

Microsoft Word 2016



by Prapaporn Techa-angkoon

adapted into English by Dr. Prakarn Unachak



ภาควิชาวิทยาการคอมพิวเตอร์
COMPUTER SCIENCE DEPARTMENT, CMU
คณะวิทยาศาสตร์ มหาวิทยาลัยเชียงใหม่

204100 IT AND MODERN LIFE

1. Microsoft Word 2016 Basics
2. Formatting: Font and Paragraph
3. Formatting: Layout and Page
4. Table
5. Picture
6. Inserting and Managing Other Objects
- 7. Printing**
- 8. Creating a Report**
- 9. Correction and Review**
10. Mail Merge



7. Printing

File Tab



7. Printing

7.1 Printing a Document

7.2 Printing Details

7.3 Printing 2 Pages on a Sheet of Paper



7.1 Printing a Document

1. Click *File* tab, then select *Print*

3. Click *Print* to start printing

Printing Preview

Navigate the pages to preview

Zoom the preview

รหัสสินค้า	ชื่อสินค้า	ราคา
0238	MacBook Pro	65900
0999	iPhone 7	26500
1033	iPad Pro	24500

2. Specify the printing details

7.2 Printing Details

Printer to print to (can be PDF printer)

Number of copies

Select what you want to print.

Specify pages to print

Print on one/both side of paper?

Collated (printing one copies at a time), or not?

Paper size

Orientation

Page Margin

How many pages per sheet?

The screenshot shows the Windows 'Print' dialog box. At the top, there's a 'Print' button with a printer icon. Below it, the 'Copies' field is set to 1. The 'Printer' section shows 'Microsoft Print to PDF' as the selected printer, with a 'Ready' status and a 'Printer Properties' link. The 'Settings' section includes: 'Custom Print' (with a subtext 'Type specific pages, sections or ran...'), 'Pages' set to '2, 4-5, 7', 'Print One Sided' (with subtext 'Only print on one side of the page'), 'Collated' (with subtext '1,2,3 1,2,3 1,2,3'), 'Portrait Orientation', 'A4' paper size (with dimensions '21 cm x 29.7 cm'), 'Normal Margins' (with 'Left: 2.54 cm' and 'Right: 2.54 cm'), and '1 Page Per Sheet'. A 'Page Setup' link is at the bottom right. Purple arrows point from text labels to these specific settings.

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7.2 Printing Details (cont.)

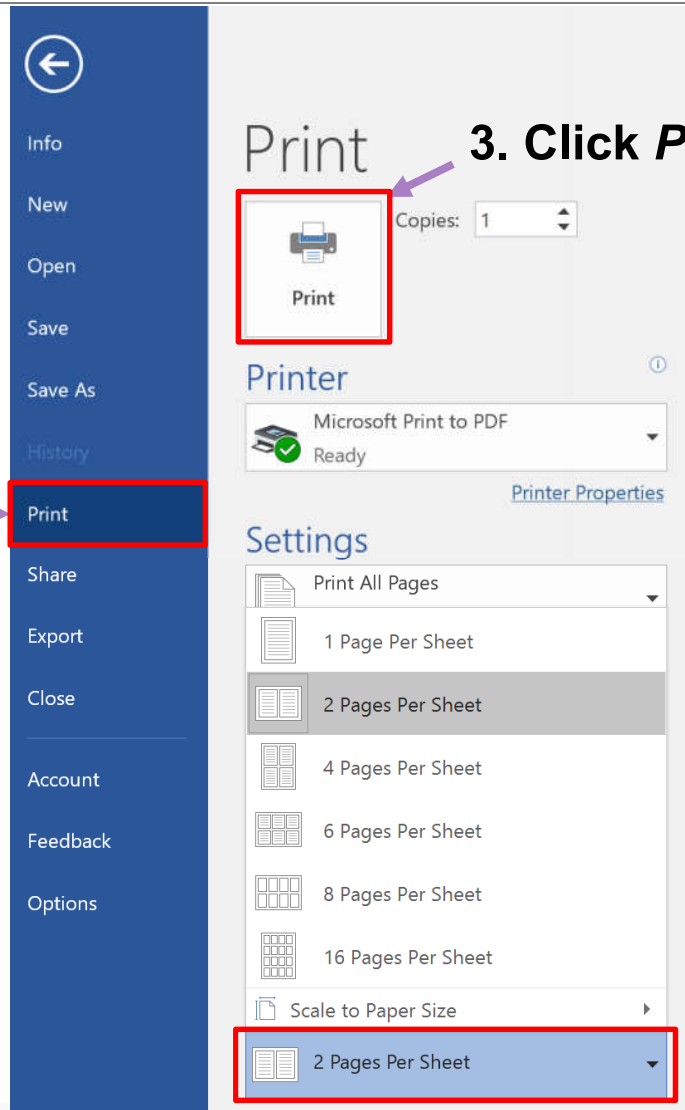
Pages to print option:

- **Print All Pages**
 - **Print Selection** **Print only highlighted/select area**
 - **Print Current Page** **Print only the page the cursor is**
 - **Custom Print** **User-specified page range**
- ❖ Use page numbers in combination with comma (,) and dash (-)
 - ❖ *a, b* mean printing page *a* then page *b* (nothing in between)
 - 5, 9 is printing only page 5 and page 9
 - ❖ *a – b* means printing page *a* to page *b* (and everything in between)
 - 5 – 9 is printing page 5, 6, 7, 8, and 9
 - ❖ They can be use together
 - 1, 3, 7-9, 20, 23-28 is printing page 1, 3, 7, 8, 9, 20, 23, 24, 25, 26, 27, and 28



7.3 Printing 2 pages on 1 sheet of paper (same side)

1. Click **File** tab,
the select **Print**



3. Click **Print** to print the document

2. Select **2 Pages Per Sheet**



8. Creating a Report



8. Creating a Report

8.1 Header and Footer

8.2 Inserting Page Numbers

8.3 Automatically Creating a Table of Contents

8.4 Managing Citations and Bibliography

8.5 Managing Index

8.6 Inserting and Customizing Cover Page

8.7 Styles

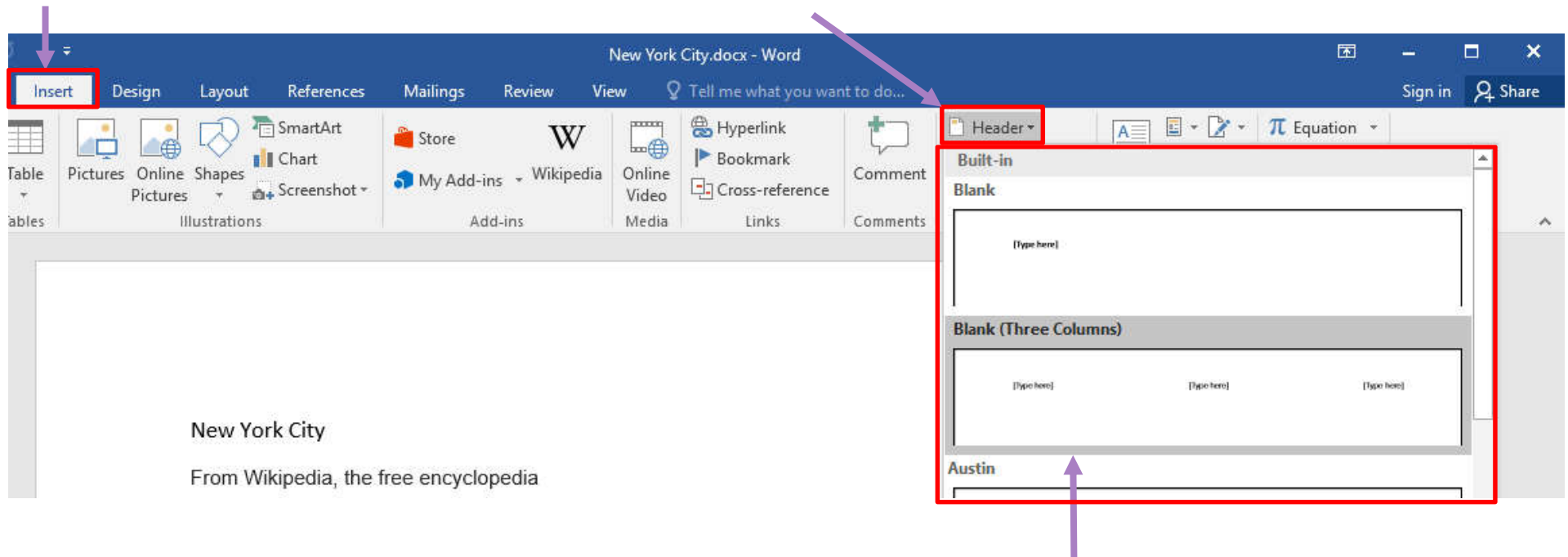


8.1 Header and Footer

8.1.1 Inserting contents into header

1. Click *Insert* tab

2. Click *Header* under *Header & Footer* group to expand

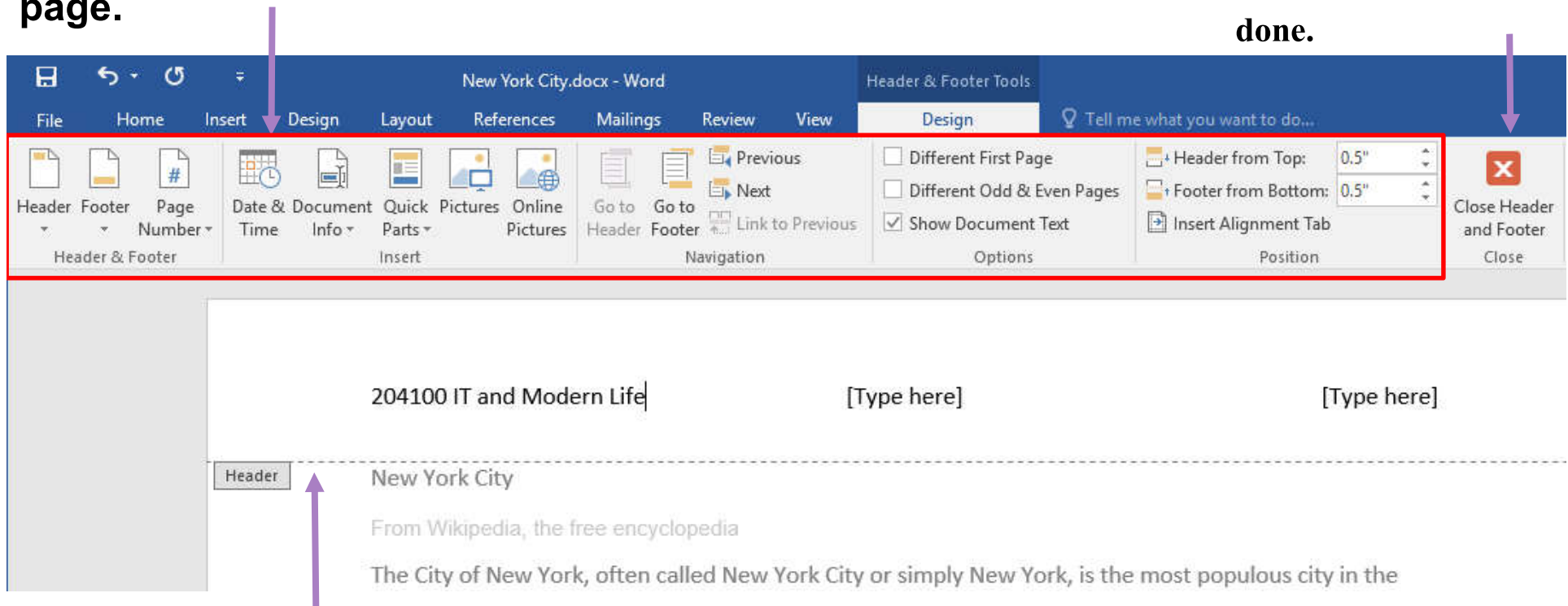


3. Select a header template, or *Edit Header* to use your own. We'll use *Blank (Three Columns)* for now.

8.1 Header and Footer (cont.)

4. Type your text on *[Type Here]* boxes. You can also add pictures or other objects, like you can at the main part of the page.

5. Click *Close Header and Footer* in *Design* tab when you're done.

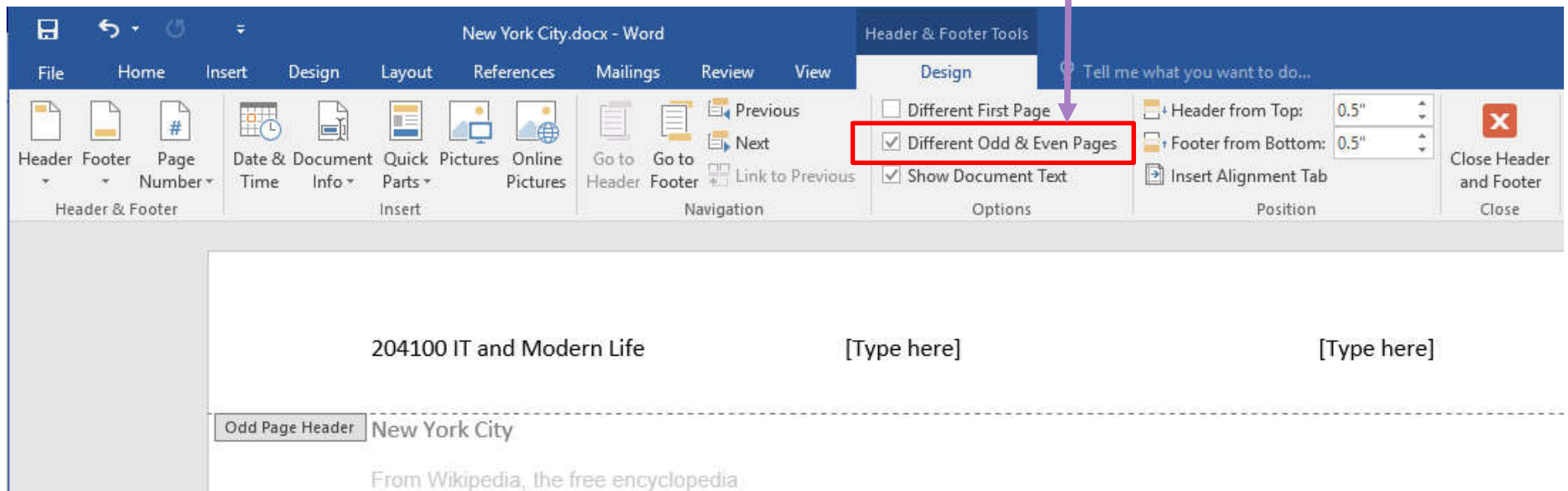


While you are editing Header or Footer, the rest of the document will be greyed out.

8.1 Header and Footer (cont.)

8.1.2 How to set even and odd pages to have different header and footer

Check *Different Odd & Even Pages* ☒ *Different Odd & Even Pages* under *Options* group in *Design* tab, under *Header & Footer Tools*

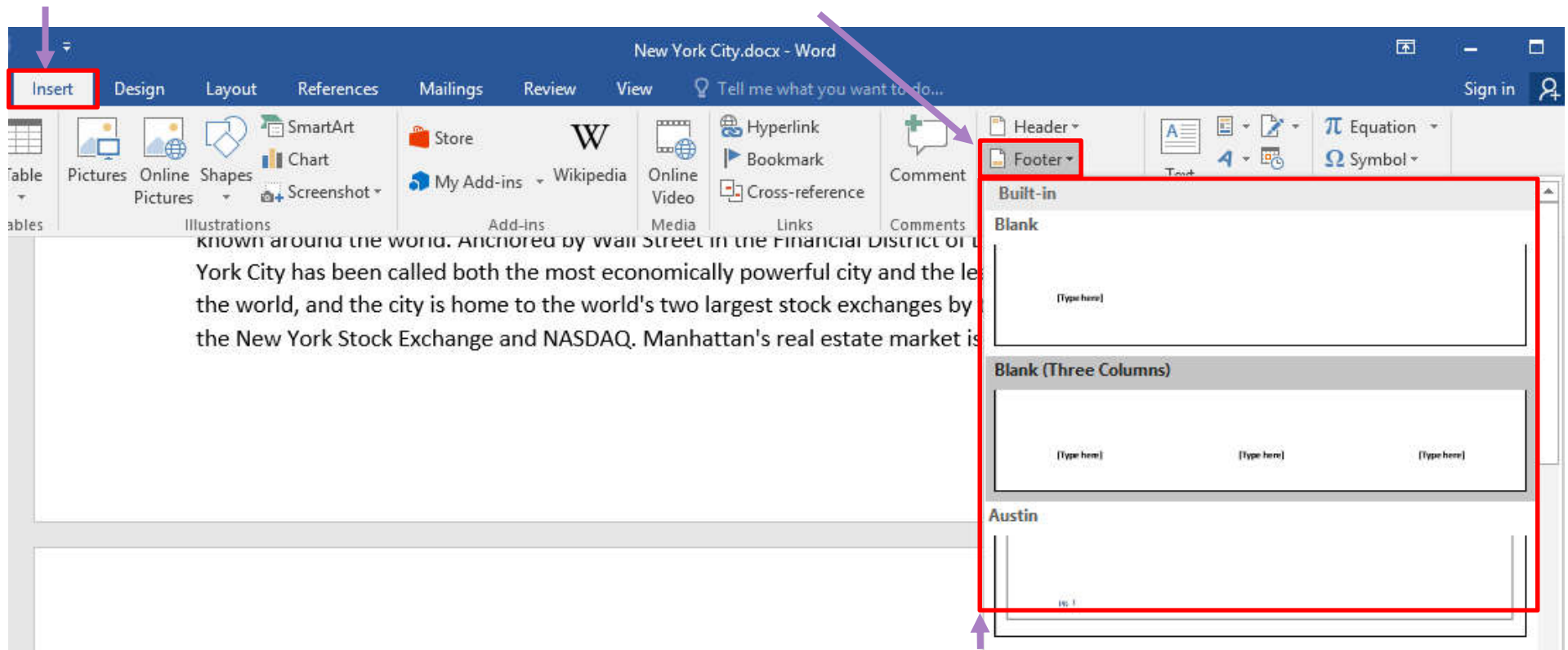


8.1 Header and Footer (cont.)

8.1.3 Inserting content into footer

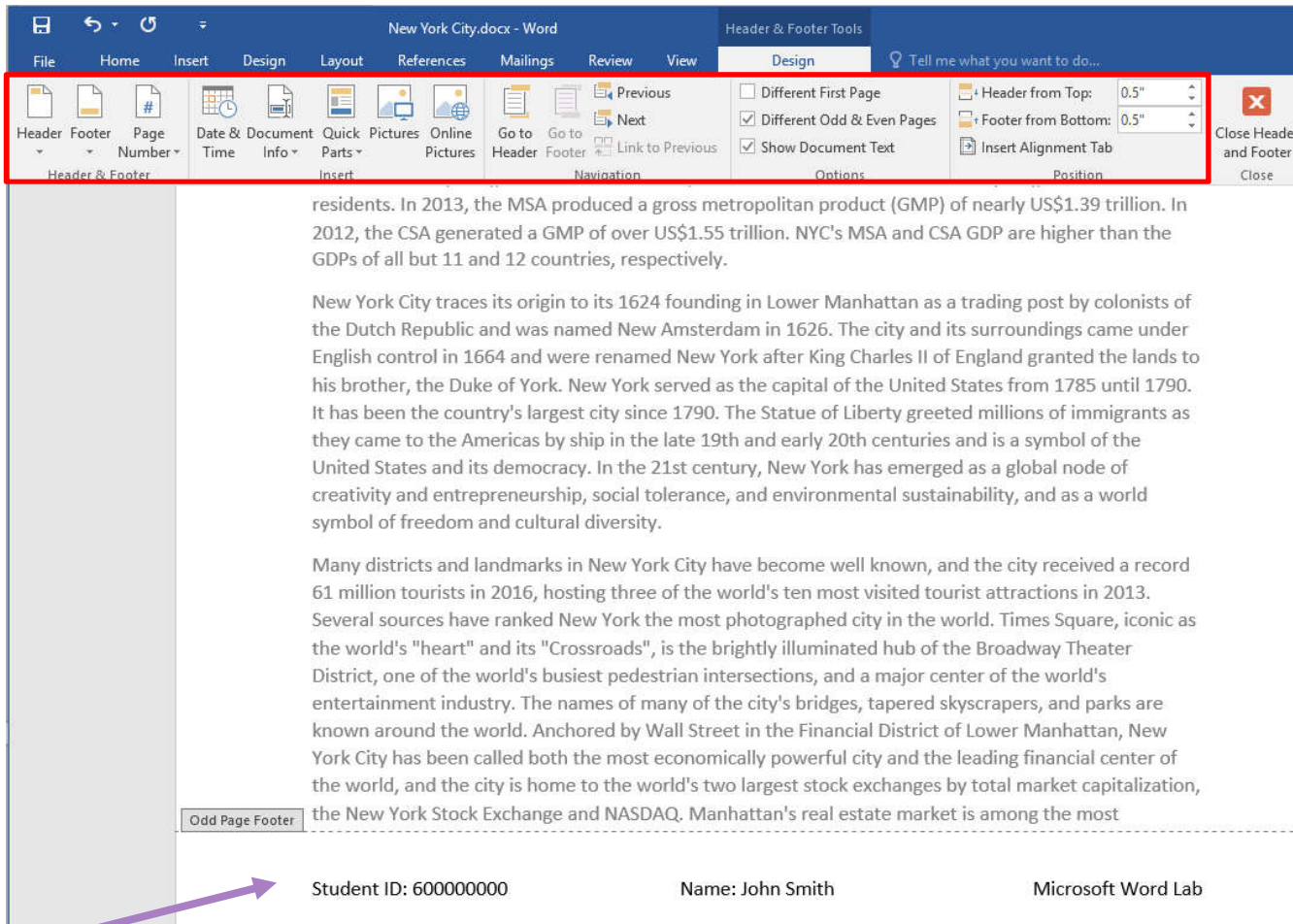
1. Click **Insert** tab

2. Click **Footer** under **Header & Footer** group



3. Select a template, or **Edit Footer**. In this case we use **Blank (Three Columns)**

8.1 Header and Footer (cont.)



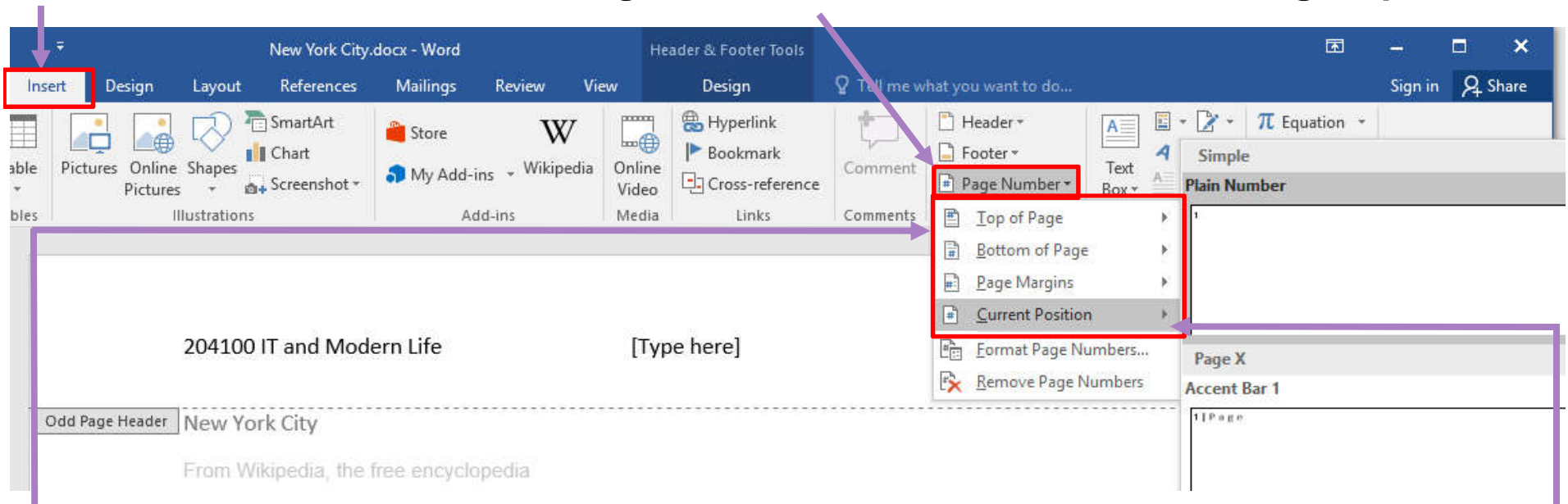
5. Click *Close Header and Footer* in *Design* tab when you're done

4. Edit the footer like you can in the header

8.2 Page Numbers

8.2.1 Inserting Page Number

1. Click *Insert* tab
2. Click *Page Number* under *Header & Footer* group

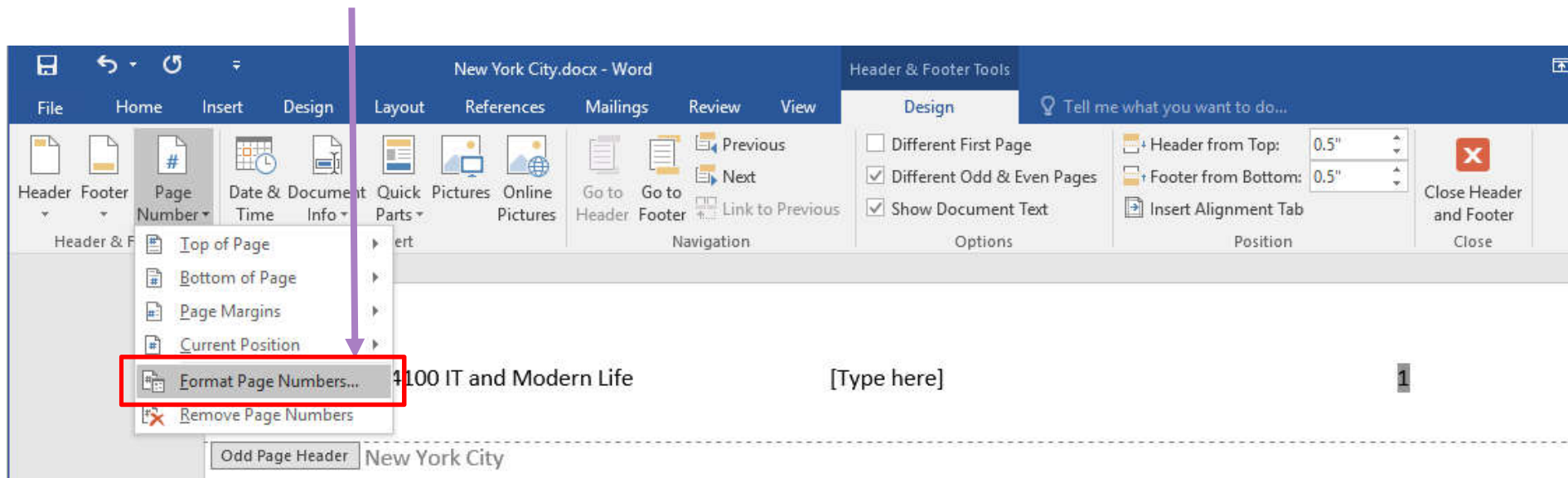


3. Select where you want to put page number, *Top of Page*, *Bottom of Page* or *Page Margins*
4. *Current Position* will put the page number where the cursor is

8.2 Page Numbers (cont.)

8.2.2 Formatting Page Number

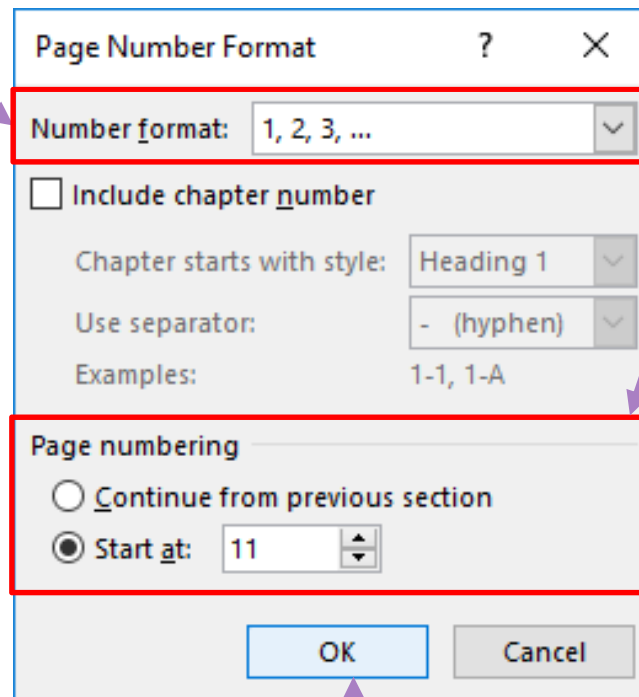
1. Click **Format Page Numbers** to open **Page Number Format** dialog



8.2 Page Numbers (cont.)

2. Number format

: Select the format of numbering

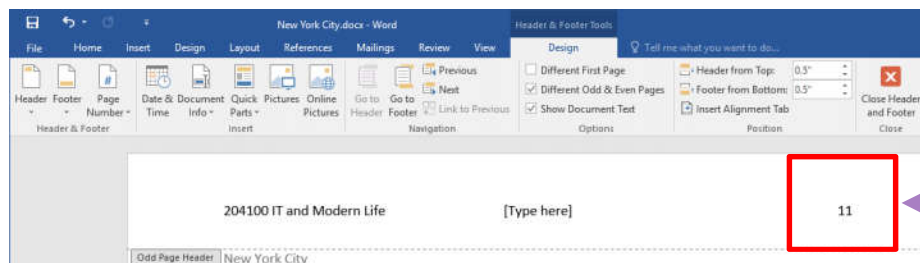


4. Click OK

3. Page numbering :

specify how you will start counting in this section:

- *Continue from previous section* will continue from where the last page of the last section
- *Start at* will restart counting at specified number **with minimum at 0**



The Result

8.3 Table of Contents

8.3.1 First thing: assigning *Headings* style

Before you can automatically creating a table of contents (ToC), you need to assign *Heading* Styles to the topic texts. Where *Heading 1* will be main topics, and *Heading 2,3* will be subtopics at the successive levels. You can assign Styles to text as follow:

2. Click *Home* tab

3. Click the *Heading 1*

The screenshot shows the Microsoft Word interface. The 'Home' tab is selected in the ribbon. The 'Styles' section on the right shows 'Heading 1' selected. The text '1. Geography' is highlighted in the document. The document content includes a paragraph about New York City and a heading '1. Geography'.

1. Geography

New York City is situated in the Northeastern United States, in southeastern New York State, approximately halfway between Washington, D.C. and Boston. The location at the mouth of the Hudson

8.3 Table of Contents (cont.)

5. Click *Home* tab

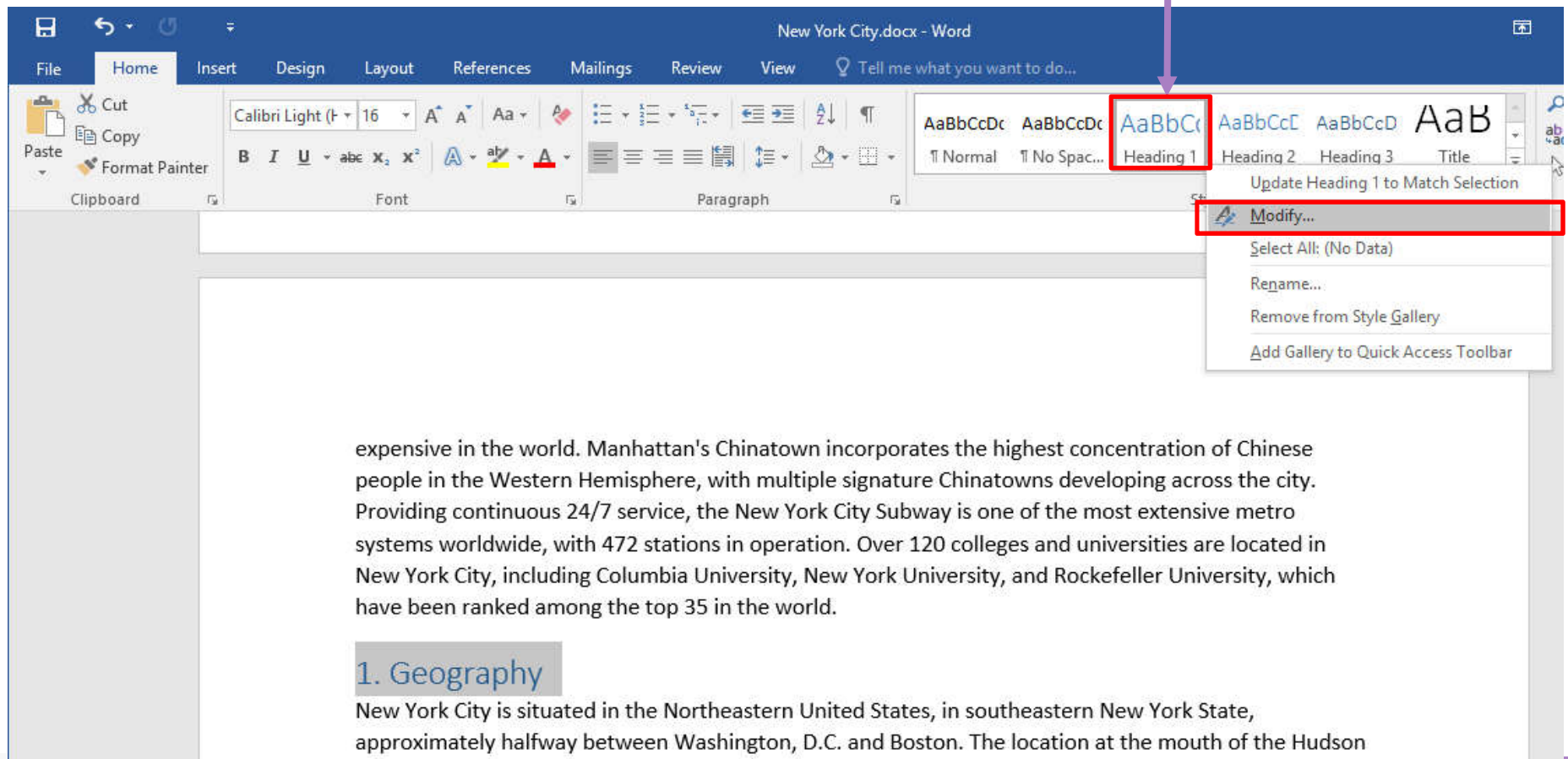
6. Select *Heading 2* Styles

The screenshot shows the Microsoft Word interface. The 'Home' tab is selected in the ribbon. The 'Styles' pane on the right shows 'Heading 2' selected. The document content includes a heading '3. Parks' and a paragraph about the City of New York's park system. Below this, a subtopic '3.1 National parks' is highlighted, and a paragraph about Gateway National Recreation Area is shown.

Notice: Make sure to assign headings to all topics/subtopics you want to appear at the ToC

8.3 Table of Contents (cont.)

7. If you want to change the formatting for headings, **Right-click on the Style** and then **select Modify**



8.3 Table of Contents (cont.)

8. Modify Style dialog will appear, where you can.

- Change font type/formatting
- Under Format, you can change other formatting, such as paragraph format, just for that Style



Modify Style

Properties

Name: Heading 1

Style type: Linked (paragraph and character)

Style based on: Normal

Style for following paragraph: Normal

Formatting

Calibri Light (Headings) 20 B I U

1. Geography

Font: (Default) +Headings (Calibri Light), 20 pt, Bold, Font color: Text 1, Complex Script Font: +Headings CS (Angsana New), 20 pt, Space Before: 12 pt After: 0 pt, Keep with next, Keep lines together, Level 1, Style: Linked, Show in the Styles

☒ Add to the Styles gallery ☐ Automatically update

☒ Only in this document ☐ New documents based on this template

Format OK Cancel

9. Click OK

8.3 Table of Contents (cont.)

8.3.2 Automatically Creating a ToC

After all topics are assign appropriate headings, do the followings:

3. Click *Table of Contents*

2. Click *References* tab

The screenshot shows the Microsoft Word 2016 interface. The 'References' tab is selected in the ribbon, highlighted with a red box and a purple arrow. The 'Table of Contents' button in the 'References' group is also highlighted with a red box and a purple arrow. A tooltip for the 'Table of Contents' button is visible, providing instructions on how to create and update the table. The document content shows a heading '204100 IT and Modern Life' followed by a page number '11'. Below the heading, the text 'Table of Contents' is displayed, followed by a red box containing a vertical line, with a purple arrow pointing to it and the instruction '1. Move the cursor to where you want to insert the ToC'.

Table of Contents

Provide an overview of your document by adding a table of contents.

Text using a heading style will be included automatically. To include more entries, select the text and click Add Text. The table will be refreshed when you click Update Table.

[Tell me more](#)

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Table of Contents

1. Move the cursor to where you want to insert the ToC



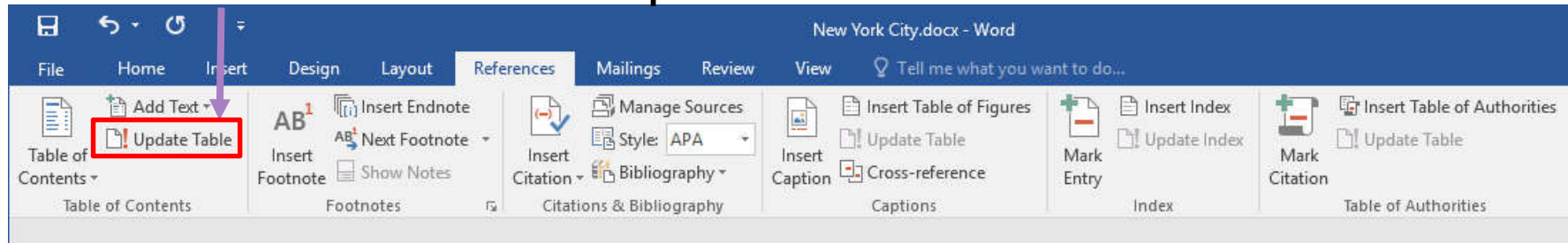
8.3 Table of Contents (cont.)

4. Select the formatting of the ToC you want

The screenshot shows the Microsoft Word 2016 interface with the References tab selected. The Table of Contents gallery is open, displaying various built-in and manual table of contents styles. A red box highlights the 'Automatic Table 1' and 'Automatic Table 2' sections. The 'Automatic Table 1' section shows a simple table of contents with 'Contents' as the title and three levels of headings. The 'Automatic Table 2' section shows a similar table of contents with 'Table of Contents' as the title and three levels of headings. The 'Manual Table' section shows a more complex table of contents with 'Table of Contents' as the title and five levels of headings, including 'Type chapter title (level 1)' and 'Type chapter title (level 2)'. The 'More Tables of Contents from Office.com' section is also visible.

8.3 Table of Contents (cont.)

6. In case page number for topics (or the topics themselves) have changed, Click **Update Table** under References tab. ToC will update itself



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11

Table of Contents

5. ToC will automatically appear with page

numbers

Contents

1. Geography.....	12
2. Architecture	12
3. Parks.....	13
3.1 National parks	14
3.2 State parks	14
3.3 City parks.....	14
4. Population density	15



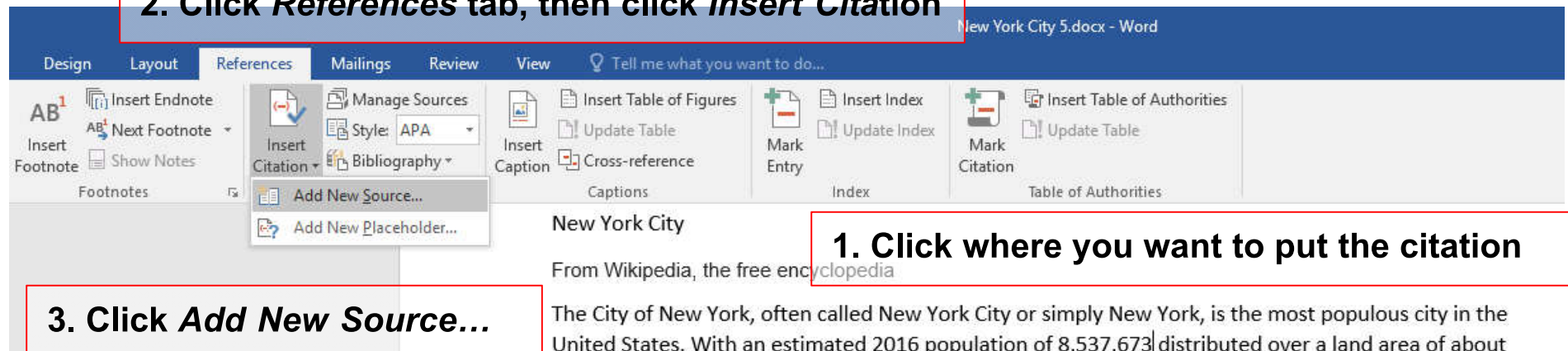
8.4 Citations & Bibliography

Your report will usually have information from other sources: academic papers, books, or even webpages. However, you need to reference (cite) the sources in your report. This, beside giving credit to authors of the sources, will also increase credibility to your work.

8.4.1 Manage Sources

You can store and manage your sources of information in *Source* where you can pull them and put them into your report in the format of your choice.

2. Click *References* tab, then click *Insert Citation*



The screenshot shows the Microsoft Word interface with the 'References' tab selected. The 'Insert Citation' dropdown menu is open, and 'Add New Source...' is highlighted. The document content shows a citation for 'New York City' from Wikipedia.

1. Click where you want to put the citation

3. Click *Add New Source...*

8.4 Citations & Bibliography (cont.)

Create Source

Type of Source: Web site Language: Default

Bibliography Fields for APA

Author: Bureau, U.S. Census [Edit]
☐ Corporate Author

Name of Web Page: American FactFinder - Results

Name of Web Site: factfinder.census.gov

Year: 2017
Month: 05
Day: 26
URL: https://factfinder.census.gov/faces/tableservices/jsf/pages/productview.xhtml?src=bkmk

☐ Show All Bibliography Fields

Tag name: Bur2017 The Tag Name will be used to uniquely identify this source.

OK Cancel

4. Select the type of source (web site here) and fill in the details

5. Click OK to insert

New York City

From Wikipedia, the free encyclopedia

The City of New York, often called New York City or simply New York, is the most populous city in the United States. With an estimated 2016 population of 8,537,673 (Bureau, 2017) distributed over a land

The Result



8.4 Citations & Bibliography (cont.)

Example of **Book** source

Create Source

Type of Source: Book Language: Default

Bibliography Fields for APA

Author: Pauline Frommer Edit

☐ Corporate Author

Title: Frommer's Easyguide to New York City 2017

Year: 2016

City:

Publisher: Frommermedia Llc

☐ Show All Bibliography Fields

Tag name: Example: Adventure Works Press

Pau16 OK Cancel

New York City

From Wikipedia, the free encyclopedia

The City of New York, often called New York City (Frommer, 2016) or simply New York, is the most

↑
The citation



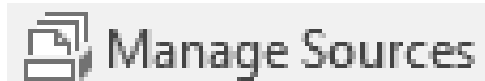
8.4 Citations & Bibliography (cont.)

8.4.2 Searching Sources

When you have large amount of sources, you can search & filter sources to the keyword(s) you specify

1. Click *References* tab

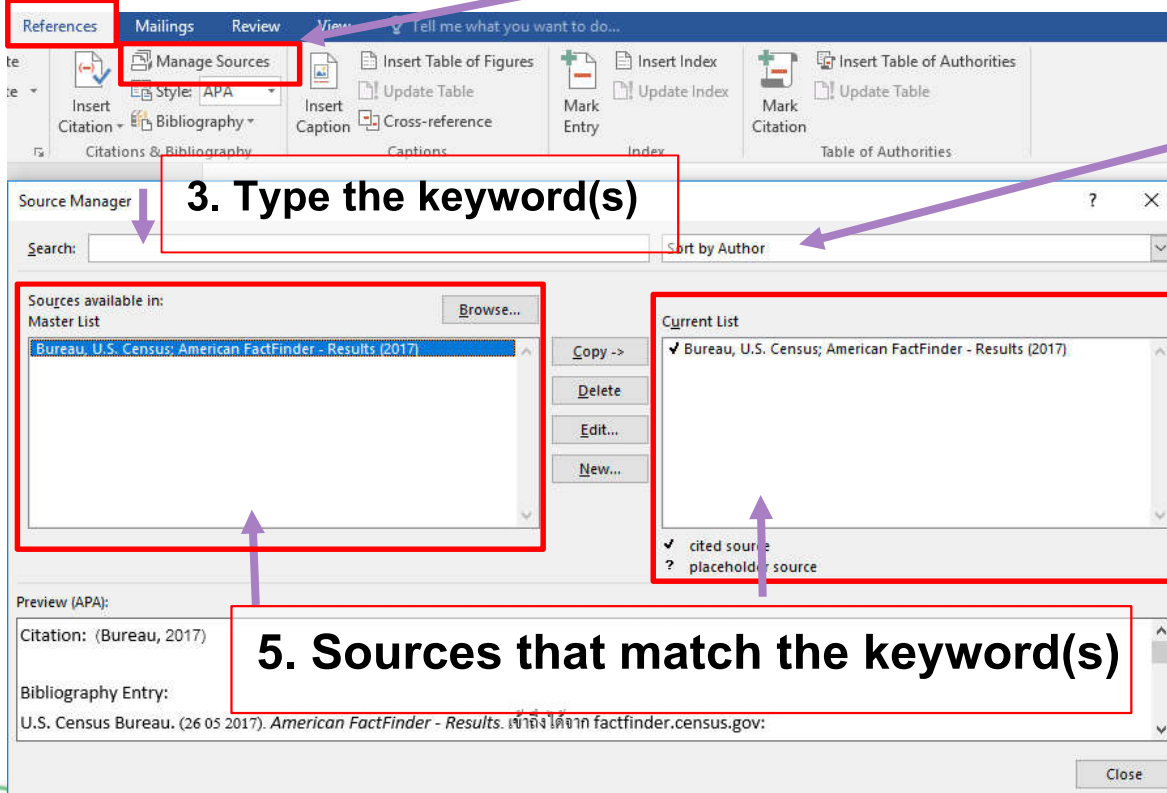
2. Click *Manage Sources*



3. Type the keyword(s)

4. Select how you want the source to be sorted by

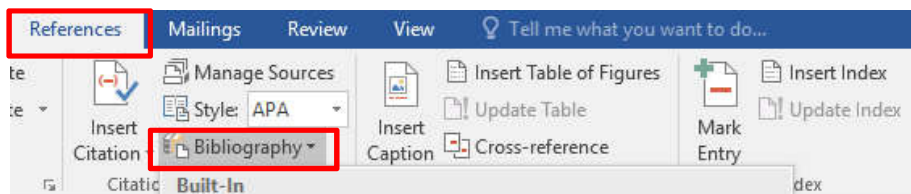
5. Sources that match the keyword(s)



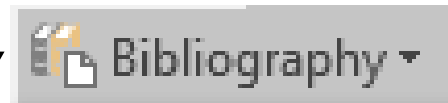
8.4 Citations & Bibliography (cont.)

8.4.3 Inserting Bibliography

1. Move cursor to where you want to insert the bibliography, then click *References* tab



2. Click *Bibliography*



and select the format you want

Bibliography

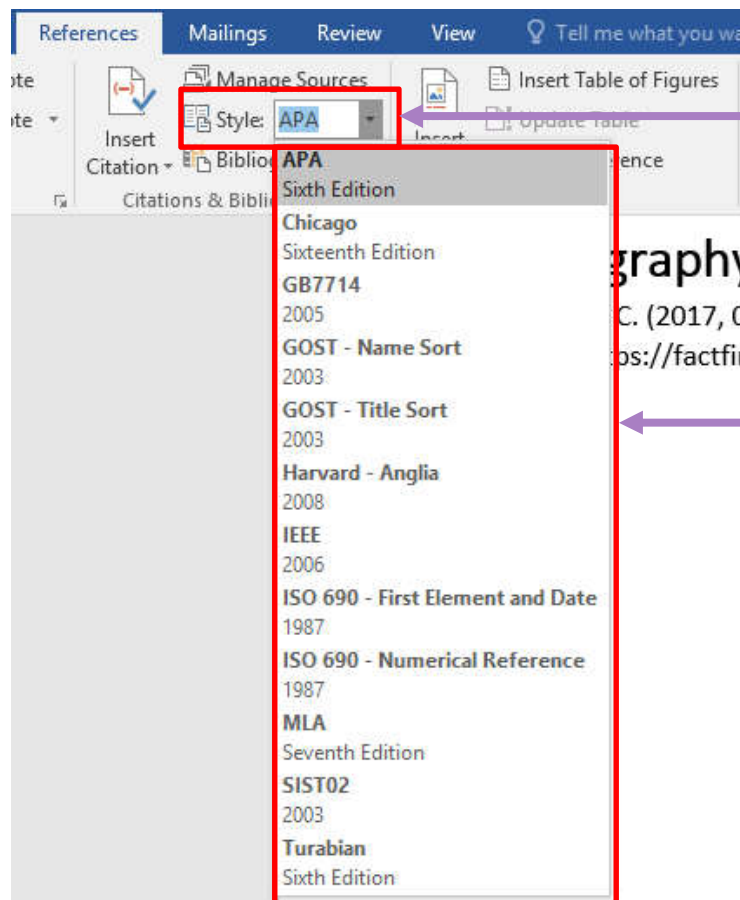
Bureau, U. C. (2017, 05 26). *American FactFinder - Results*. Retrieved from factfinder.census.gov:
<https://factfinder.census.gov/faces/tableservices/jsf/pages/productview.xhtml?src=bkmk>

Frommer, P. (2016). *Frommer's Easyguide to New York City 2017*. Frommermedia LLC.

Resulting Bibliography

8.4 Citations & Bibliography (cont.)

- You can select many citation styles
- Your professor/publisher will specify which one you'll use.



1. Click **Style** under *Citations & Bibliography* group

2. Select the style



8.5 Index

Indexing is a making a list of important words or phrases and adding page numbers associated with each entry (where they're explained, where they're used etc.). This makes it easier for readers to look up the meaning and context of each important word.

2. Click *References* tab

3. Click *Mark Entry*

to add the word into the index list

The screenshot shows the Microsoft Word interface with the **References** tab selected. A red box highlights the **References** tab in the ribbon. Another red box highlights the **Mark Entry** button in the **Index** group of the ribbon. A tooltip for the **Mark Entry** button is visible, showing the text: **Mark Entry (Alt+Shift+X)** and **Add the selected text to the index.** Below the ribbon, a sample text is shown: "New York City From Wikipedia, the free encyclopedia The City of New York, often called **New York City** or simply New York, is the most populous city in the United States. With an estimated 2016 population of 8,537,673 (Bureau, 2017) distributed over a land". A purple arrow points from the text "New York City" to the **Mark Entry** button. Another purple arrow points from the text "New York City" to the text "New York City" in the sample text.

1. Select a word to index

8.5 Index (cont.)

4. Specify the details of the entry

Specify the word

Select format for
page numbers

Mark Index Entry

Index

Main entry: New York City

Subentry:

Options

☐ Cross-reference: See

☒ Current page

☐ Page range

Bookmark:

Page number format

☒ Bold

☐ Italic

This dialog box stays open so that you can mark multiple index entries.

Mark Mark All Cancel

Select index options

- Cross-reference: specify related word the reader can look up
- Current page: use the current page number
- Page range: use page range for index

Click Mark or Mark All to create the index entry

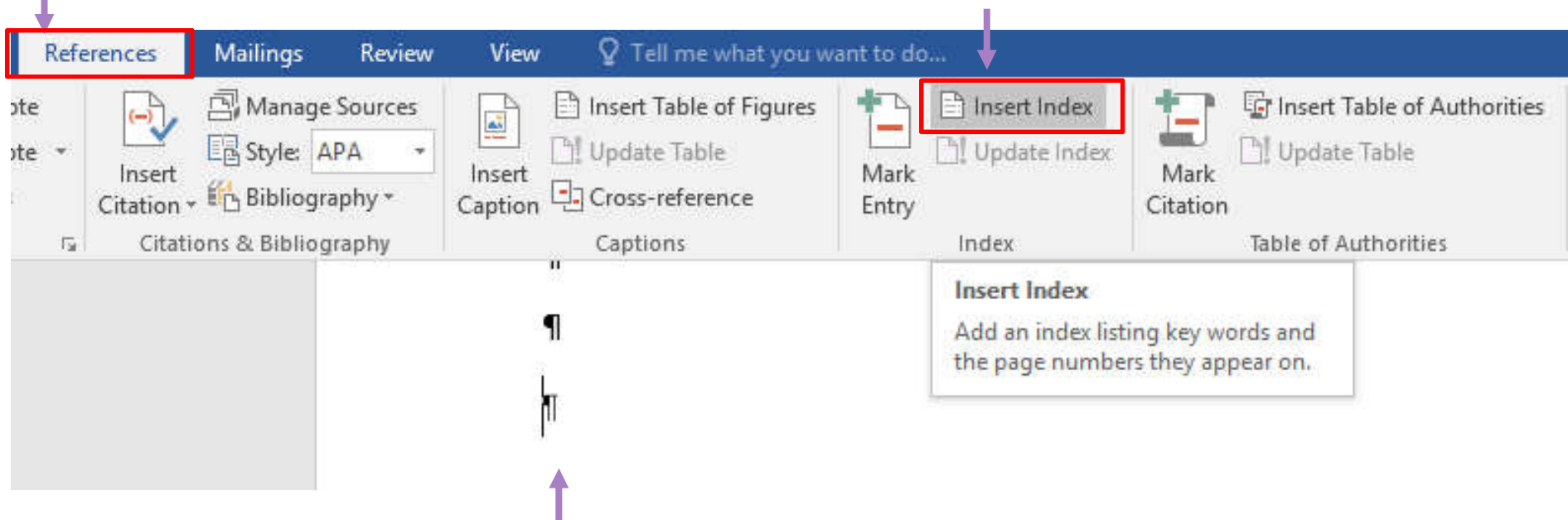


8.5 Index (cont.)

After we have indexed all words we need, **we need to insert the index list, usually at the end of the document**

2. Click *References* tab

3. Click *Insert Index*



1. Click the location you want to insert the index list

8.5 Index (cont.)

4. Select the formatting for index list

Index

Index | Table of Contents | Table of Figures | Table of Authorities

Print Preview

Aristotle 2
Asteroid belt See Jupiter
Atmosphere
Earth

Type: ☒ Indented ☐ Run-in
Columns: 2
Language: English (United States)

☒ Right align page numbers
Tab leader:
Formats: Fancy

Mark Entry... AutoMark... Modify...
OK Cancel

Number of columns

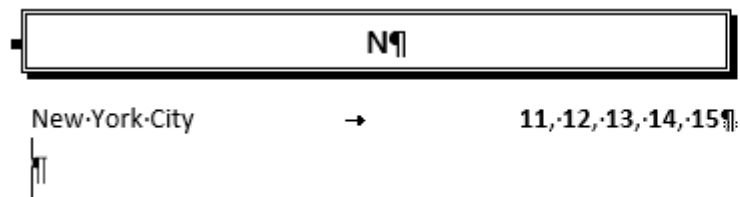
Language

Select how words and page numbers will be aligned

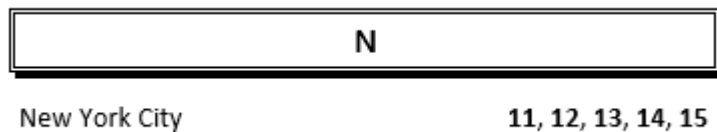
5. Click OK to insert the index list

8.5 Index (cont.)

The resulting index list:



Note: When the index list is inserted, the Paragraph marks (¶) will appear after this list. We can hide the mark by pressing **Ctrl and *** or **Press Home → Paragraph Marks (¶)** under **Paragraph** group

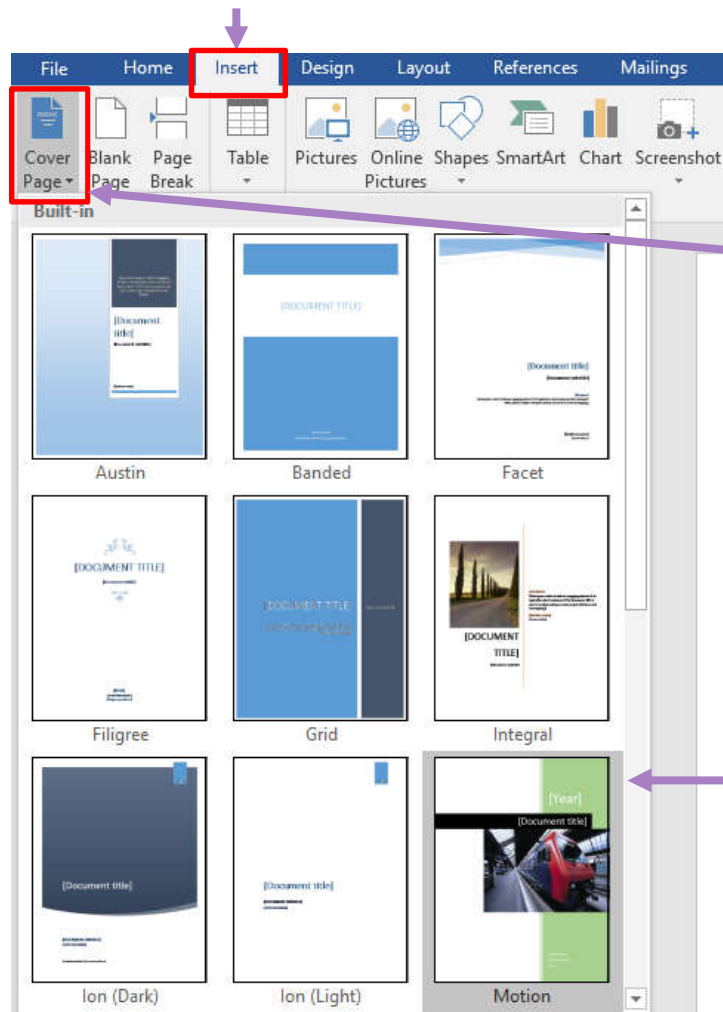


The resulting index list, after the paragraph mark is hidden

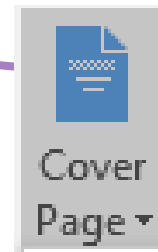


8.6 Cover Page

1. Click *Insert* tab



2. Click *Cover Page* under *Pages* group

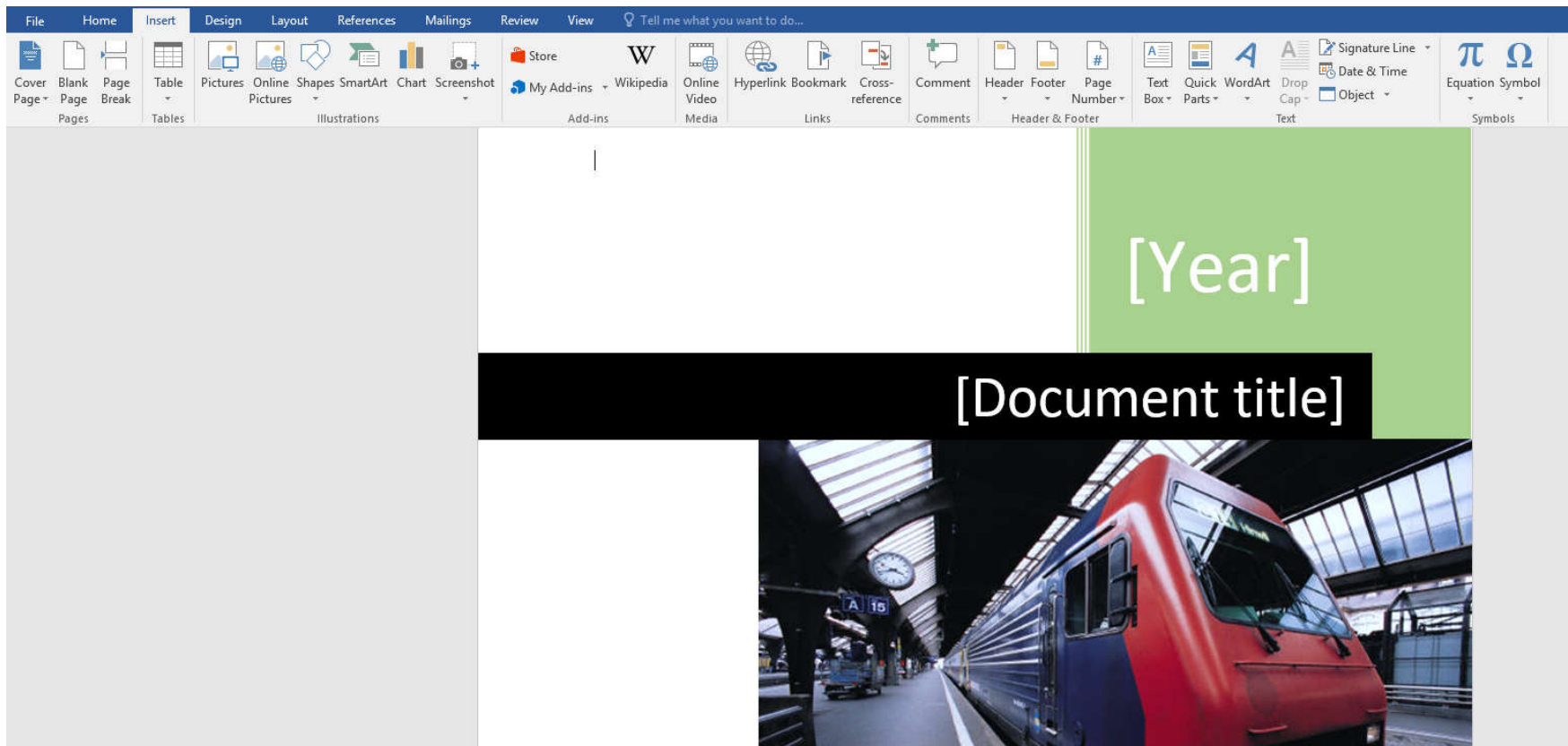


3. Select the cover page you want



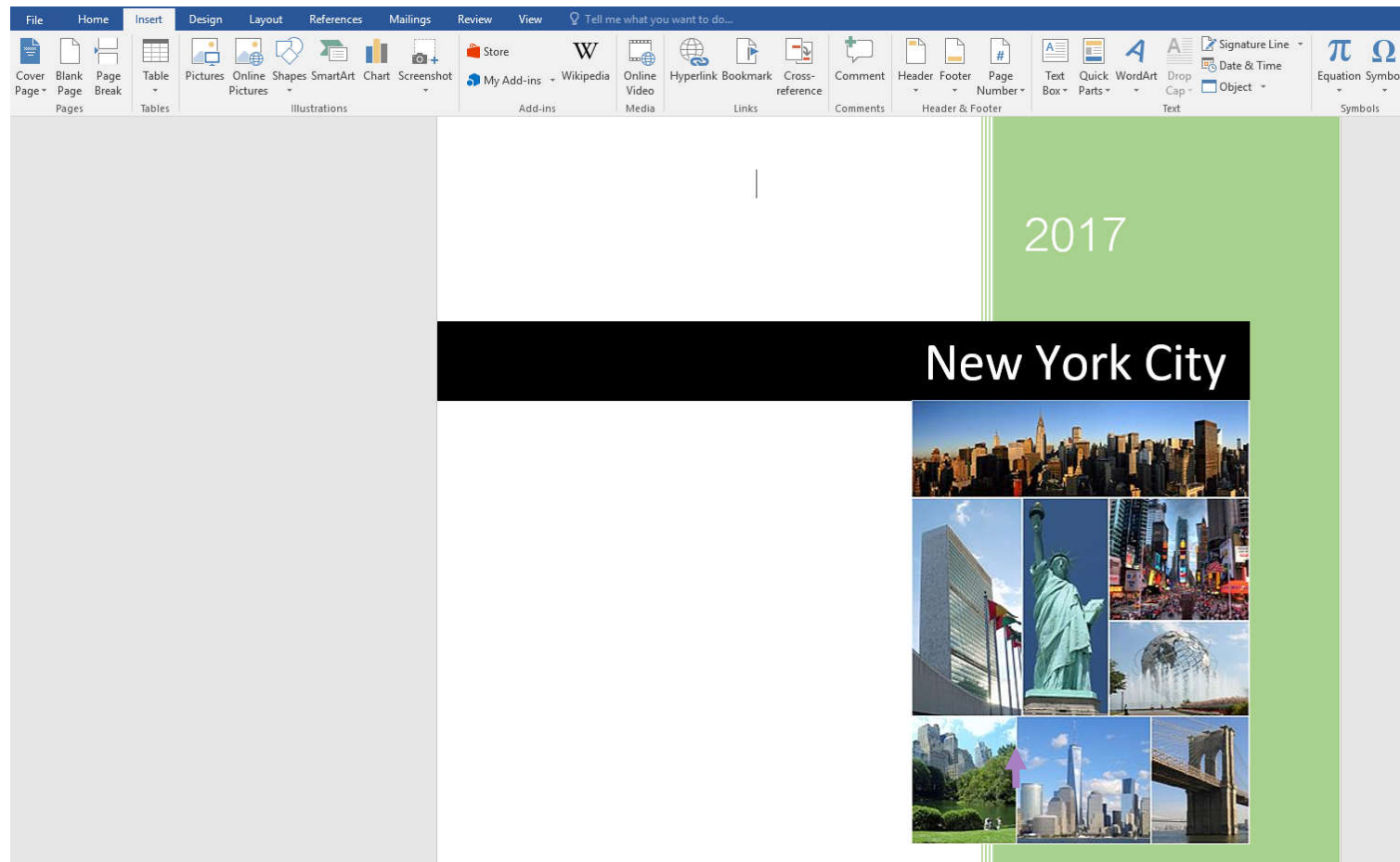
8.6 Cover Page (cont.)

4. The (unfinished) cover page will appear, you can type in text in each [text] area. You can also add/change/remove objects on the cover page (like picture) as needed



8.6 Cover Page (cont.)

The Result:



8.7 More on Styles

- Beside headings, you can use **Styles** to change the format of part of your text, or creating a new **Style** for special part
- Other important **Styles**
 - **Normal**: for normal, non-topic, non-listed part of text
 - **List Paragraph**: For text in bullet-pointed, and numbered list
- Under **Design** tab, you can select and adjust your own set of **Styles**



9. Correction and Review



9. Correction and Review

9.1 Finding and Replacing

9.2 Making a Correction

9.3 Adding Comments

9.4 Tracking Changes

9.5 Accepting/Rejecting Changes



9.1 Finding and Replacing Phrases in the Document

1. Click **Home** tab

9.1.1 Finding a phrase

2. Click **Find**

The screenshot shows the Microsoft Word interface with the **Home** tab selected. The **Find** command is highlighted in the ribbon. The **Find and Replace** dialog box is open, showing the **Find** tab. The **Find what:** text box contains the word "boroughs". The **Find Next** button is highlighted. The **Search Options** section is expanded, showing various search options. The **Find** section at the bottom shows the **Format** dropdown set to **No Formatting**. The document text on the right shows the word "boroughs" highlighted in blue.

4. Type the keywords under **Find what:**

5. Click **Find Next** to find the next match

3. Select **Advanced Find...**

6. **More>>** will show you more search options

Found words/phrases will be highlighted



9.1 Finding and Replacing (cont.)

Search Options

- **By clicking More>>** extra search options will appear on the *Find and Replace* dialog box:
 - **Match case** will only show the result that match case (uppercase, lowercase) of each character you've typed in
 - **Find Whole Words Only** will show the result that is that exact word, not part of a word

For example, if you're searching for "soft" the result will not include "Microsoft"

9.1 Finding and Replacing (cont.)

- **Use Wildcards** will use the following symbols to denote “anything”
 - * for any number of character (or nothing)and ? for any one character

for example: Mi* or Mi?????

- **Sounds Like (English)** will find words that pronounce similarly to the query (the word you type in)
- **Find All Word Forms (English)** will search for the query, and any word form of the query such as plural, past tense, etc.

9.1 Finding and Replacing (cont.)

9.1.2 Replacing a word/phrase in the document

1. Click *Home* tab

2. Click *Replace*

The screenshot shows the Microsoft Word interface with the **Home** tab selected. The **Find and Replace** dialog box is open, with the **Replace** tab active. The **Find what:** field contains "New Yk" and the **Replace with:** field contains "New York". The **Find Next** button is highlighted. The background text is a paragraph about New York City.

3. Specify what you want to find & replace

4. Specify what you want to replace the word in (3) with.

5. Click *Find Next* to move on to the next match

6. Or click *Replace* to replace that match



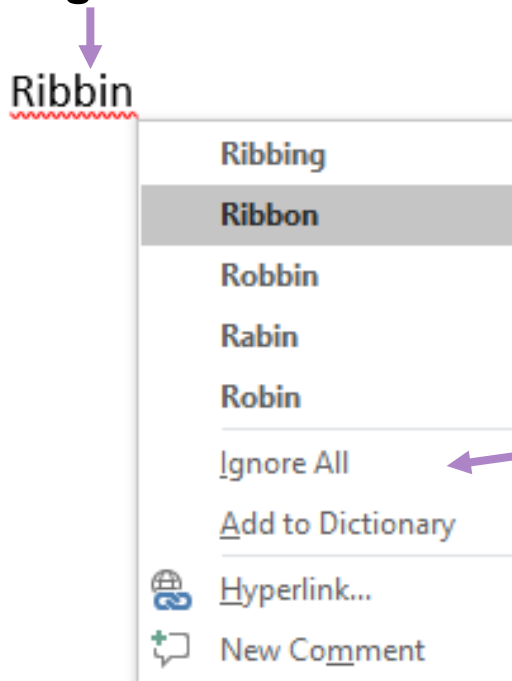
9.2 Making Correction

MS Word will check our typing for spelling and grammar automatically. It will highlighted (likely) incorrect word or sentence with **red** squiggly line (**misspelling**) or **green** squiggly line (**grammar problem**).

To make correction, do the following:

According to MS Word's
dictionary

1. Right-click the marked word or sentence



2. Read the explanation and/or select appropriate correction

3. Correct word will no longer has squiggly line → Ribbon

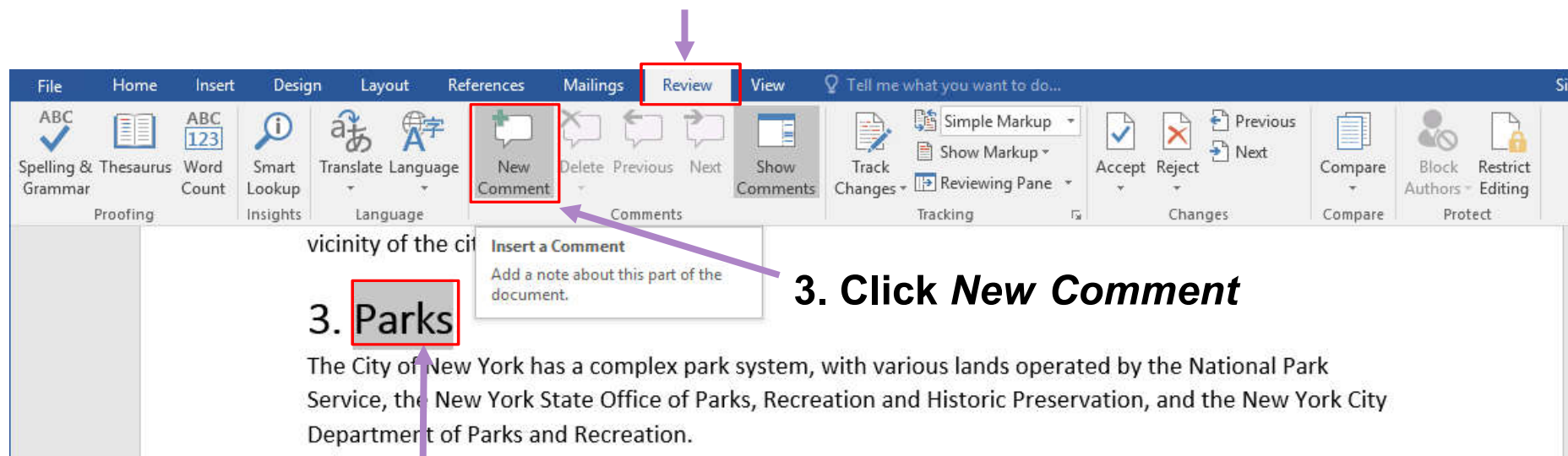
Note: You can also *Ignore* to tell MS word to not mark this word anymore for this session, or *Add to Dictionary* to make sure the word will not be marked in the future.



9.3 Adding Comments

Sometime, we will collaborate on one document, we can use **comments** to communicate between collaborators to talk about what need to be fixed, or ask question without making changes to the document itself.

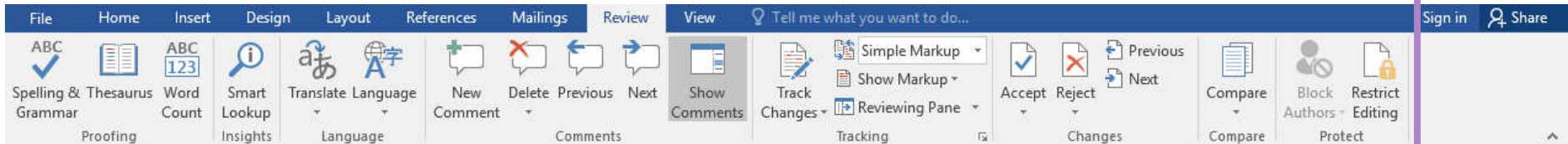
2. Click *Review* tab



1. Highlight text you want to add comment on

9.3 Adding Comments (cont.)

4. Type the comment text



vicinity of the city.

3. Parks

The City of New York has a complex park system, with various lands operated by the National Park Service, the New York State Office of Parks, Recreation and Historic Preservation, and the New York City Department of Parks and Recreation.

Windows User A few seconds ago
Please add pictures!

ส่วนประกอบหลักของกรอบ Comment

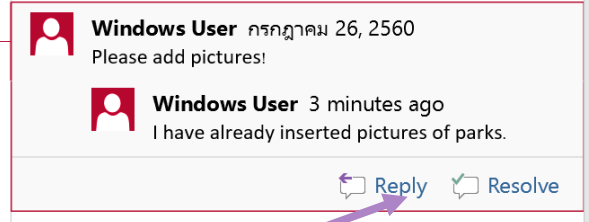
1. ชื่อเครื่องผู้ใช้

2. วันหรือเวลาที่ผ่านไปในการพิมพ์
ข้อความความเห็น

3. ข้อความความคิดเห็น

3. Parks

The City of New York has a complex park system, with various lands operated by the National Park Service, the New York State Office of Parks, Recreation and Historic Preservation, and the New York City Department of Parks and Recreation.

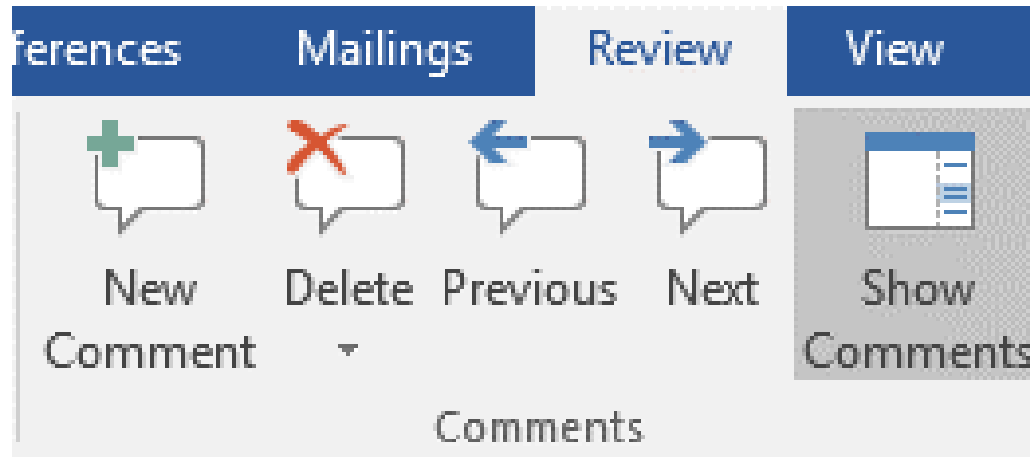


5. Other collaborators can make a reply to the comment by clicking *Reply*

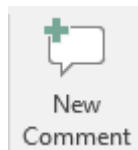
Or, if the issue in the comment has been addressed, click *Resolve*



9.3 Adding Comments (cont.)

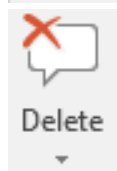


Commands under *Comments* group



New Comment

Create a new comment entry



Delete

Deleting a comment entry



Previous/Next

Move to the previous/next comment

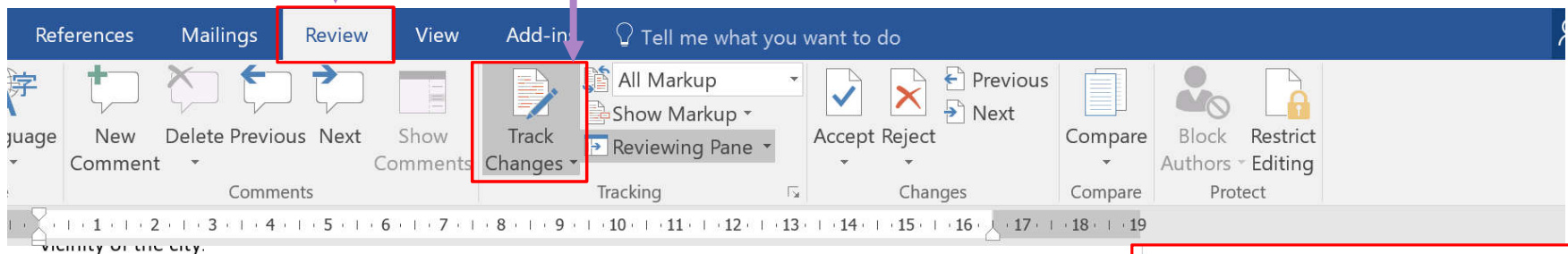


9.4 Tracking Changes

While collaborating over a document, you can use Track Changes command to see what have been changed in the document (since you start tracking)

1. Click *Review* tab

2. Click *Track Changes* to start the tracking process



3. Parks

The City of New York has a complex park system, with various lands operated by the National Park Service, the New York State Office of Parks, Recreation and Historic Preservation, and the New York City Department of Parks and Recreation.

In its 2013 ParkScore ranking, the Trust for Public Land reported that the park system in New York City was the second best park system among the 50 most populous US cities, behind the park system of Minneapolis. ParkScore ranks urban park systems by a formula that analyzes median park size, park acres as percent of city area, the percent of city residents within a half-mile of a park, spending of park services per resident, and the number of playgrounds per 10,000 residents.

3.1 National parks

Gateway National Recreation Area contains over 26,000 acres (10,521.83 ha) in total, most of it surrounded by NYC-New York City, including the Jamaica Bay Wildlife Refuge. In Brooklyn and Queens,



3. You can add *Comments* to the changes

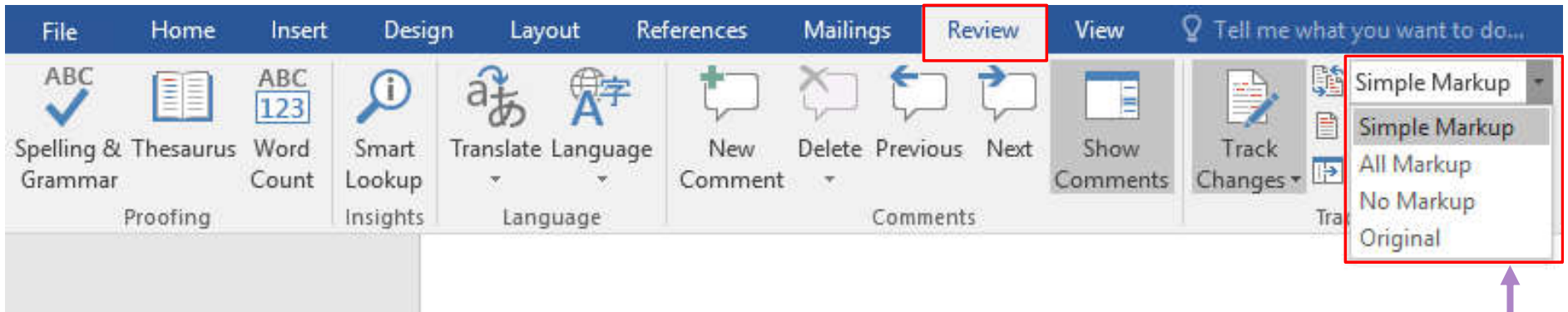
4. You can see markup (changes) on insertion **(red text)** as well as removal **(~~strikethroughed red text~~)**

9.4 Tracking Changes (cont.)

9.4.1 Markup Display Style

You can choose how markups (changes) will be displayed

1. Click *Review* tab

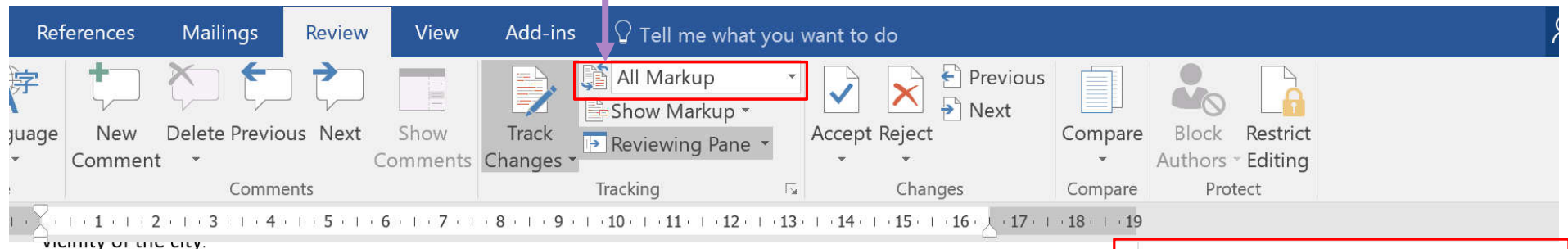


2. Select display style



9.4 Tracking Changes (cont.)

Example of *All Markup* display style



3. Parks

The City of New York has a complex park system, with various lands operated by the National Park Service, the New York State Office of Parks, Recreation and Historic Preservation, and the New York City Department of Parks and Recreation.

In its 2013 ParkScore ranking, the Trust for Public Land reported that the park system in New York City was the second best park system among the 50 most populous US cities, behind the park system of Minneapolis. ParkScore ranks urban park systems by a formula that analyzes median park size, park acres as percent of city area, the percent of city residents within a half-mile of a park, spending of park services per resident, and the number of playgrounds per 10,000 residents.

3.1 National parks

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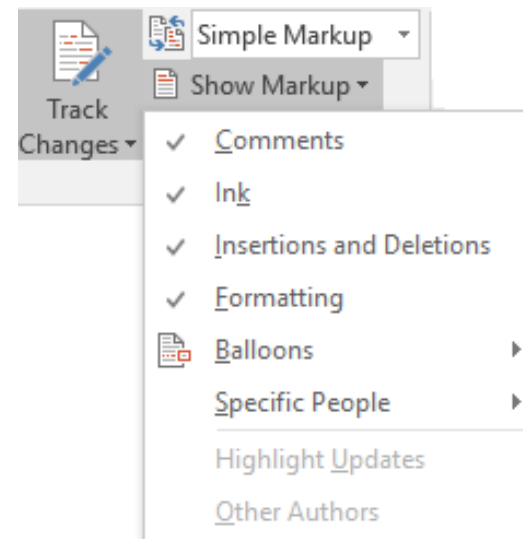
Text with comment added will be highlighted in red

You can also see insertion/removal

9.4 Tracking Changes (cont.)

9.4.2 Selecting which Markup to Show

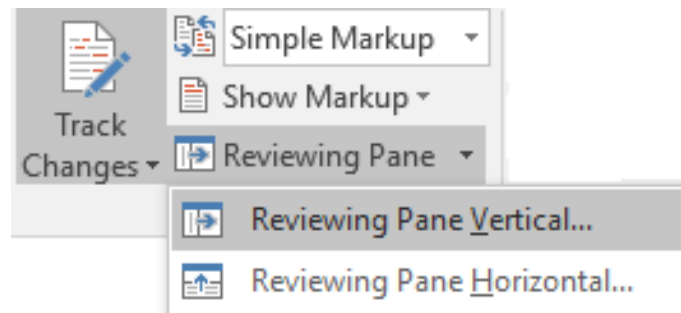
You can expand *Show Markup* to check which changes will be show or not.



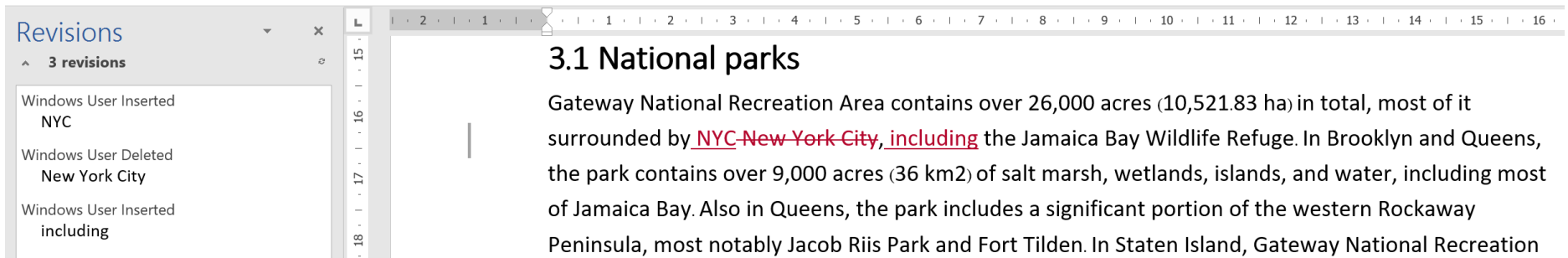
9.4 Tracking Changes (cont.)

9.4.3 Reviewing Pane

You can show *Reviewing Pane*, which will show list of changes in the document



Example of Reviewing Pane Vertical

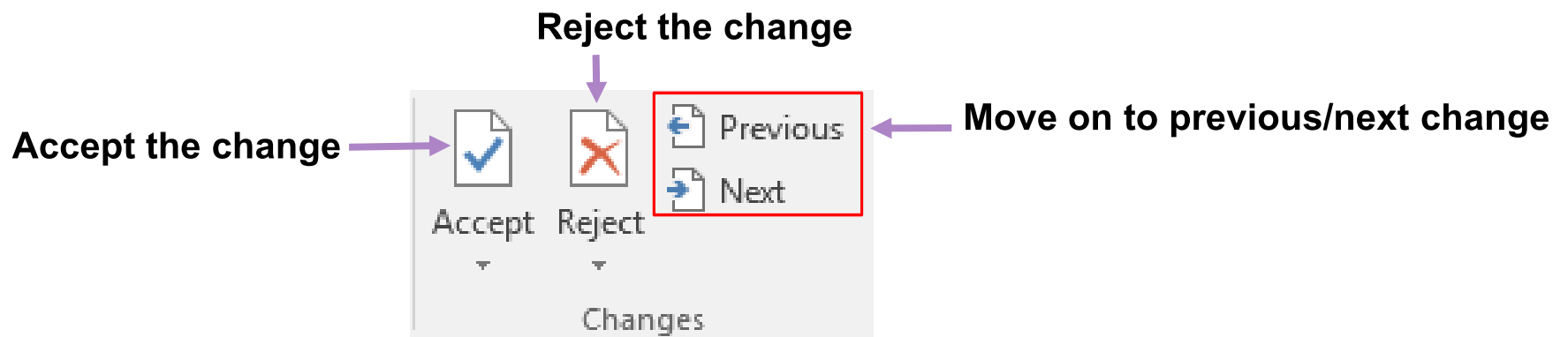
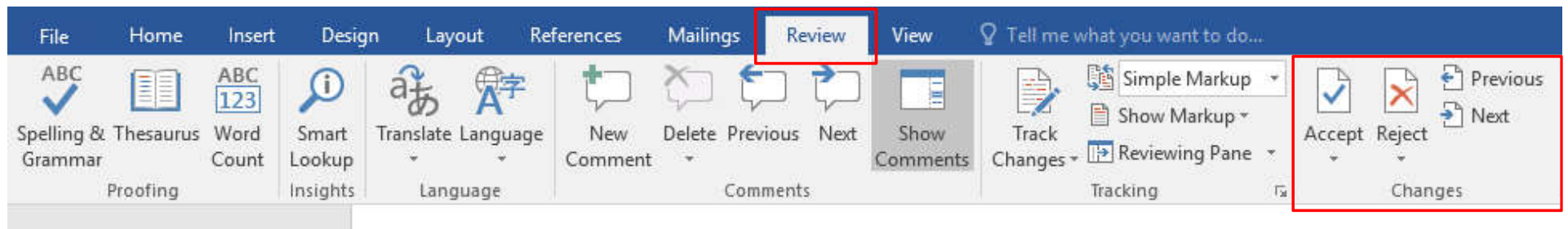


9.5 Dealing with Changes

After you have review the changes, you can choose to *Accept* or *Reject* the changes

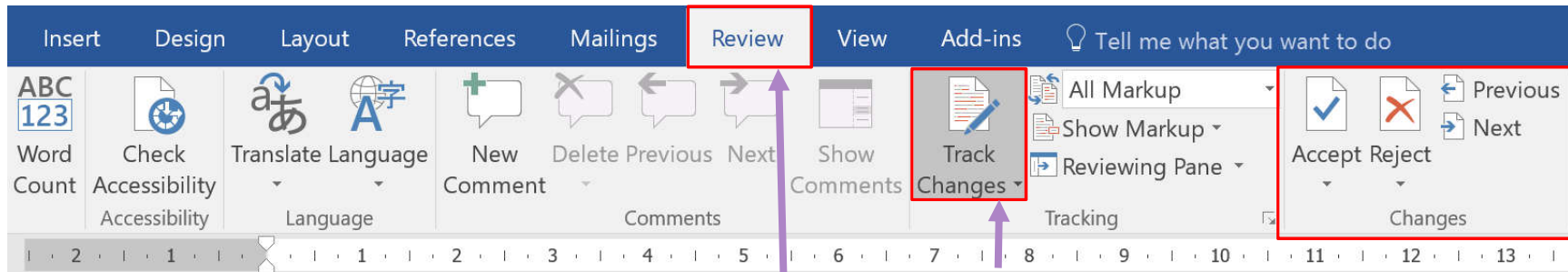
- *Accept* the change will commit the change into the document
- *Reject* the change will undo the change

Both will remove the markup (except comments)



9.5 Dealing with Changes (cont.)

Example of accepting/rejecting of text insertion



1. Click **Review** tab and click **Track Changes**

2. Insert a phrase. **Inserted phrase**
will be in red characters and
underlined

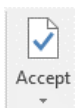
ทดสอบ Track Changes ทำการเพิ่มข้อความ

ทดสอบ Track Changes ทำการเพิ่มข้อความ

ทดสอบ Track Changes

■ If you click **Accept** the change
will be committed (text inserted)

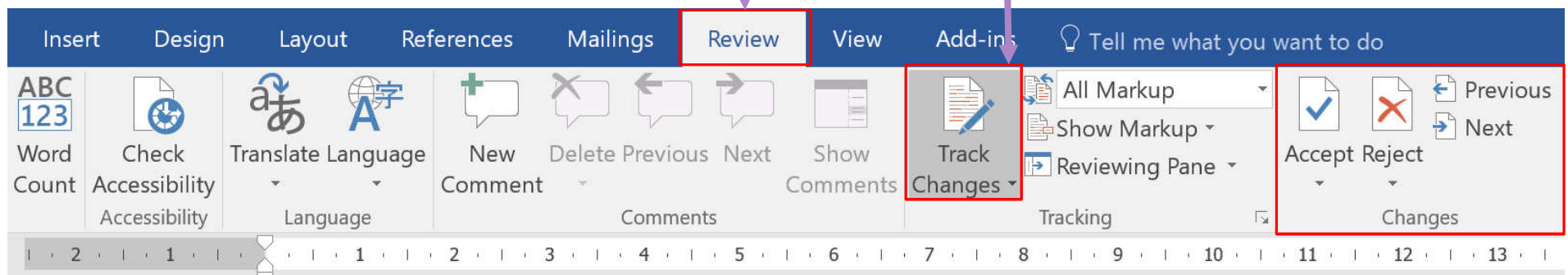
■ But if you click **Reject** the
change will be undone



9.5 Dealing with Changes (cont.)

Example of accepting/rejecting of text removal

1. Click *Review* tab and click *Track Changes*



2. Remove part of the text. **The removed part will be in red strikethroughed characters**

ทดสอบ Track Changes ทำการลบข้อความ

ทดสอบ Track Changes

ทดสอบ Track Changes ทำการลบข้อความ

■ If you click **Accept** the change will be committed (text deleted)



■ But if you click **Reject** the change will be undone

