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Word 2016 Level 2

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Coláiste na hOllscoile Corcaigh

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Introduction

This manual aims to help enhance your skills with Microsoft Office Word 2016. By now you should have had some experience of the new Ribbon Interface also known as the Fluent User Interface. The aim of the ribbon is to make the features of word more accessible to users.

In this course we will look in detail at Page Layout and the use of section breaks to manage your documents. We will also look at automatic tables of contents and the use of track changes

New Features

Word 2016 has some new features that might be of use to you.

Chat with co-authors while you edit

Collaborate more-effectively by chatting with your co-authors without leaving Word.

- In-app chat requires the file to be stored on either SharePoint Online or OneDrive for Business and only works if you have shared the file with others and they have the document open.
- Chat history is not preserved

One-click fixes for accessibility issues

The Accessibility Checker is better than ever with updated support for international standards and handy recommendations to make your documents more accessible

Run Accessibility Checker to make sure your content is easy for people of all abilities to read and edit.

- On the ribbon, click the Review tab.
- Click Check Accessibility.
- Review your results. You'll see a list of errors, warnings, and tips with how-to-fix recommendations for each. See Rules for the Accessibility Checker for more information

Read Aloud

You can use the Text to Speech feature to hear selected text read aloud.

- On the ribbon, click the Review tab.
- Click Check Accessibility.

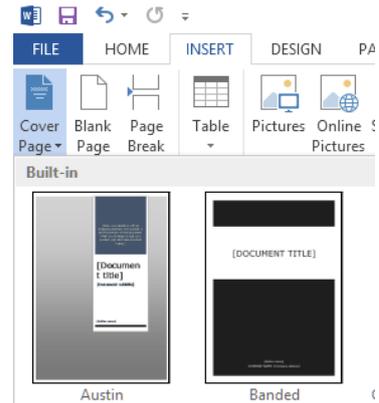
Cover Page

Reports and brochures can make a good first impression with a stylish cover page. Microsoft Word provides a series of inbuilt Cover Page options.

Click **Insert** > in the **Pages** group > click **Cover Page**

Colour and font options can be tweaked using the options in the Design tab.

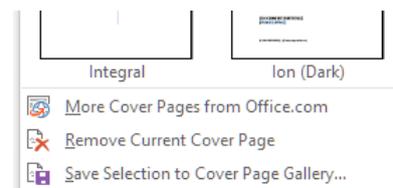
The inbuilt cover pages add a page break to your document. This makes it easy for you to start inserting content. Depending on the size and complexity of the document you may want to replace this with a section break. Section breaks are detailed below.



Custom Cover Page

If you have created your own bespoke cover page you can make it available for all future documents as follows:

Highlight the entire cover page > Click on the **Insert** tab> in the **Pages** group > click **Cover Page** > from the menu that displays click **Save Selection to Cover Page Gallery...**



Page Breaks

Instead of using the return/enter key to get to the beginning of a new page, insert a page break instead.

Click the **Page Layout** tab> In the **Page Set Up** group click the **Breaks** button > from the drop down select **Page**

A new blank page will be inserted in to the document. Continue to edit your document as normal.

Deleting a Page Break

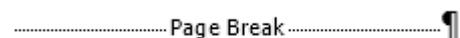
Page breaks can be easily deleted.

In the **Paragraph** group on the **Home** Tab > click the **Show/Hide** Button



This will display the "non printing characters" such as **page breaks**, spaces, tabs, and paragraph marks.

Position the cursor to the **left** of the page break and hit the **delete** key on the keyboard.



Long Documents V Short Documents

The formatting and page layout decisions that are made in a document depend on the length and purpose of the document. Longer documents may require sections that are individually formatted: for example a cover page with no page number or header, one landscape page in a document full of portrait orientated pages. How do we create these individual areas/sections?

Section Breaks

When a new word document is created it contains one section. The majority of Word users would at some point have made use of Insert Page Break; this gives us a new blank sheet. This sheet is part of the original section it does not create a new one.

Page Layout – Breaks

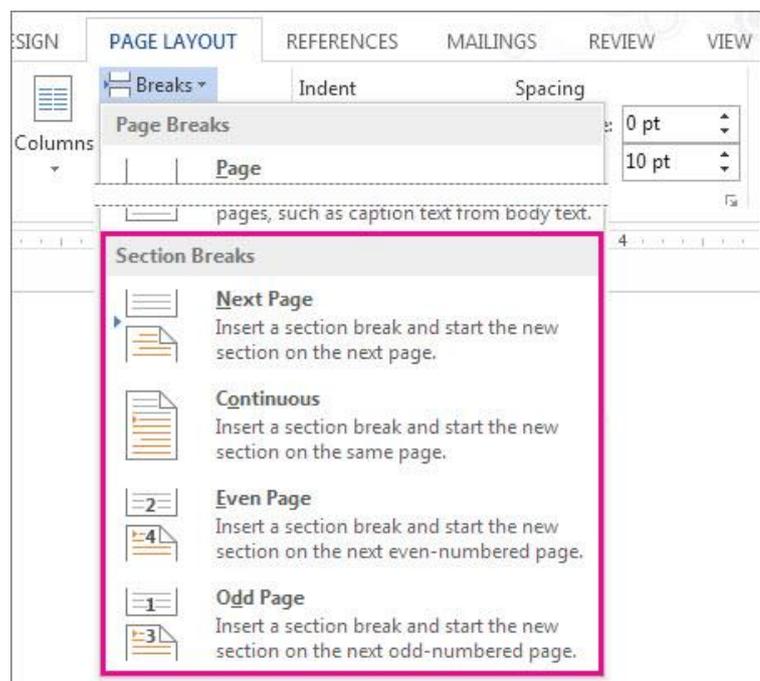
Section breaks are used to divide up a document in to separate spaces. These spaces can then be formatted individually. Section breaks are located in the Page Layout Tab, in the Page Setup Group

You can change the following formats for individual sections:

- Margins
- Paper size or orientation
- Paper source for a printer
- Page borders
- Vertical alignment of text on a page
- Headers and footers
- Columns
- Page numbering
- Line numbering
- Footnotes and endnotes

Inserting a Section Break

- position the cursor just before the beginning of the new section
- click **Page Layout > Breaks**,
- then click the sort of section break you want



Deleting a Section Break

- click the Show/Hide button (Home tab, paragraph group )
- position the cursor to the left of the now visible section break
- delete as normal

Types of section breaks

A **Next Page** section break starts the new section on the following page. So from **Page Layout > Breaks**, click **Next Page**:

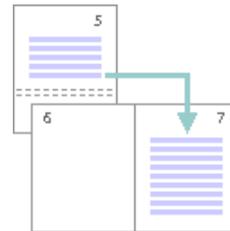


A **Continuous** section break starts the new section on the same page. One of the most common reasons for using this type of section break is if you're using columns: By using this sort of section break you can change the number of columns without starting a new page. From **Page Layout > Breaks**, click **Continuous**:



From **Page Layout > Breaks**, click **Even Page** to start the new section on the next even-numbered page:

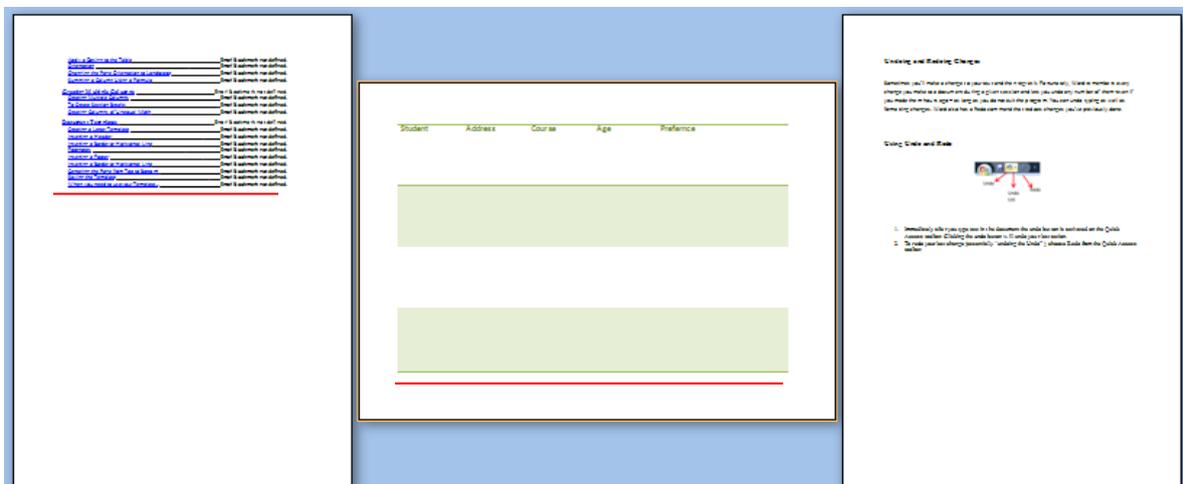
Click **Page Layout > Breaks, Odd Page** to start the new section on the next odd-numbered page.



When you decide to use sections your choices are seemingly endless for how you want your document to look. One of the best and easiest things to do is just experiment with section breaks and see what works for you and the way you want your document to look.

Formatting Sections Differently

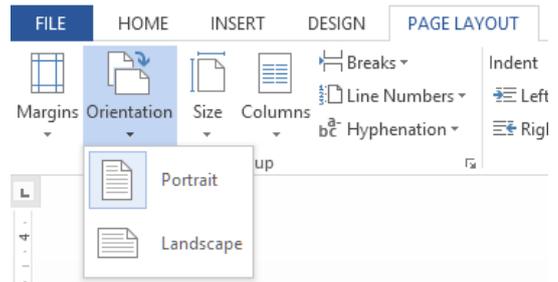
The picture below shows a 3 page document that has been divided in to 3 sections.



The second section has had its orientation changed from portrait to landscape. This is possible due to the presence of section breaks. The red lines in the image represent where the section breaks were inserted.

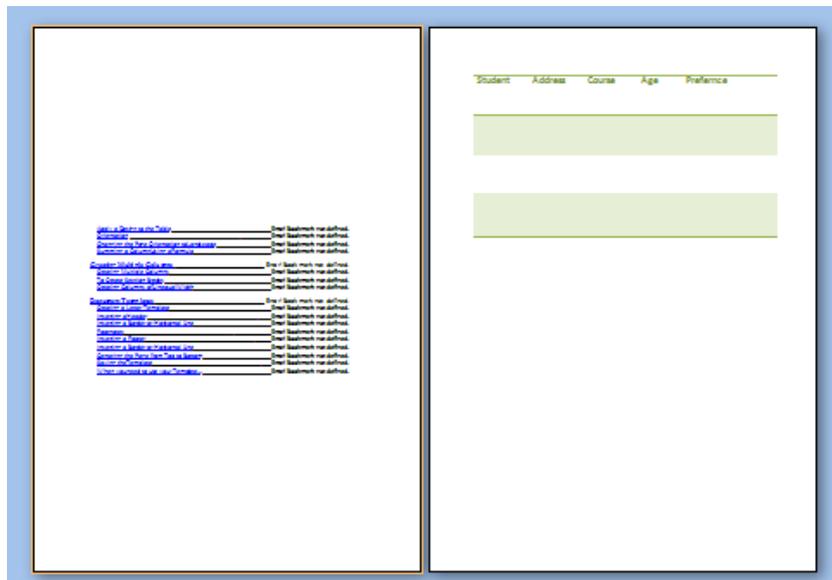
Changing Page Orientation

Click into the section that is to have its orientation changed > Click on the **Page Layout** tab > from the **Page Setup** group click the **Orientation** > Select Landscape from the drop down menu.



Changing The Alignment Of Text On A Page

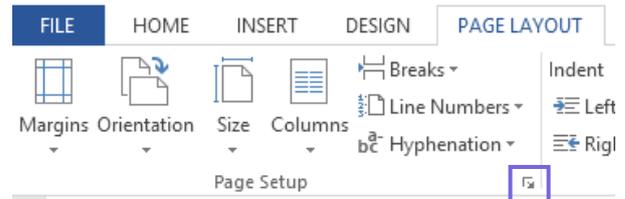
By default all pages align text from the top of the page. With sections you can choose to have the text aligned from the top, bottom or centre of the page.



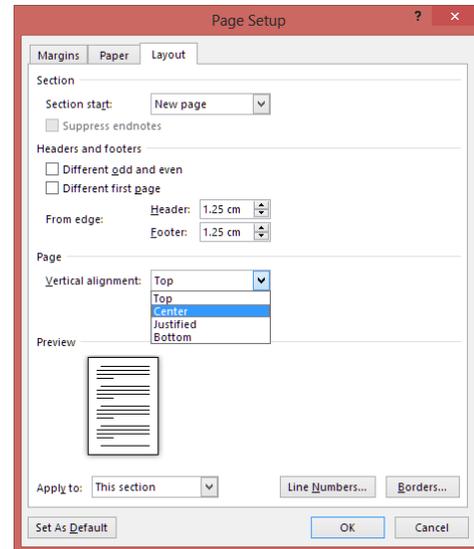
The page on the left of the picture above has the text aligned to centre and on the right it is aligned to top.

To Change The Alignment

Click in to the section to be formatted >
Click on to the **Page Layout** Tab > Click
on the **Dialog Box Launcher** button on
the lower right of the **Page Setup** Group.



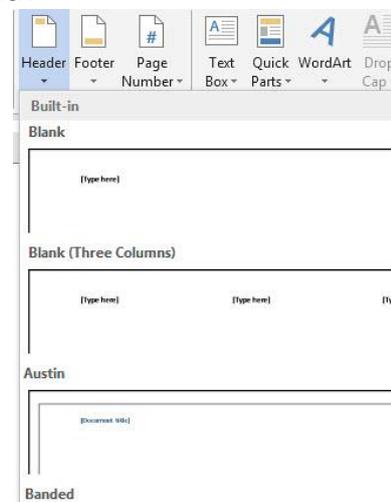
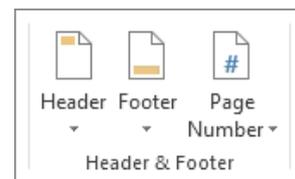
In the **Page Setup** window select the **Layout**
Tab > Under the **Page** heading set Vertical
alignment to **Center** > Apply to: **This**
Section > Click **OK**



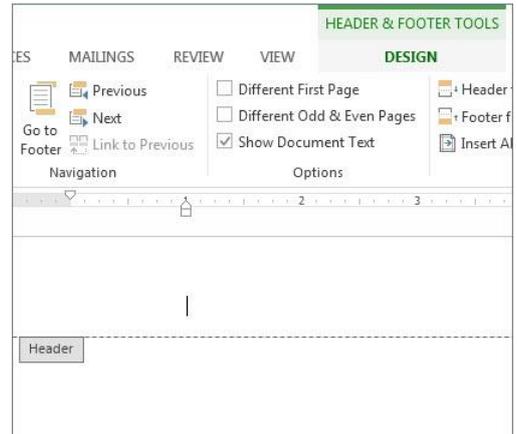
Add a header and or footer

A header or footer is a piece of text, sometimes including page numbers that appear at the top (header) or bottom (footer) of each page of a document. Here's how to create and customise a simple header or footer.

1. Click on the **Insert tab**
2. In **Header & Foot** group – select either **Header** or **Footer**
 - Dozens of built-in layouts appear, some with three columns, others with just one. Scroll and click the one you want.
 - Select **Edit Header/Footer** if you would rather create your own header/footer



The header and footer space is now shown by the **Header** or **Footer** tag and dotted line on your document. You won't be able to edit the body of your document until you close the **Header & Footer Tools**

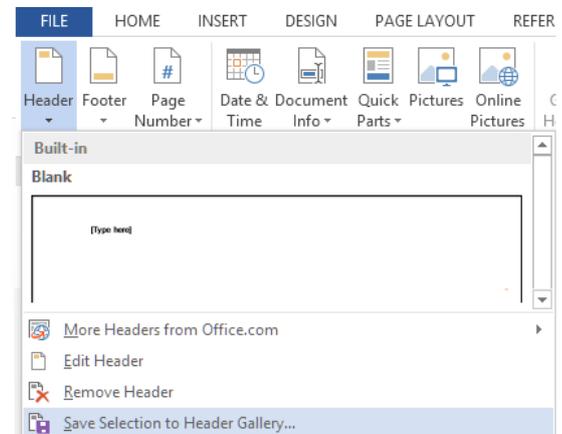


3. Most headers contain some placeholder text ("Document title," for example). Simply type over this placeholder text with your own text.
4. When finished, click **Close Header and Footer**.
 1. You won't be able to edit your document until you Close Header and Footer



Note

You can save the header or footer that you created to the gallery of header or footer options, select the text or graphics in the header or footer, and then click **Save Selection to Header Gallery...**. This option is located in the Insert tab, under the relevant Header/Footer button.

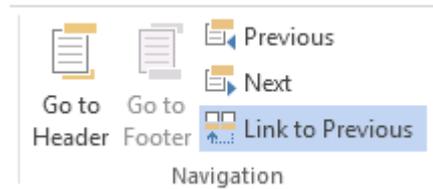


Use A Document's Section Breaks To Vary The Header Or Footer

By default all headers and footers will be the same regardless of whether or not the document was divided in to sections. If your document is already divided into sections, you can use the section breaks to independently configure headers and footers. To see how to divide a document in to sections please see page 4.

1. Starting at the beginning of the document, click in the first section for which you want to vary the header or footer.

2. On the **Insert** tab, in the **Header & Footer** group, click **Header** or **Footer**.
3. Click **Edit Header** or **Edit Footer**.
4. On the **Headers & Footers Tools/Design** tab, in the **Navigation** group, click **Link to Previous** to break the connection between the header or footer in this section and the previous section.
5. Edit the existing header or footer, or create a new header or footer for this section.
6. In the **Navigation** group of the **Design** tab (Header & Footer tools tab), click **Next Section**  to advance the cursor to the header or footer of the next section.
7. On the **Headers & Footers** tab, in the **Navigation** group, click **Link to Previous** to break the connection between the header or footer in this section and the previous section.
8. Change the existing header or footer, or create a new header or footer for this section.
9. Repeat the previous three steps for all of the sections in the document that need to be different.

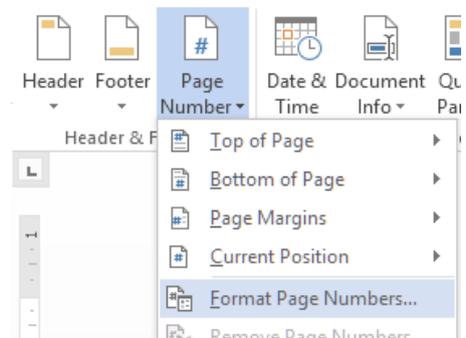


Page Numbers

Page numbers can be inserted on their own or as part of a header or footer. If using "Current Position" note the position of your cursor before inserting the page number.

- **Insert** Tab – **Header and Footer** Group

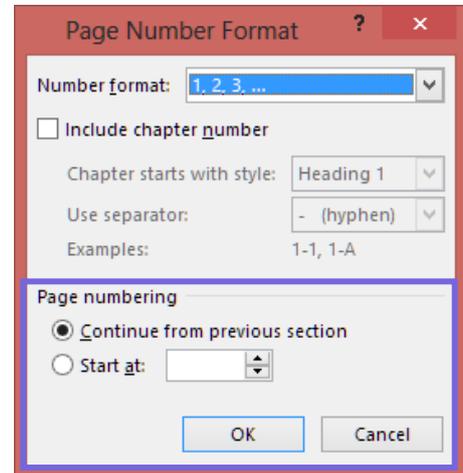
Note some gallery footers contain page numbers already.



Formatting Page Numbers

We have seen how the use of section breaks allows us to format areas of a document differently. One of the areas mentioned was page numbers. We can have the numbers in a different format such as roman numerals or we can restart the page numbering at the start of each section.

- Insert the Page Number (either separately or as part of the footer) – **Insert Tab – Header and Footer Group – Page Number**
- Click on the **Page Number** button again to access the **Format Page Numbers...** option (ensure the page number is still selected if already inserted)
- In the window that displays you can choose the format of the page number, proper digits, roman numerals etc.



Restarting page numbering in a new section

By default the page number will continue over the different sections. To change this, do the following

- Click on to the page number you wish to reformat
- **Insert, Page Number, Format Page Numbers...**
- **Start at** – this option allows you to restart the page numbering for the selected section to one.

Note: The Link to Previous must be deselected.

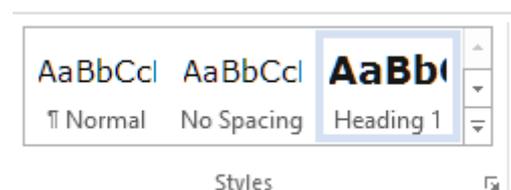
Styles

In MS Office styles can be used to provide a consistent look and feel to the content of a document. Styles can also mark out headings, this allows MS Words automatic table of contents feature identify elements that are to be added to the TOC.

The Normal style is used for paragraph text, and is selected by default.

To apply a heading style to a piece of text:

- Highlight the relevant piece of text
- From the **Home** tab in the **Styles** group click the required heading
 - Generally the first heading of a document would be a heading one



- Sub points would use a heading two and so on
- Word supports up to nine heading styles
- Hit the return key to being the paragraph text
- The selected style should have reverted to Normal – if this has not happened, selected it manually.

Design Themes

Design themes are used in conjunction with styles. Once styles have been applied to the relevant parts of a document the Design tab options can be used to format the whole document.

Color, Fonts and Paragraph Spacing

The colours used throughout a document as well as the fonts and default spacing can be easily changed by selecting new options in the Document Formatting group in the Design tab.



Click the colour, font or Paragraph Spacing button, from the drop down that appears select an option. The entire document will be reformatted to reflect the selected change.

Set as Default

Having selected your preferred, colours, fonts, and spacing select the **Set as Default** button. This will ensure that these options are set for all future documents.

Table of Contents

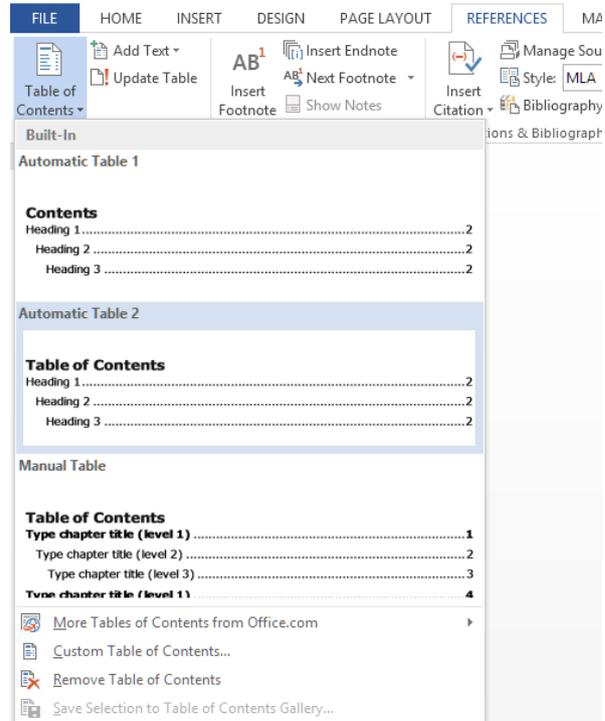
If heading styles have been consistently applied to the headings in a document a table of contents can be quickly and easily added. By default MS Word will include all headings 1,2 and 3.

Insert TOC

Insert a blank page toward the start of the document (use insert page or insert next page section break depending on how you plan to format page numbers).

Ensuring the cursor is in the correct location do the following:

- Go to the References Tab
- In the Table of Contents group click Table of Contents
- Select either of the Automatic Tables
- The TOC will be inserted at the location of the cursor



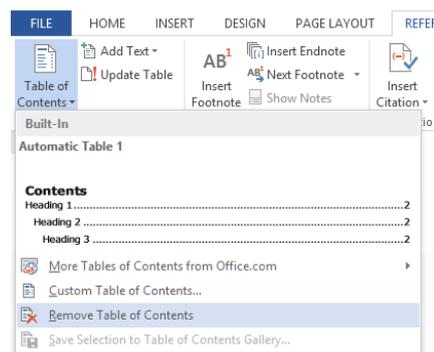
Update TOC

Continue editing the document as normal. If you require additional headings add them in using styles as before. You can update the TOC at any time by:

- Clicking in to the TOC
- In the references tab click the Update Table button.

Delete a TOC

On the **References** tab, in the **Table of Contents** group, click **Table of Contents** button. From the drop down menu that appears click **Remove Table of Contents**.

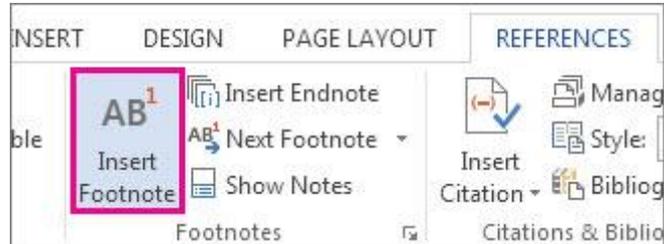


Foot notes and Endnotes

Writers use footnotes and endnotes in documents to explain, comment on, or provide references to something they've mentioned in a document. Usually, footnotes appear at the bottom of the page and endnotes come at the end of the document or section.

Add a footnote

1. Click where you want to add the footnote.
2. Click **References > Insert Footnote**.



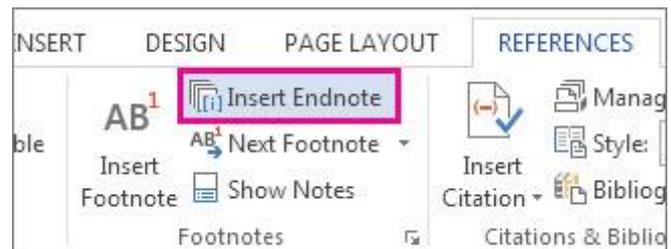
Word inserts a reference mark in the text and adds the footnote mark at the bottom of the page.

3. **Type the footnote text.**

Tip: To return to your place in your document, double-click the footnote mark.

Add an endnote

1. Click where you want to add the endnote.
2. Click **References > Insert Endnote**.



Word inserts a reference mark in the text and adds the endnote mark at the end of the document.

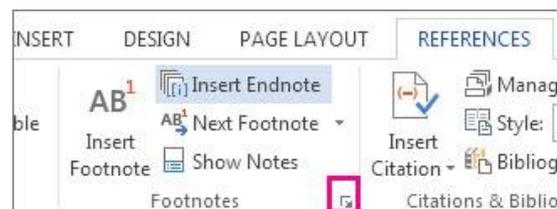
3. Type the endnote text.

Tip: To return to your place in your document, double-click the endnote mark.

Customize your footnotes and endnotes

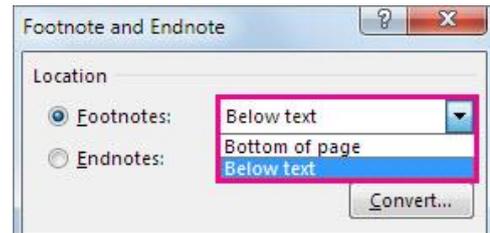
You have many options for customizing the way your footnotes and endnotes work—all available in the **Footnote and Endnote** box.

Click **References** and then click the small arrow (dialog box launcher) to open the **Footnote and Endnote** box.

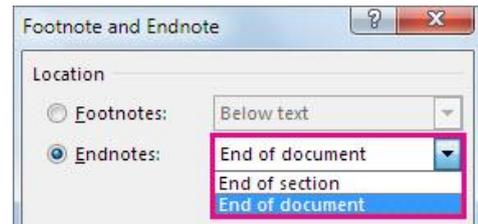


In the **Footnote and Endnote** box, select the options you want. Before you click **Insert**, choose where you want to apply the changes—the whole document or the section you're in.

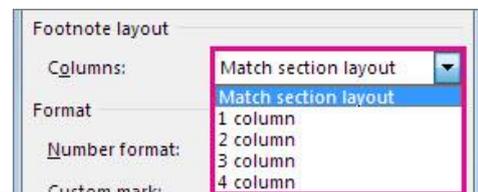
- To choose where you want to put footnotes, click **Footnotes** and then click **Bottom of page** or **Below text**.



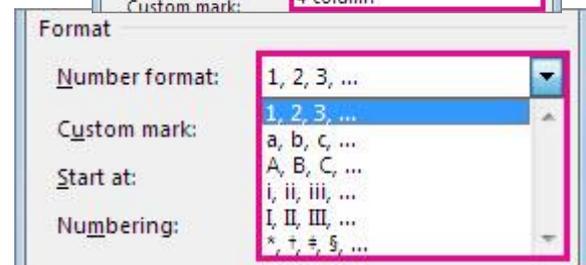
- To choose where you want to put endnotes, click **Endnotes** and then click **End of section** or **End of document**.



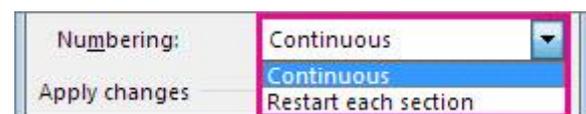
- To format your footnotes so that they're in columns, click **Footnotes**, click the **Columns** list, and click the number of columns you want.



- To change the format of the numbers for your footnotes or endnotes, click **Footnotes** or **Endnotes**, and choose the numbers, letters, or symbols you want.



- To restart footnote or endnote numbering at the beginning of each section, click **Footnotes** or **Endnotes**, and click **Restart each section**.



- To choose where you want to make these changes in your document, click the **Apply changes** list and click **This section** or **Whole document**.

Delete a footnote or endnote

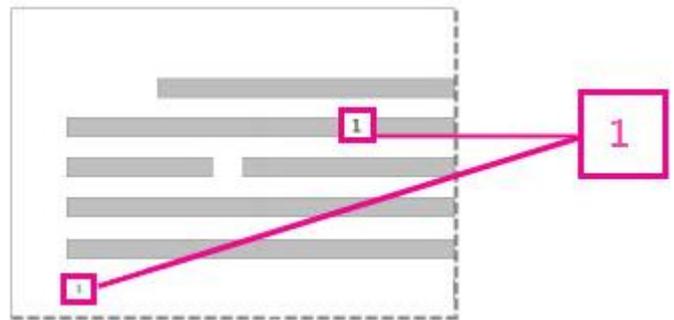
Adding footnotes or endnotes to your document isn't difficult; removing one, some, or even all, is even easier.

But here's the thing: It's the **reference** number or mark in the body of the document that you delete. **NOT** the footnote or endnote itself. If you delete the

footnote or endnote itself, Word rennumbers the notes in a new order. I'll show you how it's done:

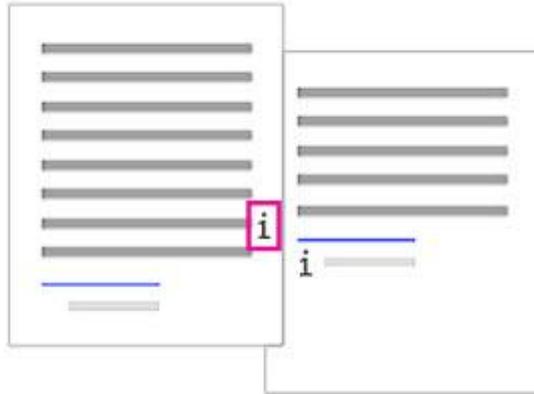
Here's an example of a footnote; the footnote is at the bottom of the page:

If you want to delete the footnote (that's at the bottom of the page), delete the number "1" in the **body**. When you do that, the footnote itself disappears.



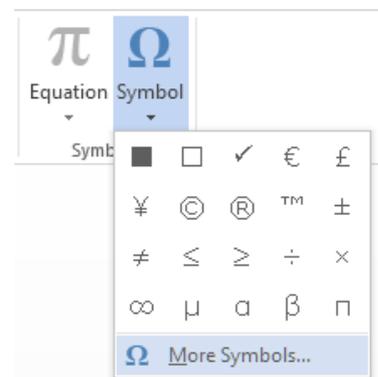
It is the same for removing an endnote:

To remove the endnote, delete the "i" in the **body** of the text (the one with the pink box around it) and that endnote disappears. As well, if you find an endnote you want to delete, you can right-click it, and select **Go To Endnote** and delete the number there



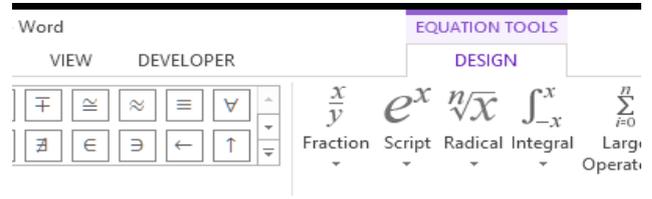
Inserting Symbols

- 1) Click where you want to insert the symbol.
- 2) On the **Insert** tab, in the **Symbols** group, click **Symbol**.
- 3) Do one of the following:
 - a) Click the symbol that you want in the drop-down list.
 - b) If the symbol that you want to insert is not in the list, click **More Symbols**. In the **Font** box, click the font that you want, click the symbol that you want to insert, and then click **Insert**.



Inserting Equations

1. Click where you want to insert the equations
2. On the **Insert** tab, in the **Symbols** group, click **Equations**
 - a. Click on the arrow on the Equations button to choose from an existing short list



3. Otherwise use the **Equation Tools** Tab that appears
4. Click in to the Type equation here place holder to begin
5. Click on the required elements of the equation from the Design tab that opened.



Note: Word is not Excel and will not calculate answers!

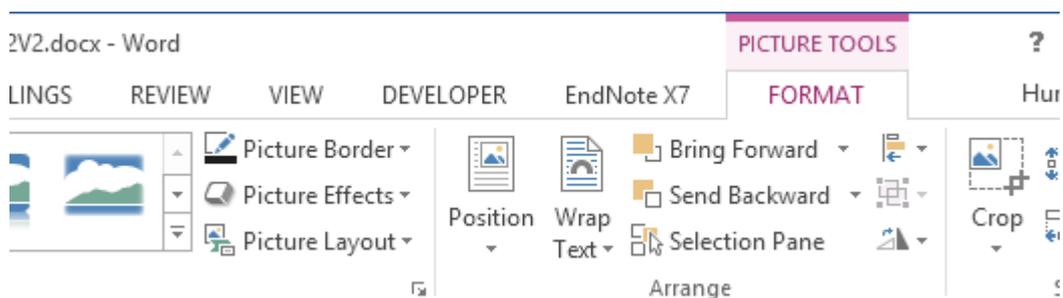
Graphics in Word

- Insert Tab
- Illustrations Group

Graphics include: Pictures, Online Pictures (e.g.clip art), Smart Art, Charts and Screenshots.

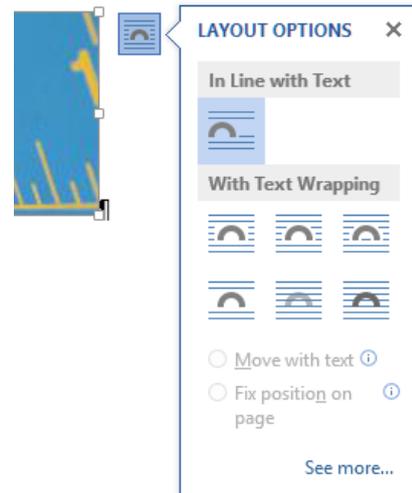
Picture

- Click to where you want the picture inserted.
- Click on the **Picture** button
- The Pictures folder on the PC should open
- Select the required picture
- Once Inserted an additional tab will display
- This **Picture Tools** tab can be used to format the selected picture in many ways



Text Wrapping

By default when a picture is inserted the way it wraps around text is known as **in line with text**. This setting can make it difficult to reposition images. Generally changing the text wrap setting to Square or Tight will make working with images easier.



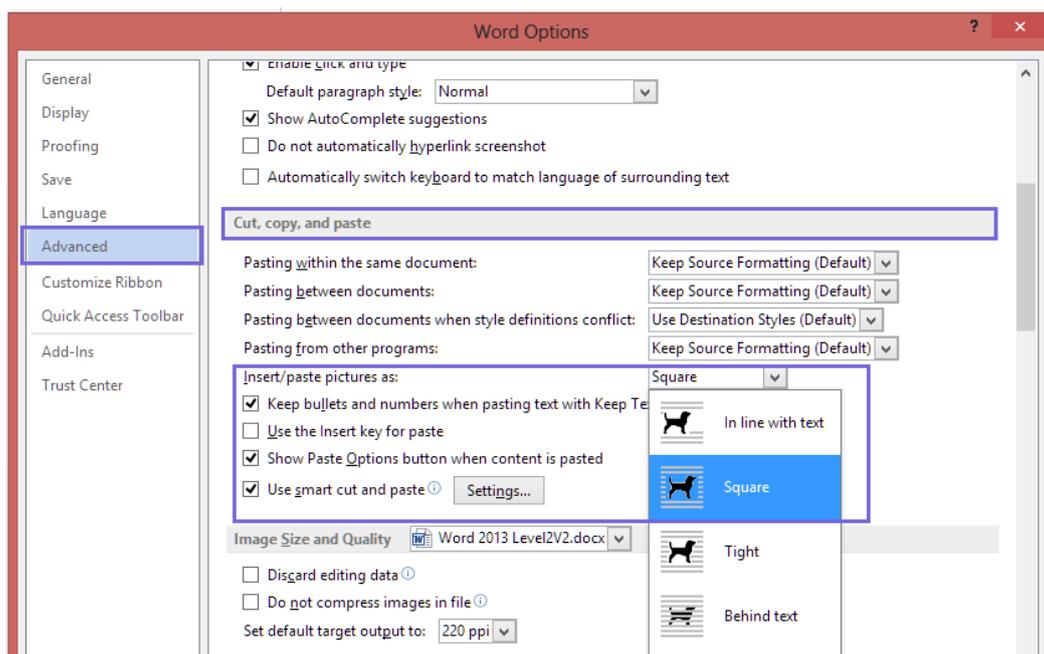
- Click on a image to select it
- The text wrap icon will appear at the side of the image
- Click the icon – a menu will display
- The option shown in blue in the image opposite is **In Line with Text**
- Select an option from **With Text Wrapping** - the recommended choice would be the first option **Square**

You can now drag the image in to the required position.

Set With Text Wrapping for all Images

Word can be configured so that all inserted images default to having the Square text wrapping set. This can be done as follows:

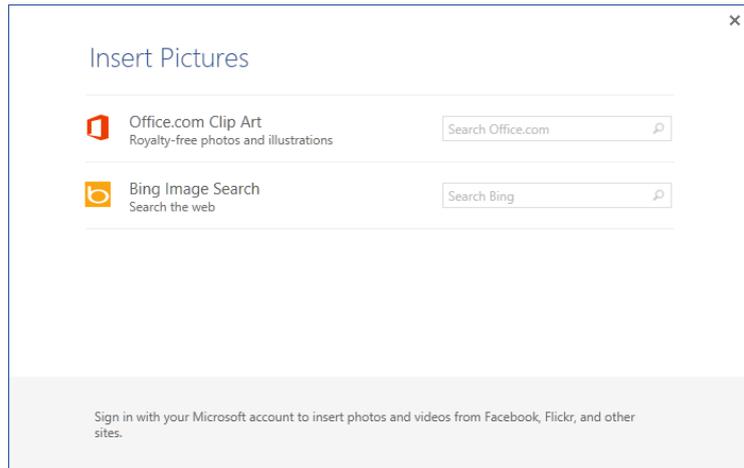
- Click on the **File** menu
- Selection Options
- From the window that displays select Advanced
- Scroll down to Cut, copy and paste
- Across from the option Insert/paste Pictures as – select Square from the drop down menu



Online Pictures

The Online Pictures option opens a search window. From this window Microsoft Clip Art or an Internet Search can be carried out to find a desired image.

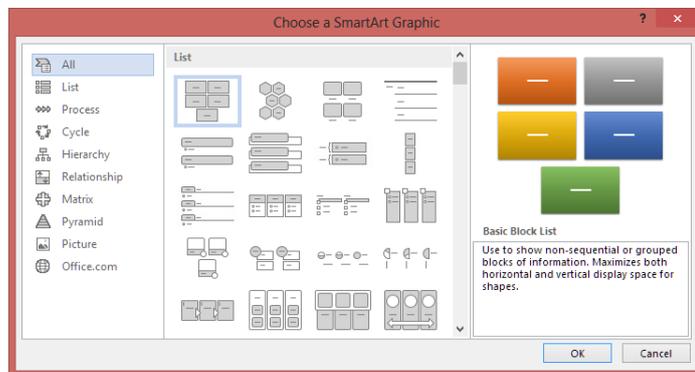
Note: When searching online please be aware that images may be subject to copyright. Clip Art images have been made available to user by Microsoft and can be freely used.



Smart Art

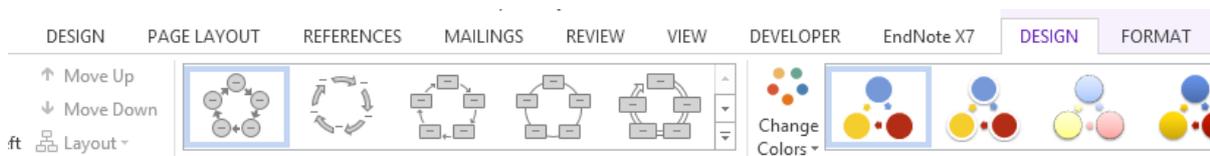
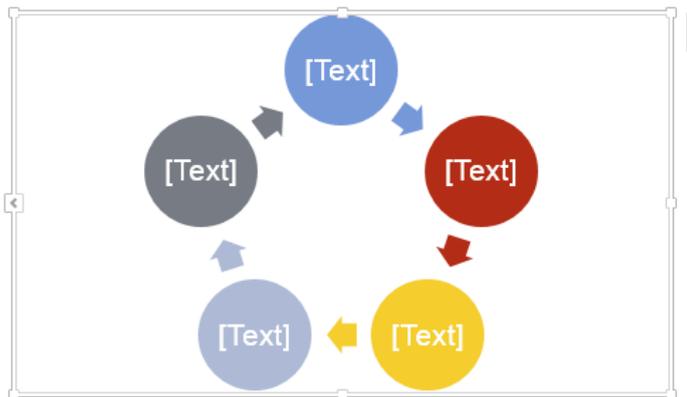
SmartArt items are graphics and diagrams that can be created to help arrange information.

From the **Insert** Tab > In the Illustrations group click **Smart Art**



Choose an appropriate Graphic from the window that displays.

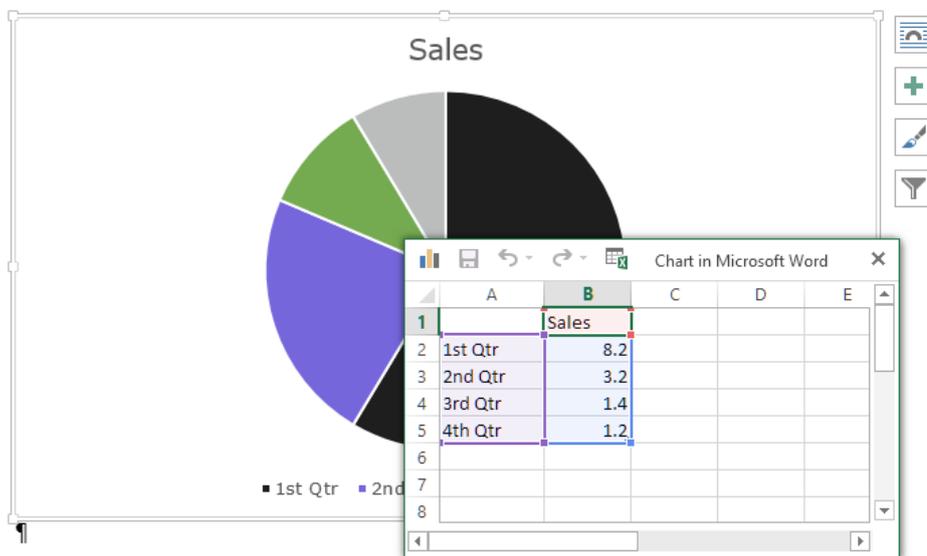
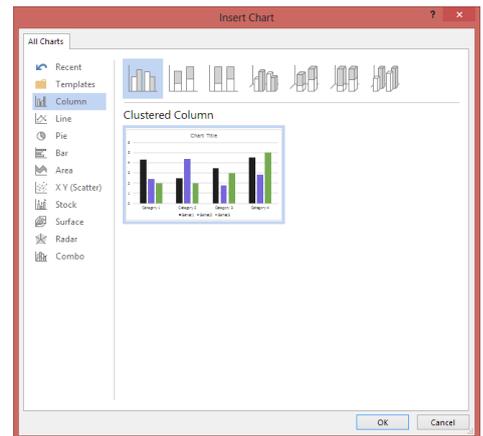
An example of a cycle diagram is shown here. Smart Art Tools will display on the ribbon and can be used to add additional shapes to the diagram, and also to format the look of the diagram. Spend some time experimenting with these options.



Charts

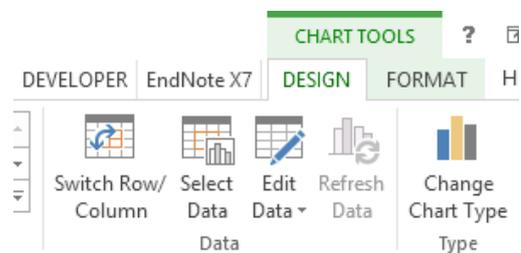
When a chart is inserted in to Word 2016, an Excel datasheet will also open. The data in the Excel sheet needs to be edited to represent your information. Existing Excel charts can be easily copied and pasted in to Word.

- Position the Cursor where you need the chart to be displayed
- Go to the **Insert** tab- **Illustration** – Click the **Chart** button
- Select the required Chart
- A chart and an excel datasheet will display
- Edit the data displayed in the Excel sheet to create your chart.
- Close the Excel window once you have updated the data



Once a chart has been inserted, a Chart Tools tab will display. In the Chart tools you can format the look of the chart, edit the data used to build the chart and even change the selected chart type.

Additional short cut icons will appear at the edge of the chart. These allow you to quickly edit the formatting of the chart without going to the Chart Tools tabs.



Deleting Graphics – SmartArt Images or Charts

- Select the object to be deleted
- Hit the Delete key on the keyboard

Create a bibliography

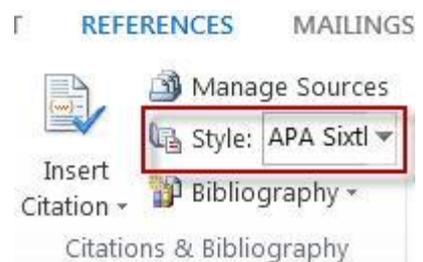
Before you can create a bibliography you need to have at least one citation and source in your document that will appear in your bibliography. If you don't have all of the information that you need about a source to create a complete citation, you can use a placeholder citation, and then complete the source information later.

For information about automatically formatting your bibliography in [MLA](#), [APA](#), and [Chicago-style](#) see MS Support: [APA, MLA, Chicago: Automatically format bibliographies](#).

Note Placeholder citations do not appear in the bibliography.

Add a new citation and source to a document

1. On the **References** tab, in the **Citations & Bibliography** group, click the arrow next to **Style**.
2. Click the style that you want to use for the citation and source
3. For example, social sciences documents usually use the MLA or APA styles for citations and sources
4. Click at the end of the sentence or phrase that you want to cite
5. On the **References** tab, in the **Citations & Bibliography** group, click **Insert Citation**
6. Do one of the following:
 - To add the source information, click **Add New Source**, then begin to fill in the source information by clicking the arrow next to **Type of source**. For example, your source might be a book, a report, or a Web site.
 - To add a placeholder, so that you can create a citation and fill in the source information later, click **Add New Placeholder**. A question mark appears next to placeholder sources in Source Manager.
7. Fill in the bibliography information for the source.



To add more information about a source, click the **Show All Bibliography Fields** check box.

Now you can create your bibliography.

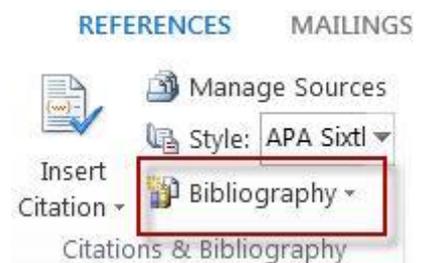
Notes

- If you choose a GOST or ISO 690 style for your sources and a citation is not unique, append an alphabetic character to the year. For example, a citation would appear as [Pasteur, 1848a].
- If you choose ISO 690-Numerical Reference and your citations still don't appear consecutively, you must click the ISO 690 style again, and then press ENTER to correctly order the citations.

Create a bibliography

Now that you've inserted one or more citations and sources in your document you can create your bibliography.

1. Click where you want to insert a bibliography, usually at the end of the document.
2. On the **References** tab, in the **Citations & Bibliography** group, click **Bibliography**.
3. Click a predesigned bibliography format to insert the bibliography into the document.



Find a source

The list of sources that you use can become quite long. At times you might search for a source that you cited in another document by using the **Manage Sources** command.

1. On the References tab, click Manage Sources.



If you open a new document that does not yet contain citations, all of the sources that you used in previous documents appear under **Master List**.

If you open a document that includes citations, the sources for those citations appear under **Current List**. All the sources that you have cited, either in previous documents or in the current document, appear under **Master List**.

2. To find a specific source, do one of the following:
 - In the sorting box, sort by author, title, citation tag name, or year, and then search the resulting list for the source that you want to find.
 - In the **Search** box, type the title or author for the source that you want to find. The list dynamically narrows to match your search term.

Note: You can click the **Browse** button in **Source Manager** to select another master list from which you can import new sources into your document. For example, you might connect to a file on a shared server, on a research colleague's computer or server, or on a Web site that is hosted by a university or research institution.

Edit a citation placeholder

Occasionally, you may want to create a placeholder citation, and then wait until later to fill in the complete bibliography source information. Any changes that you make to a source are automatically reflected in the bibliography, if you have already created one. A question mark appears next to placeholder sources in Source Manager.

1. On the References tab, click Manage Sources.
2. Under **Current List**, click the placeholder that you want to edit.

Note: Placeholder sources are alphabetized in Source Manager, along with all other sources, based on the placeholder tag name. By default, placeholder tag names contain the word **Placeholder** and a number, but you can customize the placeholder tag name with whatever tag you want.

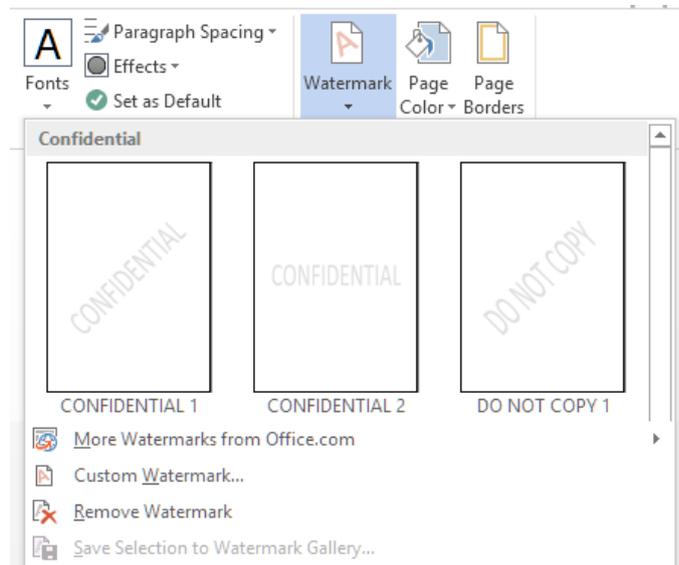


3. Click **Edit**.
4. Begin to fill in the source information by clicking the arrow next to **Type of source**. For example, your source might be a book, a report, or a Web site.
5. Fill in the bibliography information for the source. To add more information about a source, click the **Show All Bibliography Fields** check box.

Watermarks

Watermarks are text or pictures that appear behind document text. They often add interest or identify the document status. Marking a document as a **Draft** for example. You can see watermarks in Print Layout view, Full Screen Reading view or in a printed document.

- Click in to the **Design** tab
- In the **Page Background** group on the far right > click the **Watermark** Icon
- Choose from the options displayed or click Custom Watermark to create your own.
 - Custom watermark allows you to specify your own text or a picture to use as the watermark



Remove a Watermark

- Go back to the **Design** tab
- In the **Page Background** group select the **Watermark** button
- From the drop down options choose **Remove Watermark**

Track Changes

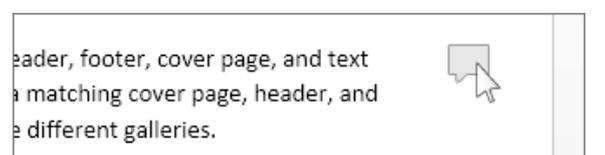
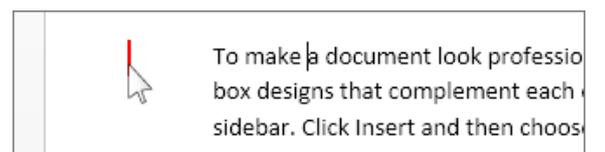
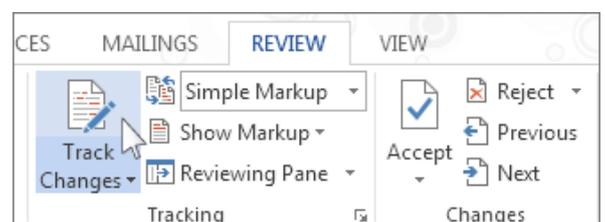
Track changes can be used when collaborating on a document. It allows you to see the edits each user is making.

Turn on Track Changes

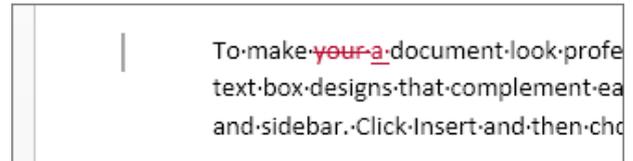
Click **Review** > In the **Tracking Group** click **Track Changes**.

Now Word's in **Simple Markup** view. Word marks up any changes that anyone makes to the document and shows you where the changes are by displaying a line near the margin.

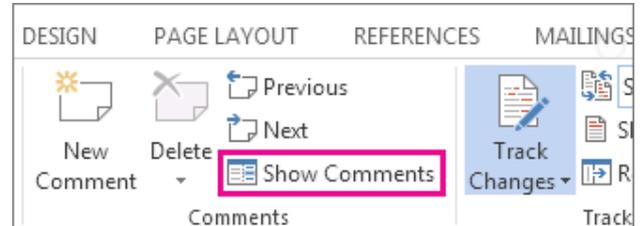
Word shows a little balloon where someone's made a comment.



To see the changes and comments, click the line or the balloon. That switches Word into **All Markup** view.



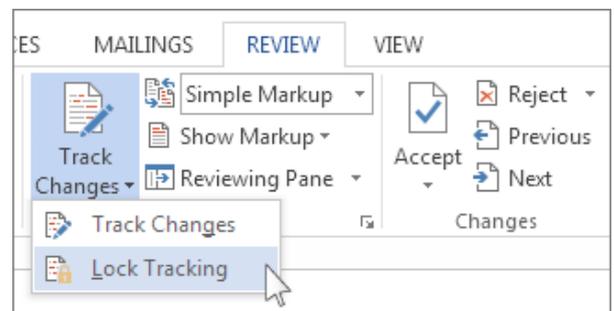
If you'd rather see all the comments, but not all the changes, click **Show Comments**.



Keep Track Changes on

Now you can prevent someone else from turning Track Changes off by locking them on with a password. (Be sure you remember the password so you can turn them off when you're ready to accept or reject the changes.)

1. Click **Review**.
2. Click the arrow by **Track Changes** and click **Lock Tracking**.
3. Type a password, and then type it again in the **Re-enter to confirm** box.
4. Click **OK**.



While tracked changes are locked, you can't turn off change tracking, and you can't accept or reject the changes.

To stop locking, click the arrow by **Track Changes** and click **Lock Tracking** again. Word prompts you to type your password. After you type your password and click **OK**, Track Changes is still on, but you can accept and reject changes.

Turn off Track Changes

To turn off Track Changes, click the **Track Changes** button. Word stops marking up new changes—but *all of the changes that were already tracked stay marked up in the document until you remove them or approve them.*

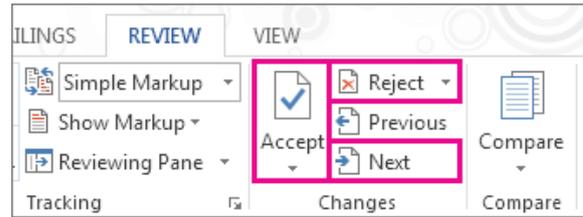
Remove tracked changes

The only way to get tracked changes out of a document is to **accept** or **reject** them. Choosing **No Markup** in the **Display for Review** box helps you see what the final document will look like—but it only hides tracked changes temporarily. The changes are not deleted, and they'll show up again the next time anyone opens the document. To delete the tracked changes permanently, accept or reject them.

Click **Review** > **Next** > **Accept or Reject**.

Word accepts the change or removes it and then moves to the next change.

To delete comments from a document, click each comment and then click **Delete**, or click **Delete All Comments in Document**.



Comments

In track changes we saw that comments can be included in a document. Comments can be seen as in document communication between collaborators.

Insert a Comment

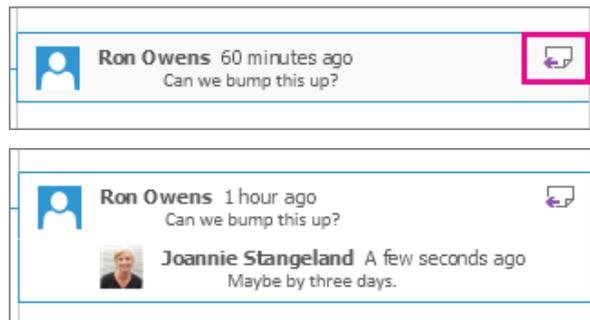
Go to the **Review Tab** > in the **Comments** group > Click **New Comment**



Reply to a Comment

In Word 2016, you can reply to a comment, so it's easier to follow the whole conversation.

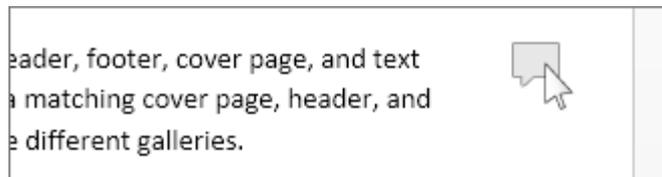
1. Click the **Reply** button.
2. Type your reply.



Or click the comment and click **Review > New Comment**.

If you see a comment balloon instead of the comment, here's how to reply:

1. Click the comment balloon.
2. In the comment, click the **Reply** button.
3. Type your reply.



Delete Comments

Click **Review** > in the **Comments** group > click the arrow next to **Delete** > click **Delete All Comments in Document**.

