to that folder and then open this file).
- Your Excel worksheet will look like this.



SAMPLE

- Click once on the chart border, within the Excel workbook. The entire chart should now be selected and look like the illustration below.

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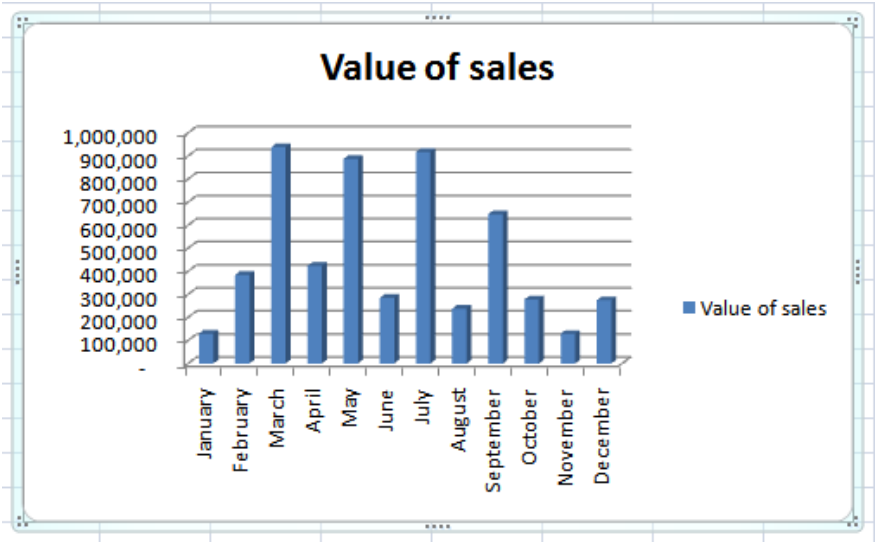

- Press **Ctrl+C** to copy the chart to the Clipboard.
- Switch back to your Microsoft Word document. Click within this document at the location where you wish to insert the chart.
- Within your Microsoft Word document, click on the **Home** Tab and then click on the **Office Button**. From the drop down menu displayed, select the **Paste Special** command.

- The **Paste Special** dialog box is displayed. Select the **Microsoft Office Excel Chart Object** type, click on the **Paste Link** button and then the **OK** button. The chart will now be displayed within in the Microsoft Word document.

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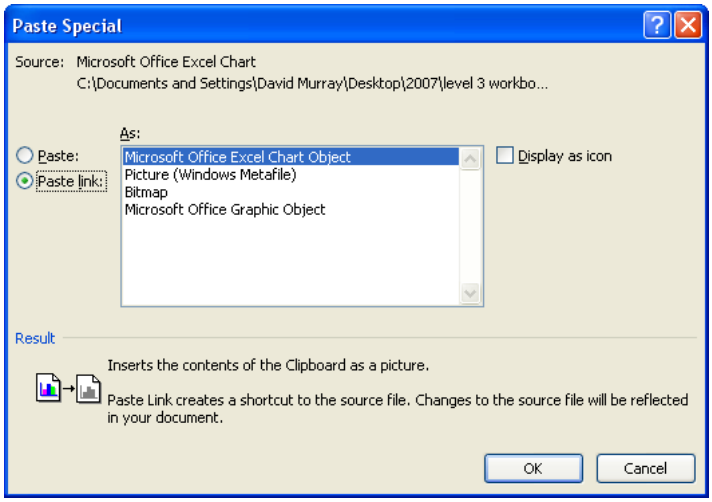


- Switch back to the Excel workbook and modify some of the data used to create the chart within the Excel workbook. The chart displayed within Excel will change.
- Switch back to your Word document and you will see that the chart displayed within your Word document has also been updated.

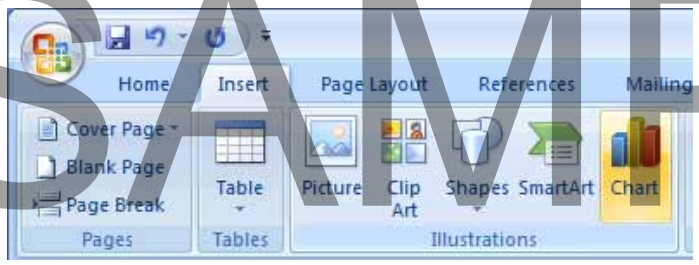
  NOTE: If the chart within your Microsoft Word document has not been updated, select it and press the **F9** (***Windows Update***) key.

- Save your changes and close all open files.

Using the 'Insert Chart' command

- You can create a chart within a Microsoft Word document using the Insert Chart command. You can edit the data to create this chart and format the charts using a range of advanced techniques.
- Open a document called **Insert Chart**.
- Click with the document at the location where you wish to insert the chart.
- Click on the **Insert** tab and from within the **Illustrations** group, click on the **Chart** icon.

SAMPLE



- The **Insert Chart** dialog is displayed.

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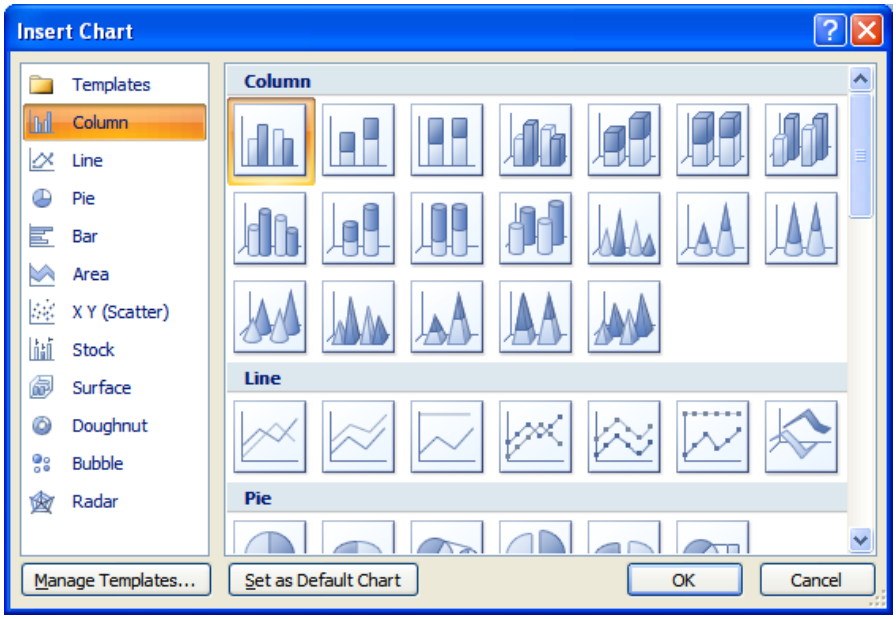
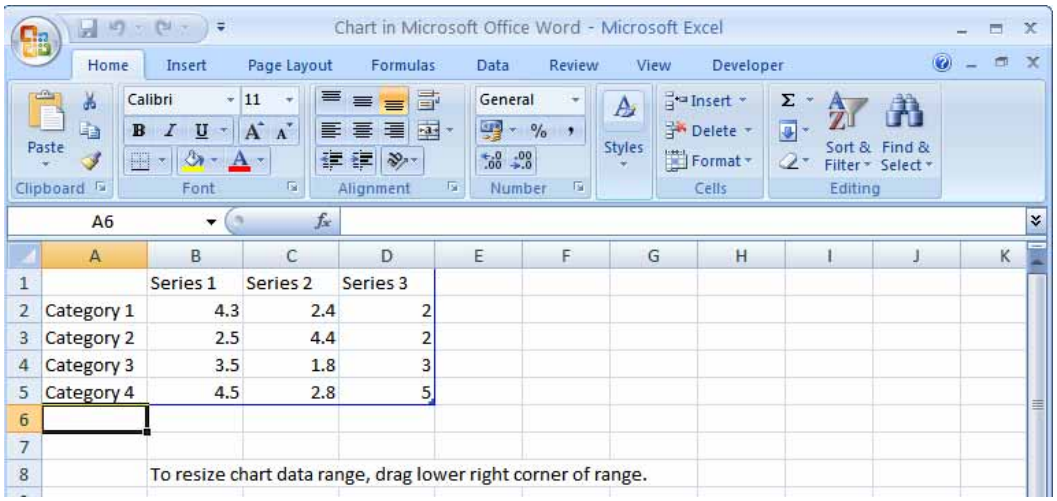


- Click on the **OK** button to select the default chart type and you will see the following window displayed.



- Close the **Chart in Microsoft Office Word** window and you will see a chart displayed within your document.

SAMPLE

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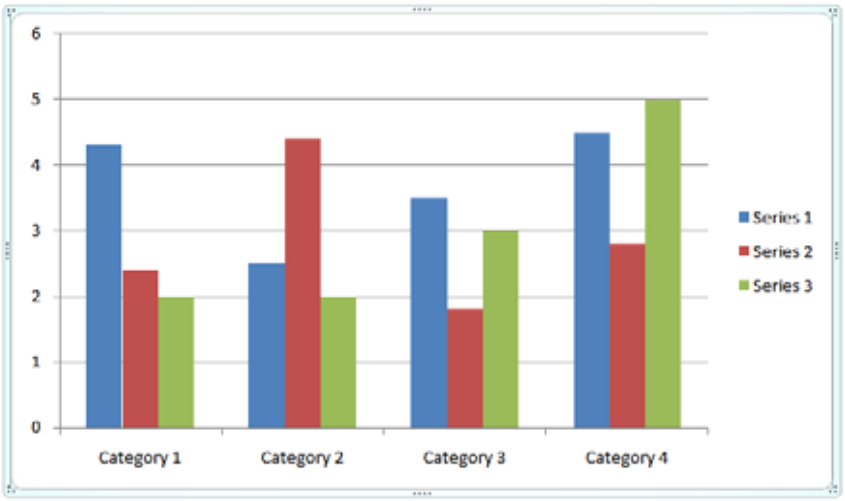
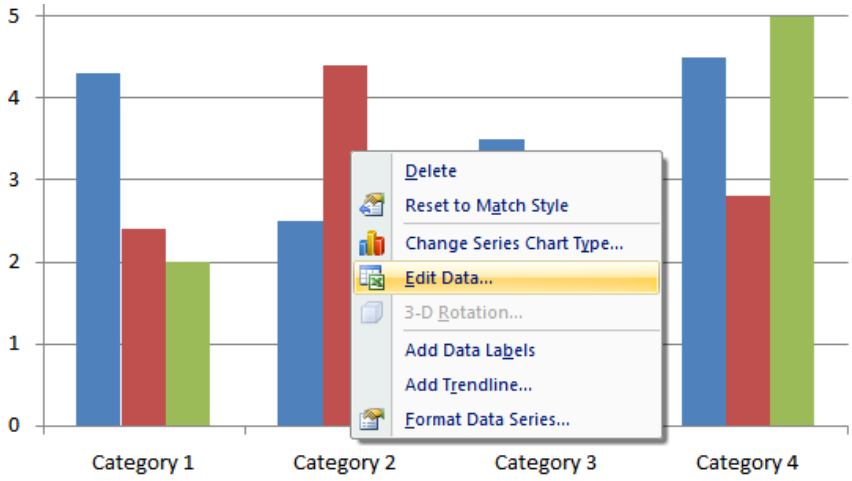


- To edit this data, right click over the chart and from the popup menu displayed, click on the **Edit Data** command.



- This will display the data in a window.

	A	B	C	D
1		Series 1	Series 2	Series 3
2	Category 1	4.3	2.4	2
3	Category 2	2.5	4.4	2
4	Category 3	3.5	1.8	3
5	Category 4	4.5	2.8	5

SAMPLE

- Edit the data as illustrated.

	A	B	C	D
1	REGION	2005	2006	2007
2	North	1	5	9
3	South	2	6	10
4	East	3	7	11
5	West	4	8	12

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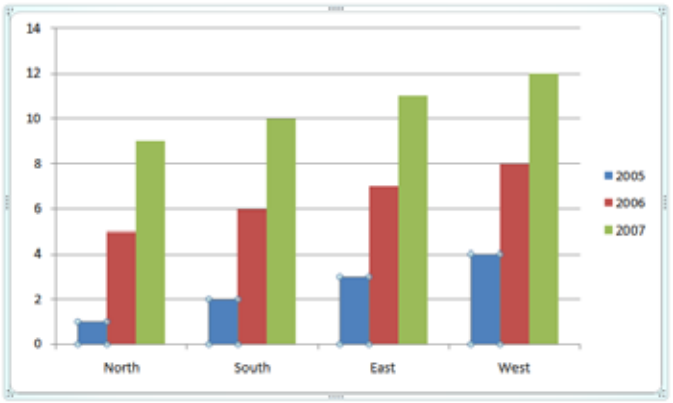
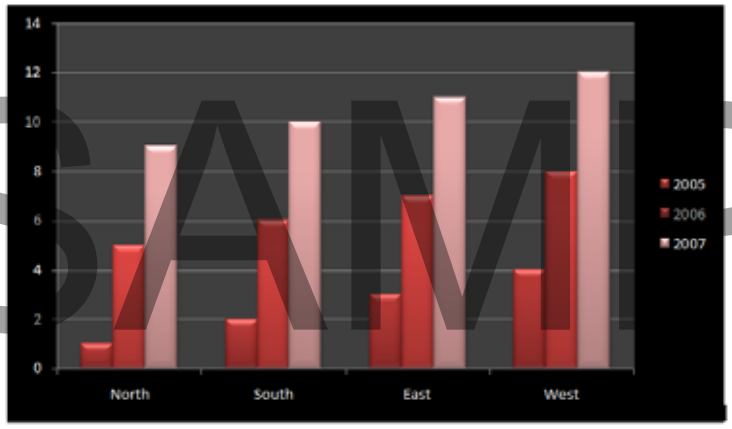
- Close the data window and the charts will be updated, as illustrated.



- You can use the **Chart Styles** section to enhance the look of your chart. Click on the **down arrow** (more) to display a range of options from which to select.

- In the example shown we have selected from one of the options in the bottom row of choices.



SAMPLE

- Save your changes and close the document.

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References Options

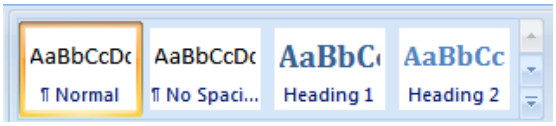
Table of Contents

- Microsoft Word can easily create a Table of Contents for your document. This table of contents can be updated to reflect changes that you make to your document, such as inserting or deleting pages, and the page numbering within the table of contents will be updated for you. If you delete sections of text that contain a header item, this too can be reflected in an updated table of contents in your document.
- The easiest way to make use of a Table of Contents is to use **header styles** within your document, marking each important element with a header style, such as **H1**, **H2** or **H3** styles.

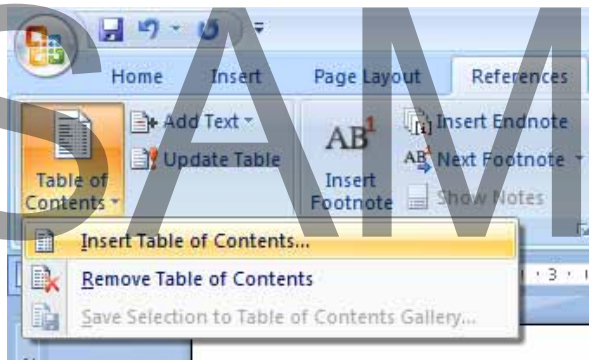
Creating a Table of Contents

- Open a document called **Table of contents**. If you examine the document carefully, you will see that each title within the document has been marked using header styles.

  NOTE: If you wanted to mark a section of text using a header style, click within the text that you wish to mark as a header. Then you would click on the **Home** tab select the required style from the **Styles** section as illustrated.



- As you can see there is currently no table of contents within the document. To add a Table of Contents, click within the first page at the location where you wish to insert the table.
- Click on the **References** tab and then click on the **Table of Contents** section. Click on the **Insert Table of Contents** command.



SAMPLE

- The **Table of Contents** dialog box will be displayed, as illustrated.

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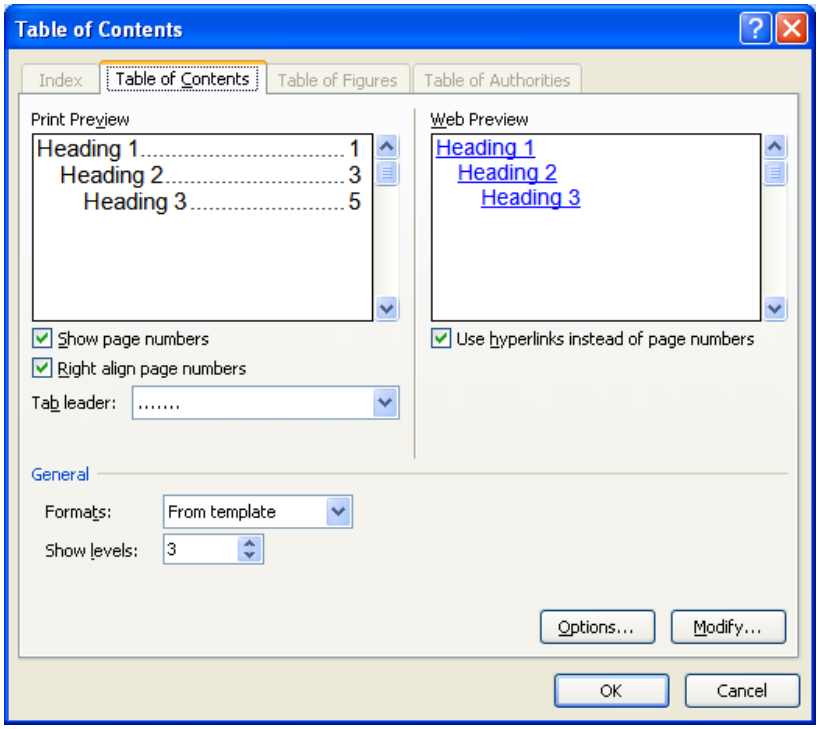
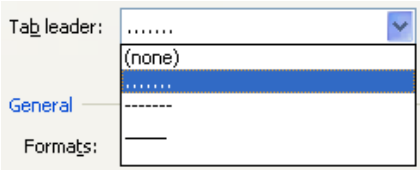
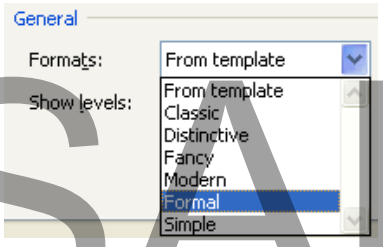


- You can use a different tab leader by clicking on the **down arrow** to the right of the **Tab leader** section within the dialog box. Select any format you wish.



You can select a format of your choice by clicking on the **down arrow** to the right of the **General** section within the dialog box. In this case select the **Formal** format option.



SAMPLE

- Click on the **OK** button and the Table of Contents will be displayed, as illustrated.

You may see small right pointing arrow shapes. These are **tab** characters; while they may be visible on the screen, they will not be visible when you print the document.

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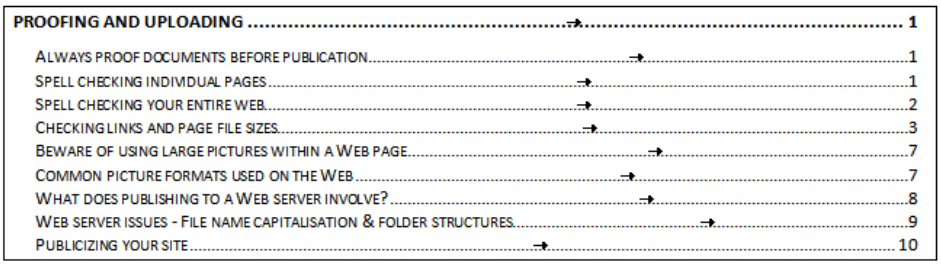
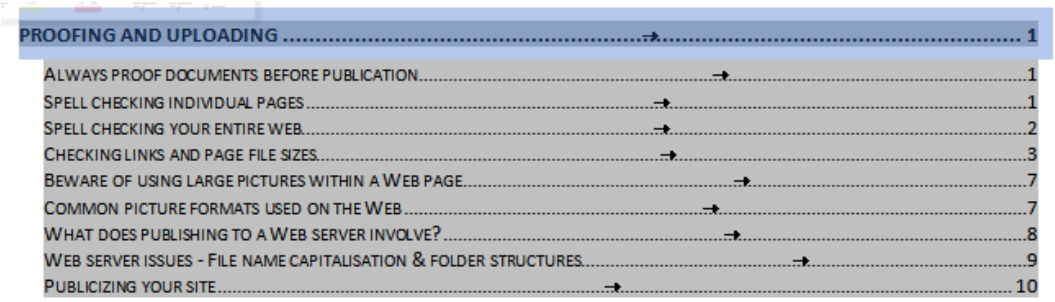


- Save your changes and leave the document open.

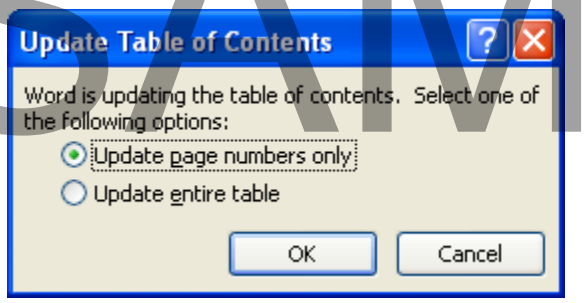
Updating and modifying an existing Table of Contents

- Look at the Table of Contents. You can see that the first item within the table of contents starts on page one.
- Insert a page break after your table of contents (to do this, click where you wish to insert the page break and then press the **Ctrl+Enter** keys).
- Scroll back up the document so that you can see your table of contents. You may notice that the first item is still listed as being on page **1**, when in fact it should be listed on page **2**.
- You need to update your Table of Contents. To do this, move the mouse pointer to the left of the Table of Contents (until the pointer shape changes to an arrow pointing upwards and to the right) and then click once. This should select the entire table of contents, as illustrated.



- Press the **F9** key. This is the ***Update*** key. You will see the following dialog box.

SAMPLE



We have not added or deleted any items that would be displayed within the Table of Contents. We have simply changed the number of pages. In this case we can use the default setting of **Update page numbers only**. If you

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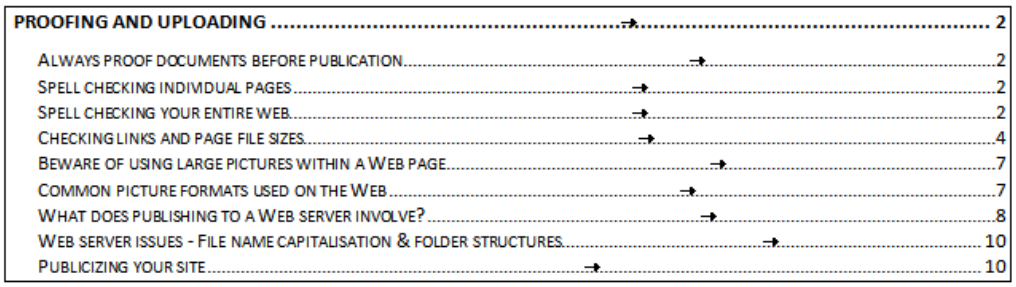
have added or deleted text, you should use the **Update entire table** option. Click on the **OK** button and the Table of Contents will update, as illustrated.



Scroll through to the end of your document to the section called '**Publicizing your site**'. Delete the entire section. Update the **Table of Contents**, but this time, select the **Update entire table** option. You will find that this section has been automatically removed from your **Table of Contents**.

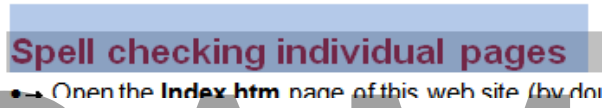
- Save your changes and close the document.

Bookmarks and cross references

- You can insert a bookmark within a Microsoft Word document which can then be used in the same fashion that you would place a bookmark within a real book (i.e. you can use the bookmark to find an item of interest within your document). You can insert a cross-reference from one part of a document to a bookmark at another location within the document.

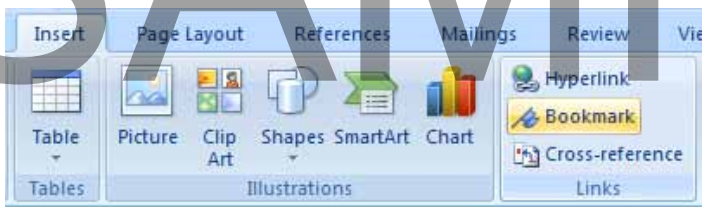
Adding a bookmark

- Open a document called **Bookmarks**. Scroll to the second page and select the header as illustrated.



SAMPLE

- Click on the **Insert** tab and click on the **Bookmark** option (within the **Links** group).



- This will display the **Bookmark** dialog box. In the **Bookmark** name section, type in the name **spelling**. Click on the **Add** button to insert the bookmark.

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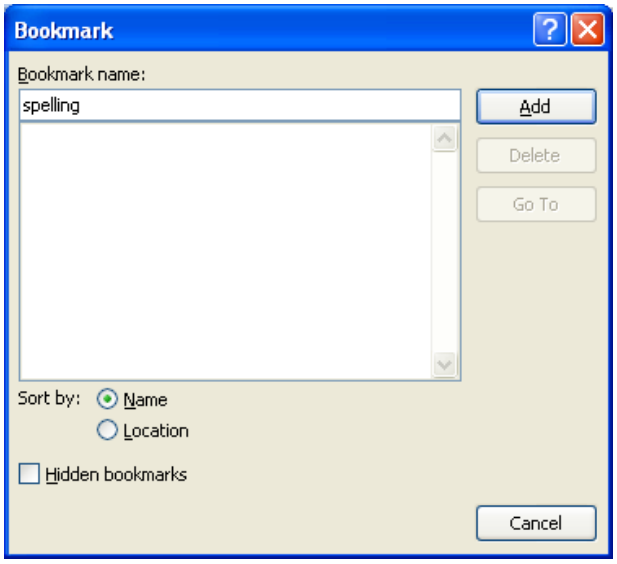
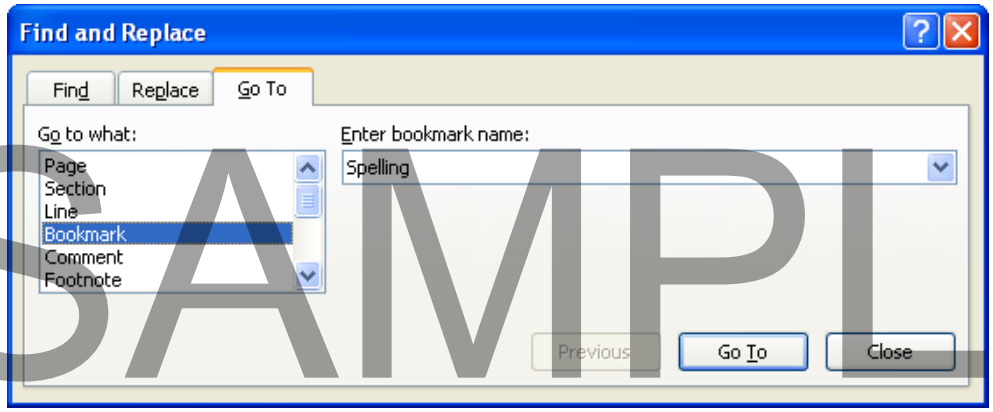


Deleting a bookmark

- To delete a bookmark, click on the **Insert** tab and click on the **Bookmark** button. Select the name of the bookmark that you wish to delete, in this case **Spelling,** and click on the **Delete** button.

Going to a bookmark

- Scroll back to the start of your document. Press the **F5** key which is the keyboard shortcut to display the **Find and Replace** dialog box. If necessary, within the **Go to what** section of the dialog box, click on **Bookmark**. In this case there is only one bookmark, called Spelling and you should see it listed. Click on the **Go To** button and you will go to the bookmark location. As you can see, bookmarks can be very useful!



SAMPLE

- Close the dialog box before continuing.

Cross-references

- You can easily create a cross-reference from one part of your document to a bookmark in another part of the document.

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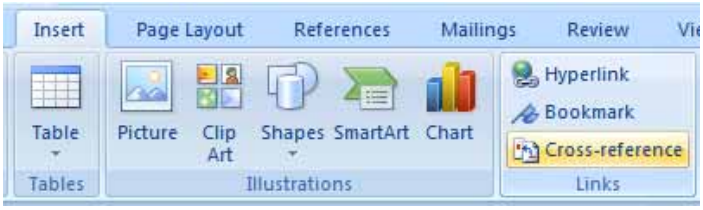
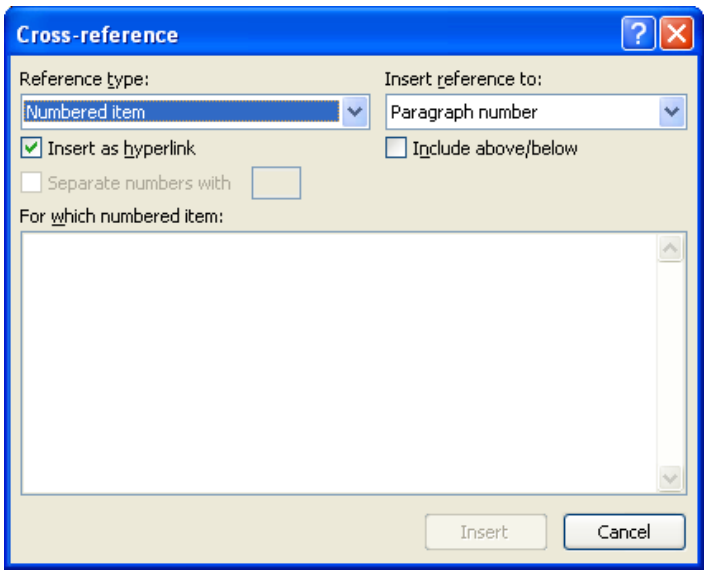
- Scroll up to the first page within your document. Click at the end of the line containing the text "**Always spell check your work**". Type in the words, "**Please see page**". Press the **Spacebar** to insert a space. Click on the **Insert** tab and click on the **Cross-reference** button.



- This will display the **Cross-reference** dialog box.



- Select **Bookmark** from the **Reference type** drop down list.
- Select **Page Number** from the **Insert Reference to** drop down list.
- Click on the **Insert** button and then close the dialog box.

- If the number of pages changes, you can update the cross-reference field to display the updated cross-referenced number. To see this in action, insert an extra page break (by pressing (**Ctrl+Enter**) after the first page. Then select the cross-referenced number within the document and press the **F9** key update key. The cross-referenced page will now be displayed as **page 3.**

- To delete a cross-reference, select the cross-reference field and press the **Del** key. Try this now. Use the **Undo** icon to reverse this deletion.

- Save your changes and close your document.

Indexes

- Provided that you have marked entries within your document as items to be displayed in an Index, then Microsoft Word can automatically create an Index

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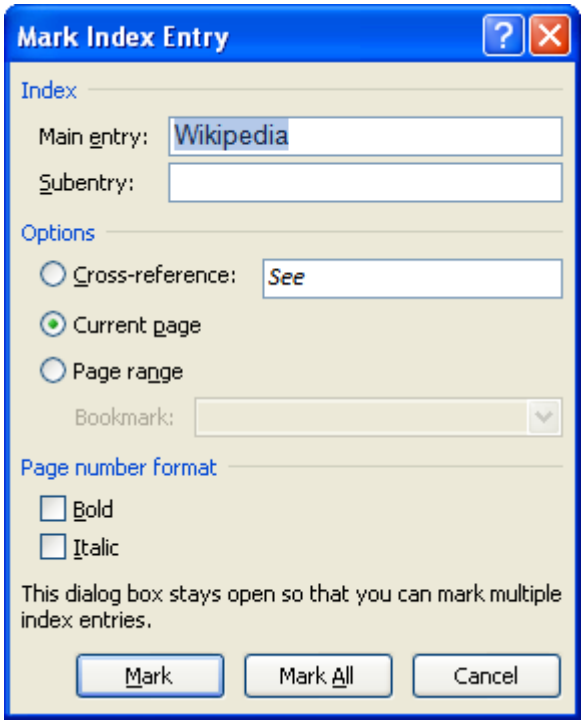
for you. As changes are made to the document and more pages are added, deleted or inserted into the document, the Index can be updated to take account of these modifications within the document.

Creating or editing an index

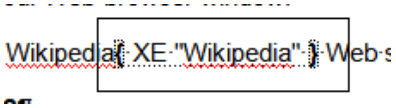
- Open a document called **Indexes**. We will create an index entry for a word called **Wikipedia** within this document. Search for a word called **Wikipedia** and select the word.
- Click on the **References** tab and click on the **Mark Entry** button (contained within the **Index** section of the **References** tab). This will display the **Mark Index Entry** dialog box.



- Click on the **Mark** button. Click on the **Close** button. You cannot see any change but Microsoft Word has inserted an index mark field into the document. To see fields, click on the **Home** tab and then click on the **Show / Hide** icon (located within the **Paragraph** section of the **Home** tab).

SAMPLE

You will now see the code displayed as illustrated



- Re-click on the **Show / Hide** icon to hide this code again. We have now marked a word as an index entry. Next we need to create the index. Scroll

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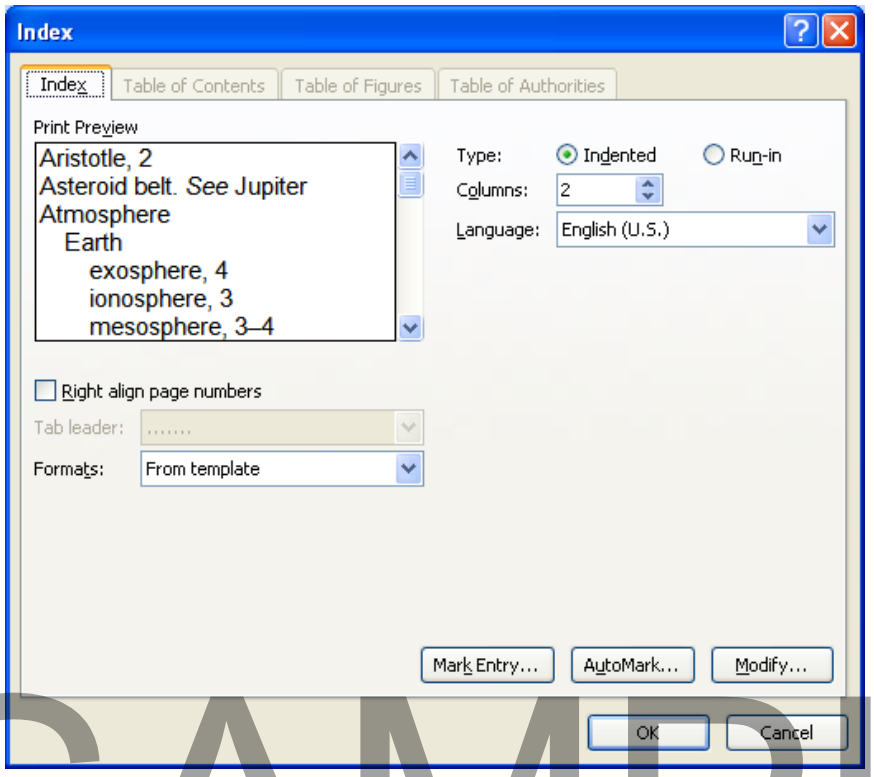
through to the end of the document. Insert a page break (**Ctrl+Enter**). Type in the word **Index** and press the **Enter** key a few times to insert some spaces. Format the word **Index** so that it is displayed more prominently.

- To create the index, click at the location where you wish to insert the index and then click on the **References** tab. Click on the **Insert Index** button.

- The **Index** dialog box is displayed. You can modify the format using this index and set the number of columns used to display the index. In this case, just click on the **OK** button to accept the default formatting.



SAMPLE

- The index is created. In this case, an index of only one word is displayed, as we only marked one word as an index entry. To create a proper index requires a lot of time and a lot of skill.

Save your changes and close the document.

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Footnotes and Endnotes

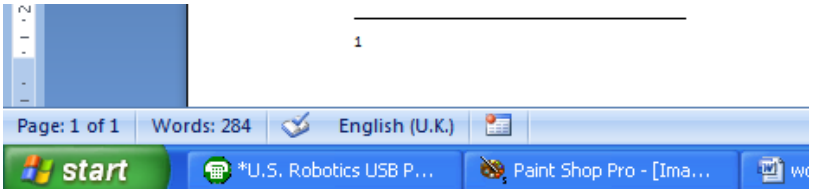
- Footnotes are often used at the bottom of a page to explain a point in more detail. For example, in a student edition of a Shakespeare play, footnotes might be used to explain the content of a plot or to provide more information about an '*old English*' word used in the play.

- Endnotes are commonly used for the citation of sources used within a document, especially within the academic or research fields.

Creating Footnotes

- Open a document called **Footnotes**. Click at the end of the first sentence in the second section of text (which has been highlighted for your convenience).
- Click on the **References** tab, and then click on the **Insert Footnote** button.

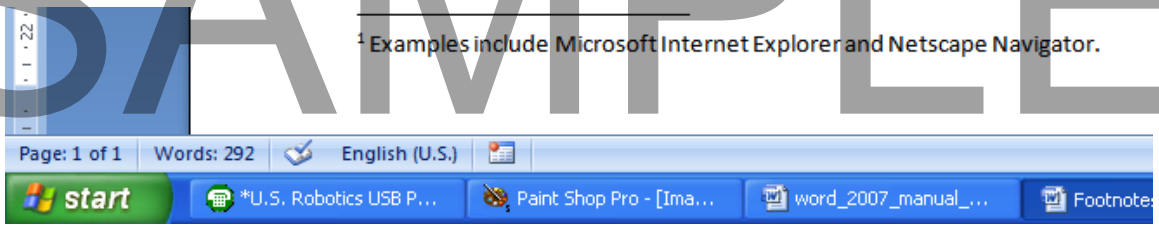
- This will display an area to the bottom-left of the screen where you can enter the detailed information making up your footnote.



- In this case, enter the following text:

Examples include Microsoft Internet Explorer and Netscape Navigator

as illustrated.



- We will add another footnote. Later in the text section you will see the word **PDF**. Click immediately after this word and use the procedure detailed above to insert a footnote explaining that **PDF** is short for "**Portable Document File**", as illustrated. The word **PDF** will be marked with a **2** to indicate the footnote.

SAMPLE

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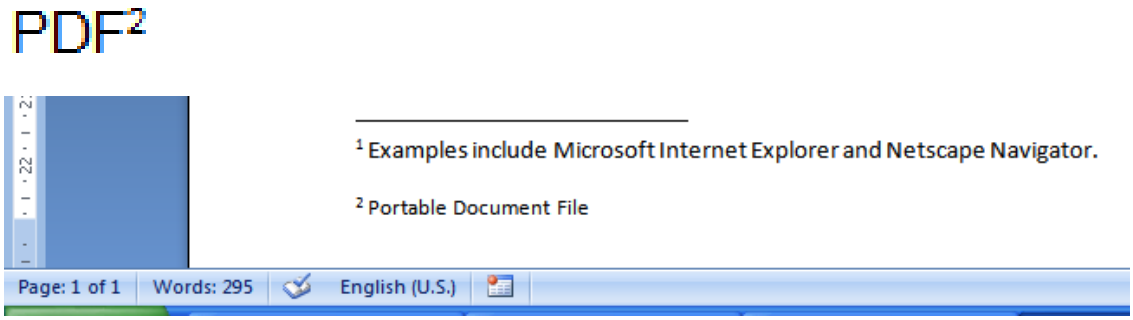
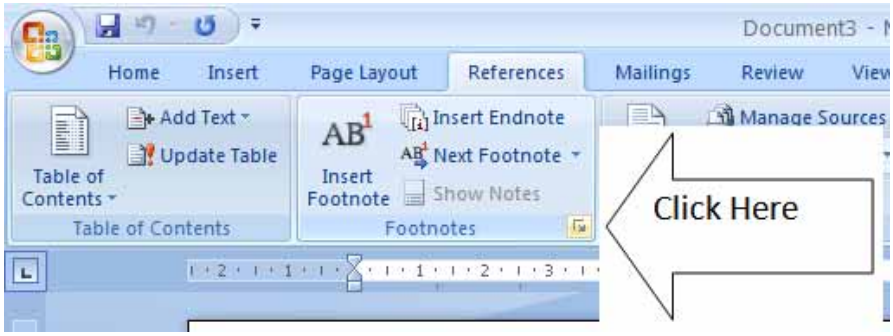
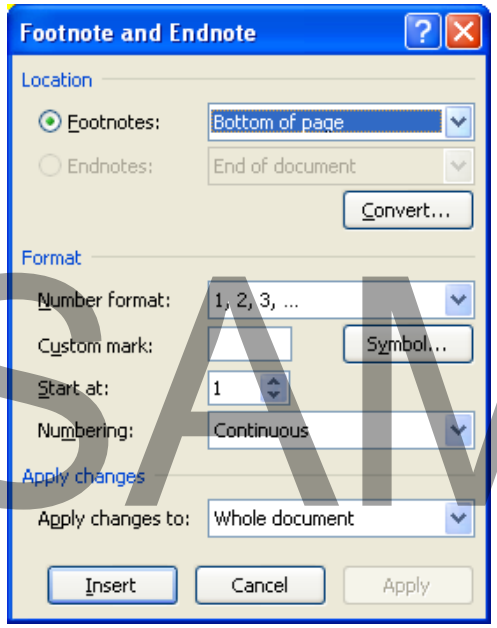


Formatting Footnotes

- To change the footnote formatting, click on the **References** tab and then click on the **Footnotes Dialog Box Launcher**.



- This will display the **Footnote and Endnote** dialog box.



SAMPLE

- To alter the location of the footnotes, click on the **down arrow** to the right of the **Footnote** option within the **Location** section of the dialog box. Your options are '**Bottom of page**' or '**Below text**'. Experiment using these options and see the effect on your document.

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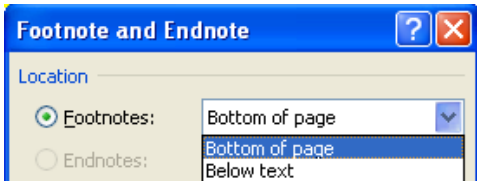
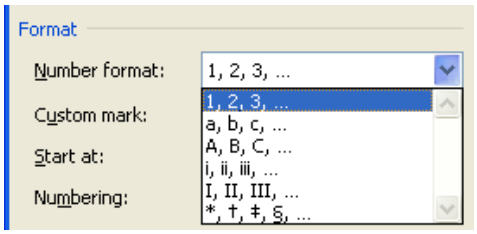
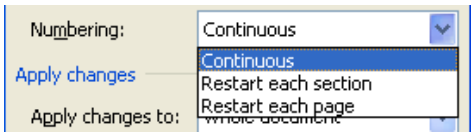


- You can customise the **Number format**, options are illustrated below. Experiment with using a different number format.

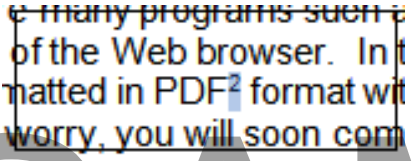


- The '**Start at**' section is useful if your document is composed of Microsoft Word sections. If required you can restart the footnote numbering at the start of each Microsoft Word section.



Deleting Footnotes

- To delete a footnote, you need to delete the footnote number as displayed within the body of your document. Select the second footnote number 2 (as illustrated) and press the **Del** key.



SAMPLE

- This will also delete the text in the footnote at the bottom of the page.
- Save your changes and close the document.

Creating Endnotes

- Endnotes are created and formatted in much the same way as Footnotes. Open a document called **Endnotes**. Click just after the word **PDF**. Click on the **References** tab, and then click on the **Insert Endnote** button.

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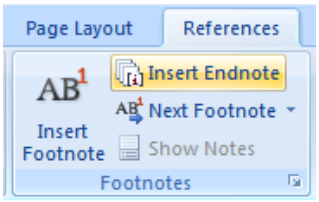
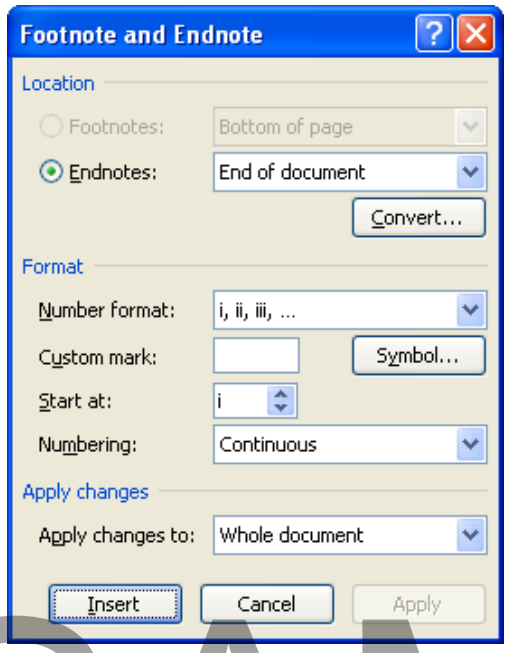


- Type in the text '**PDF is short for Portable Document File**'. Unlike a footnote the endnote is displayed at the end of the document (not at the bottom of the page it relates to).

Formatting Endnotes

- To change the footnote formatting, click on the **References** tab and then click on the **Footnotes Dialog Box Launcher**. The dialog box will refer to **Endnotes**, as there are no footnotes in this document. You will see the following dialog box.



The formatting options are similar to those for footnotes. Experiment with formatting the endnote using some of the options available within the dialog box.

SAMPLE

Deleting Endnotes

- The technique for deleting an endnote is the same as for deleting a footnote. Delete this endnote by selecting the numbered reference in the body text and pressing the **Del** key.
- Use the **Undo** icon to reverse this deletion. Save your changes and close the document.

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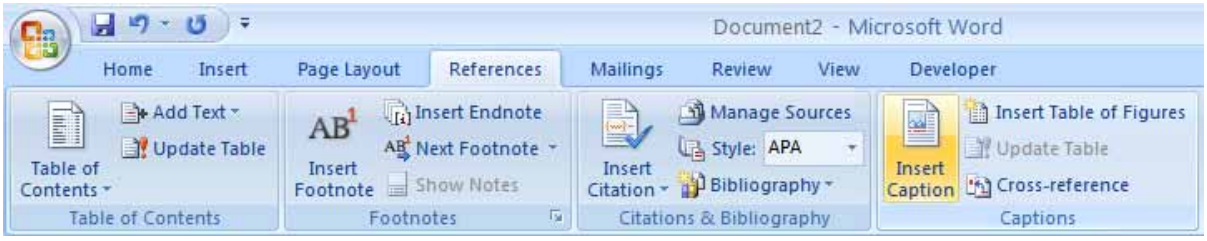
Captions

- A caption is a numbered label, such as ***Figure 1***, which can be attached to a picture, chart, table, equation, worksheet or similar object within a Microsoft Word document.

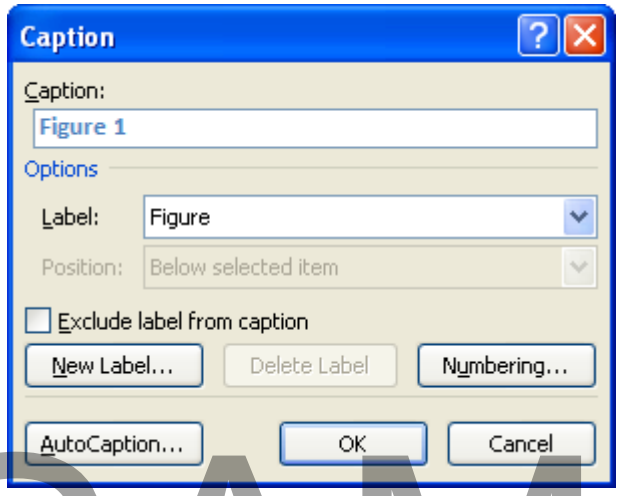
Adding or updating a caption to an image, table or worksheet

- Open a document called **Caption**. Select the first picture within the document. Click on the **References** tab and then click on the **Insert Caption** button.

  NOTE: Do not accidentally click on the **Insert Citation** button.

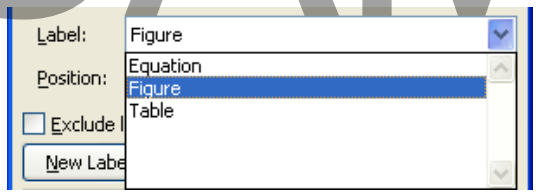


- This will display the **Caption** dialog box.



SAMPLE

- There are various options and formats that you can select. Clicking on the **down arrow** to the right of the **Label** section will display these options. In this case use **Figure**. We will look at some of the other options later.



- Click on the **OK** button and you will see the picture is labelled as Figure 1. Captions are actually inserted into documents as Microsoft Word fields. To see the field code, press **Ctrl+A** to select everything within the document.

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Press **Alt+F9**, which toggles Microsoft Word fields to show the field code rather than the effect of the field code, as illustrated.

Press **Alt+F9** again to toggle back to showing the effect of the Microsoft Word field rather than the field code. Click within the document so that everything is no longer selected.

- Use the technique outlined above to add captions to two more pictures within the document.
- Delete the second picture and its caption. You may find that the other two caption numbers are not updated to take account of your changes to the document. If the caption numbers do not change, press **Ctrl+A** to select everything and then press the **F9** (update) key. You should find that the caption numbers are now updated. Click within the document so that everything is no longer selected.

  NOTE: When you insert new captions, Microsoft Word automatically updates the caption numbers, but if you move or delete a caption, you must manually update the captions, by pressing **Ctrl+A** (to select everything within the document) and then pressing the **F9** (***update***) key.

- Save your changes and close your document.

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Collaborative Editing and Security

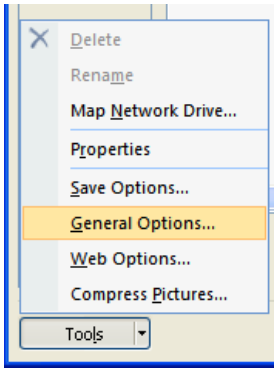
Document password protection

- You can password protect your document so that they cannot be opened unless the person trying to open the view knows the correct password.

- If you need less security, you can protect your document so that it can be opened as a read-only document. I.e. it can be opened, viewed and modified, but not then saved back to overwrite the original document. It would need to be saved using a different file name.

To password protect documents

- Open the document called **Confidential**. As you can see, you could open this document. It is not protected in any way. We can add a password to restrict access to the document. Click on the **Office Button** and click on the **Save As** command. This will display the **Save As** dialog box. In the bottom left corner of this dialog box you will see the **Tools** button displayed. Click on the **Tools** button and from the menu displayed select the **General Options** command.



- This will display the **General Options** dialog box.

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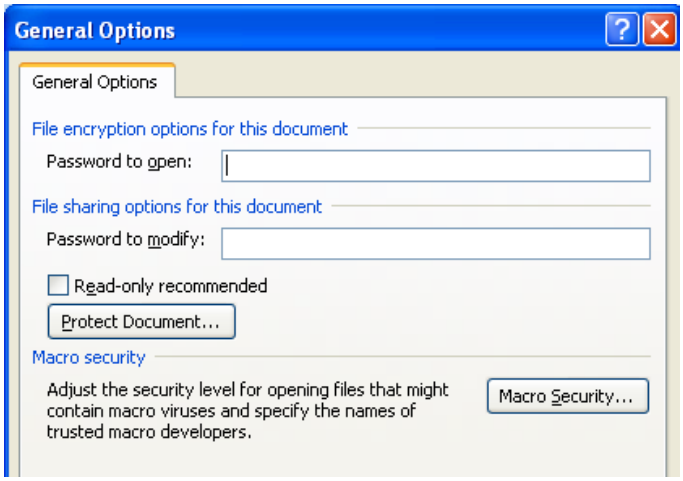

- You can specify a password to open the document by typing a password into the **Password to open** field. Enter the password **28364**. When you click on the **OK** button you will be asked to confirm the password.

  Read and remember the warning that is displayed. If you use this password protection technique, you ***MUST*** make sure that you remember your password, or you will not be able to reopen the file later within Microsoft Word. Click on the **OK** button and close the document.
- Reopen the document that you have just password protected. As you will see, you must enter the password to open it. Close the document.

- You can add other types of protection to your document. Open a document called **Modify Only**. Click on the **Office Button** and click on the **Save As** command. This will display the **Save As** dialog box. In the bottom left corner of this dialog box you will see the **Tools** button displayed. Click on the **Tools** button and from the menu displayed select the **General Options** command.

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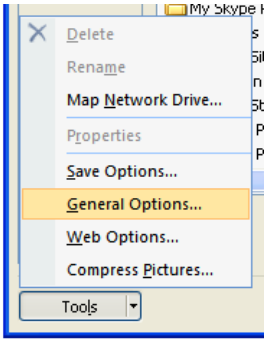

- Within the dialog box displayed, enter a password of **8374** within the **Password to modify** field.

- Click on the **OK** button. A dialog box is displayed, asking you to confirm your password. Re-enter the password and click on the **OK** button.

- Save your changes and close the document.
- Reopen the document. You will see a password dialog box displayed. If you type in the correct password you can edit the document. If you did not know the password you could read but not edit the document.
- Close your documents.

SAMPLE

Using comments within a document

- You can insert comments into a document, for instance in a document that is supposed to be in a pre-release, draft format. These comments are for the benefit of other members of your team working on a draft document.

Inserting, editing and deleting comments

- Open a document called **Comments**. This is a draft memo. It has been sent to you to suggest changes before it is emailed to all the staff within the entire company. You can add your comments and suggestions. To insert a comment in this document, select the text '**contact your local support**

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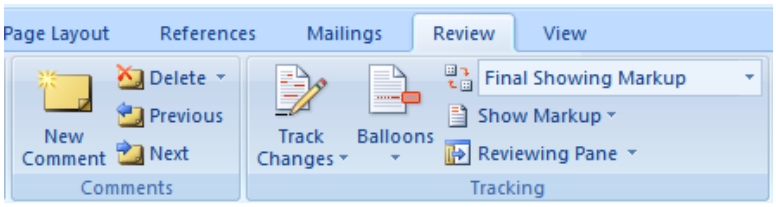
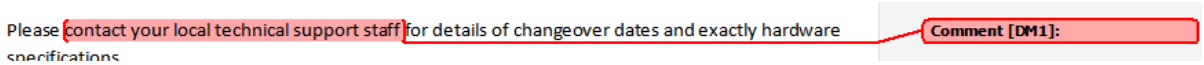
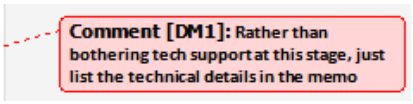
staff' and then click on the **Review** tab. Click on the **New Comment** button.



You will see a comment field displayed to the side of your document.

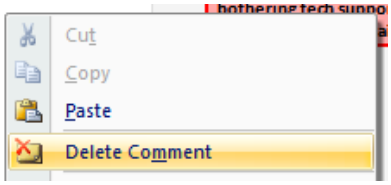


- Enter your comment, in this example type in the following text '**Rather than bothering tech support at this stage, just list the technical details in the memo**'.



- You can edit a comment at any time. Try adding the following text to your comment '**See Lucy for a full list of technical details**'.

- To delete a comment, right click over a comment and from the popup menu displayed, select the **Delete Comment** command. Try this now, and then use the **Undo** button to reverse the deletion.



- Save your changes and close your document.

SAMPLE

Checking documents for sensitive 'hidden' information

- If you are sending an electronic copy of your document, i.e. a file copy, to someone else, you can remove data that may be hidden within your document. To do this you use the **Document Inspector**. The **Document Inspector** can remove items such as comments, document versions, tracked changes, annotations, document properties and many more such items that you may not wish to share.

- Open a document called **Inspect me**. To inspect this document click on the **Office button** and from the menu displayed, click on the **Prepare** command. Select the **Inspect Document** command.

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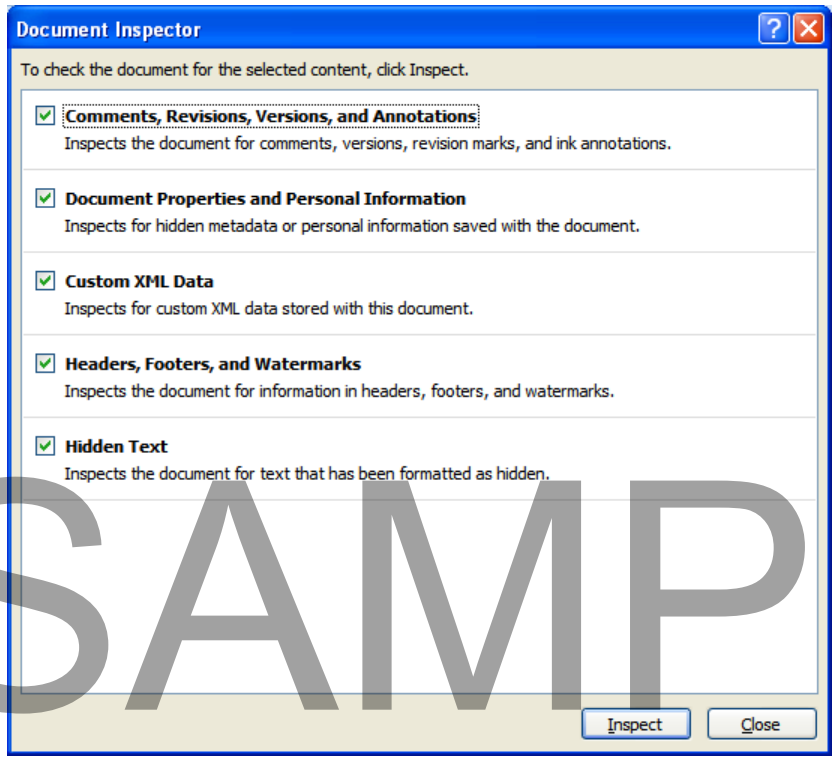
- This will display the **Document Inspector**. You can use the controls within this dialog box to tell Microsoft Word what sort of items to check. In this case leave all the options selected and click on the **Inspect** button.



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- This will display a window allowing you to remove any items.

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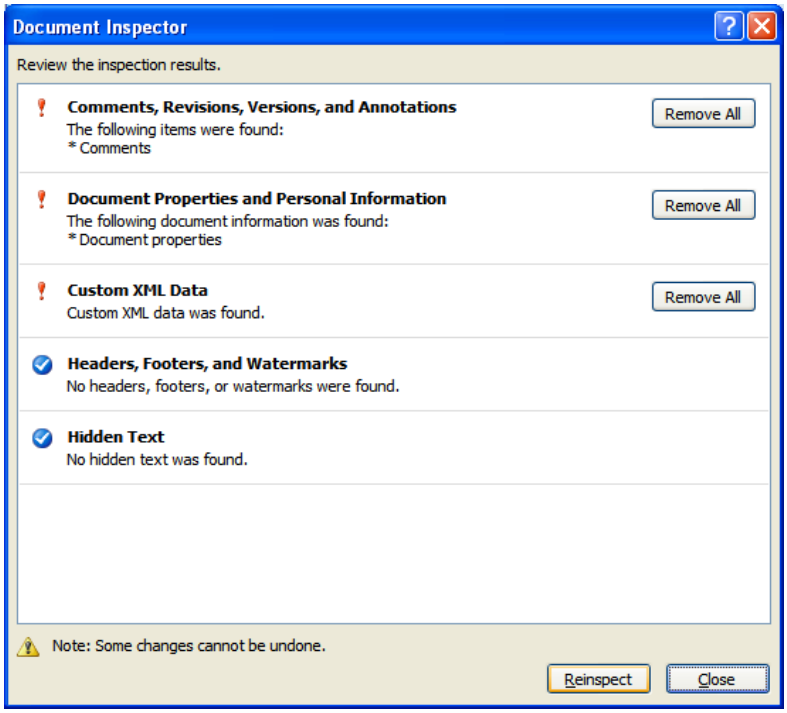


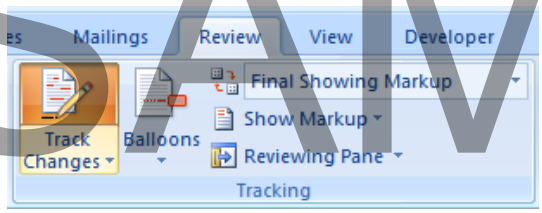
- Remove all the hidden data, and then re-run the **Document Inspector** again to make sure that it has gone.
- Save your changes and close the document.

Tracking changes within a document

- You can track changes made to a document, so that later you can accept or reject some of the editing changes that are made to a document. This can be very useful when you have written a document and then someone else edits the document. If you have the final say over content, you can review each change made and either accept or reject individual alterations to the document. To use this facility, you need to first activate the tracking feature.

- Open a document called **Tracking changes**. Click on the **Review** tab. Within the **Tracking** section click on the upper part of the **Track Changes** button. This will start tracking your changes.

SAMPLE



TIP: There is no visual indication that you have started to track changes and you may forget that you have activated this feature. To solve this problem, right click on the Microsoft Word Status Bar. The Microsoft Word Status Bar is the horizontal bar normally displayed across the bottom of the Microsoft Word window. This displays a popup menu from which you can select the **Track Changes** option.

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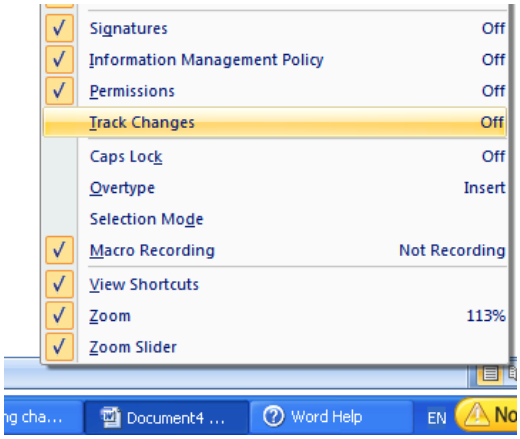

Once selected, this option will display the current status of the document tracking option.

Once you see this feature displayed within the Status Bar, you can toggle the document tracking feature, on or off, by clicking on the item in the Status Bar.

Before continuing make sure that Status Bar displays the message:

Track Changes: On.

- Make alterations to the document. For instance, delete the last four lines (containing sources of further information). Apply bold formatting to the document headers and also use a larger font size for these headers. Add your name to the start of the document, followed by pressing the **Enter** key a few times. Experiment by making a few more editing changes to your document. Your screen will now look something like this.

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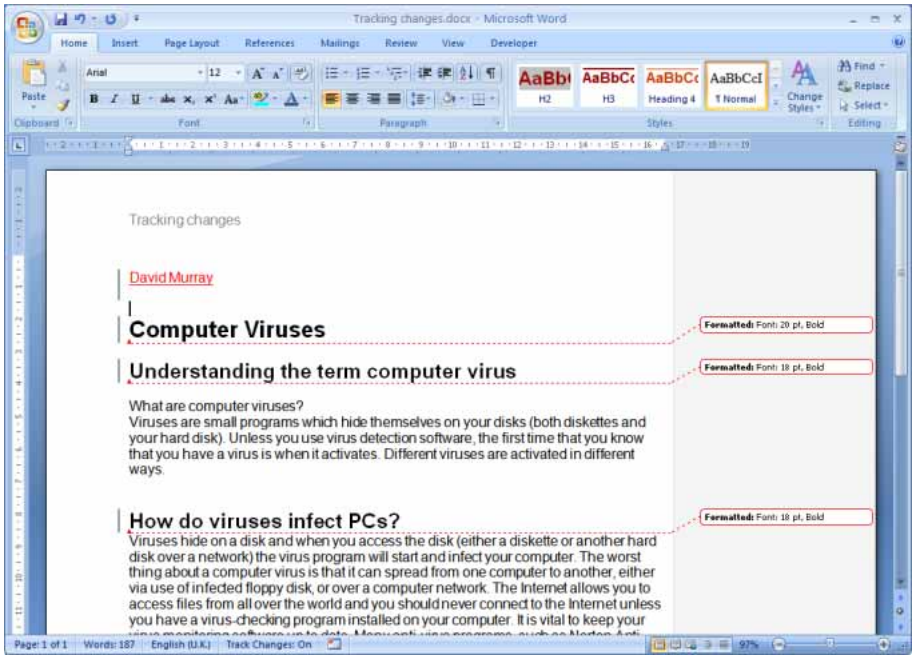
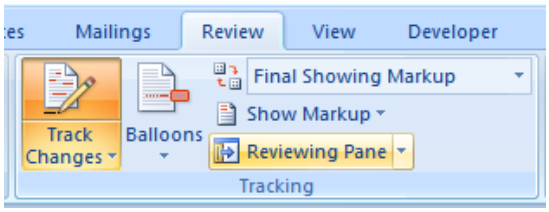


- If necessary click on the **Review** tab. Within the **Tracking** section click on the **Reviewing Pane** button.



- The screen will now look something like this.

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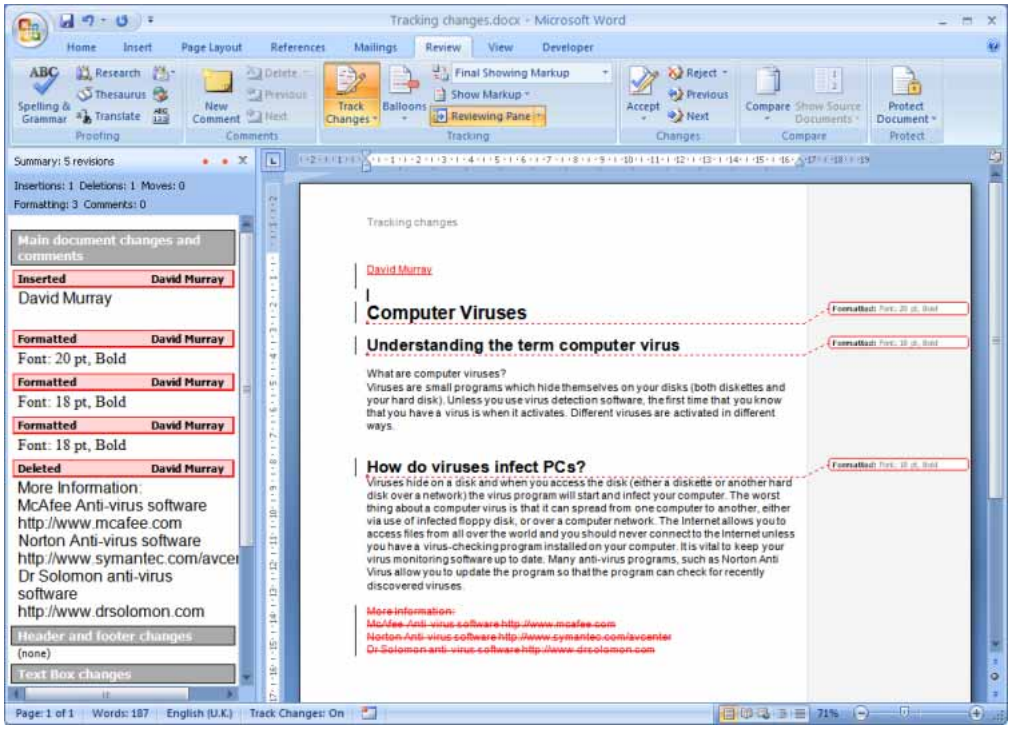
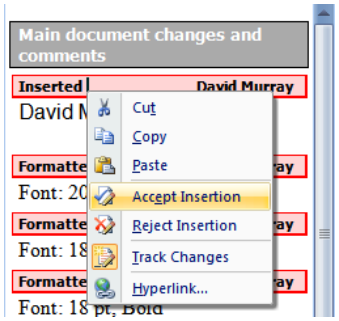


- You can see each change detailed at the side of your screen. Examine each change. Right click over the details of the first changes made to your document (as displayed at the side of your screen), and you will see a popup menu, allowing you to accept or reject the change. In this case accept the change.



SAMPLE

- Once the change is accepted, you will see that it is no longer flagged up for inspection within the main body of your document. Carry on through your document, accepting some editing changes and rejecting other changes.

- Save your changes and close the document.

- Before continuing remove the **Tracking** information from the Microsoft Word Status Bar (by right clicking on the Status Bar and turning off this feature).

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End of the preview sample

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