

EIND313 – Work Design & Analysis
Review Guide for Laboratory Reports
How to Use the Tracked Changes Function in MS Word

Here's some help at becoming more proficient and developing professional skills with editing documents using MS Word.

As the person editing

- Use the [Tracked Changes tool](#) as it points out where you make changes/suggestions in the document.
- If you want to change the document's wording or organization, edit its work to change the text directly. Those changes show up in a different color and the author can choose to accept or reject your editing.
- If you want to comment or suggest they address something but are not changing their words, try to use comments to provide feedback.

What to do with the feedback (it was your document, now you have all these changes suggested)

- You need to edit your document so that you address all of the changes.
 - [Review the tracked changes and accept or reject them](#)
- When you are done addressing the changes within your word document, there should be no comments or tracked changes left in the document. This can be embarrassing (and unprofessional) to pass on a document at work to your supervisor or a client with all of the comments and changes for them to read.
 - [Check to see if the changes have been dealt with by selecting to view all markup in tracked changes. There should be nothing left in your document.](#)