Tracking and comments Practice

**Directions:** In this activity, you will complete the following tasks:

* Track changes
* Use search and replace
* Apply styles
* Use the thesaurus
* Add comments
  + - 1. Retrieve the report on Telephone Etiquette created in Lesson 10 Folder and make the following changes to the document.

2. Make sure all Markups Options have a check by them and All Reviewers are selected. Turn on track changes. (Review – Track Changes)

3. Search for every occurrence of “telephone” and replace it with “phone.” (Find & Replace) Be sure the middle icon in the Navigation pane is selected Browse Pages in your document).

4. Apply heading style 2 (Styles Dialog Box) to the first paragraph heading and use the format painter to apply the same style to the rest of the paragraph headings. (Highlight the first heading with new style applied, Home – double click Format Painter command, cursor turns into a paint brush, highlight each heading and the style will be applied, click on the format painter command when finished to deselect)

5. Using the thesaurus, replace the word “disparaging” with the word “critical.” (Find – Synonyms – Thesaurus – Insert)

6. Highlight “pet peeves” and insert a comment. In the comment box, type *background noise and not knowing who is in the room*.

7. Put your name centered in the footer.

8. Save the document in your Lesson folder as Tracking and Comments. Print the document four to a page showing tracking and comments. (You will have 2 pages)

9. Accept all changes to the document and then save as Comment Only in your lesson folder. Print the document showing the single comment four to a page. (2 pages)

10. Staple the four printouts together in order and turn in.