MS Office Word 2007 – Review Tools
A guide for new Office 2007 users

CETL
center for excellence in teaching and learning

This guide will provide an overview of the Review Tools in Word 2007:

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Review Tab	Comments
Spelling & Grammar	Track Changes
Research Tools	Compare and Combine Documents

Detailed Information

REVIEW TAB

Office 2007 has added a Review tab for quick access to commands needed to review and revise existing documents. The tracking and editing features are designed to make collaborative work more efficient. Many of the commands were available in the previous versions and some new ones have been added.
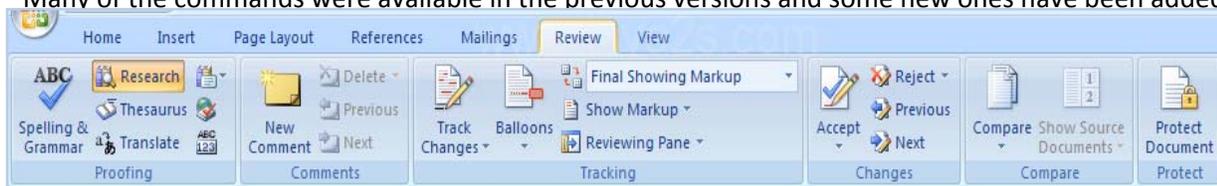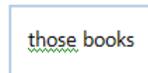

SPELLING & GRAMMAR

By default, Spelling & Grammar check in turned on and checks for errors in your document as you type. Add words to dictionary to prevent them being marked as errors. Add frequently misspelled words to autocorrect.
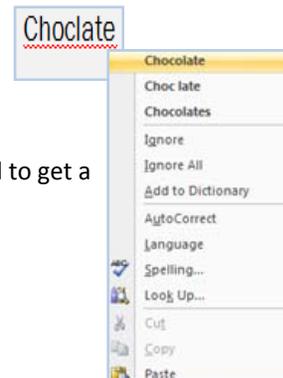
Spellings errors are marked by a red wavy line
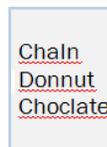
Grammatical errors are marked by a green wavy line

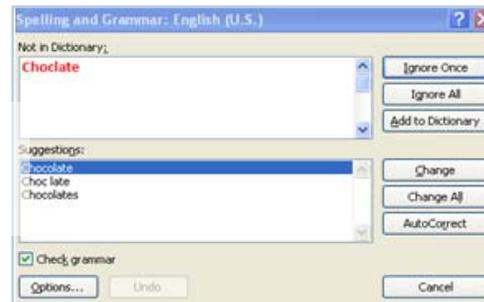**Right-mouse** click on the word to get a list of possible corrections

Manual Check documents by clicking **Spelling & Grammar** from the **Review tab**

SPELLING & GRAMMER CONT…

Spelling & Grammar window contains possible corrections and additional editing options
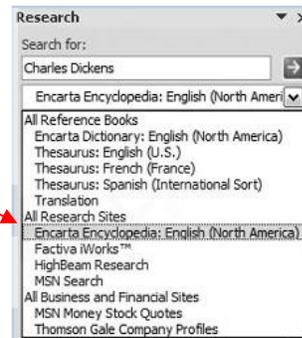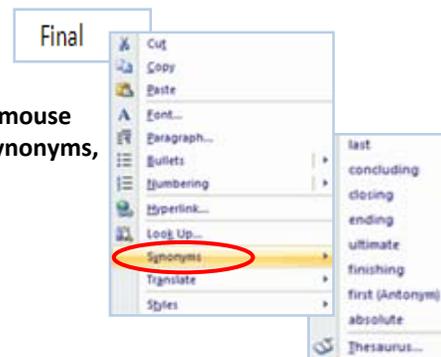
RESEARCH TOOLS

Provide access to a variety of information resources from within Word – dictionary, thesaurus, translation, research sites.

To access **Research tools** – click **Research** from the **Review tab**

Select from list of available tools

List of alternative words– **right-mouse** click on word, point cursor to **Synonyms,** select from list

COMMENTS

The comment tool is a great way to proof-read and make notes. Word keeps track of who said what, when.

Click **New Comment** from **Review tab** – the word or area the comment is referring to is highlighted
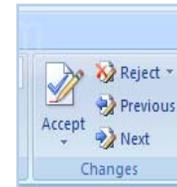
Type **comment** here

TRACKING

Notes changes on the screen as they are made for easy identification of changes from the original text

Click **Track Changes** on the **Review** tab to turn on and off

Use commands from **Changes** group on **Review** tab to navigate, accept and reject changes

COMPARE

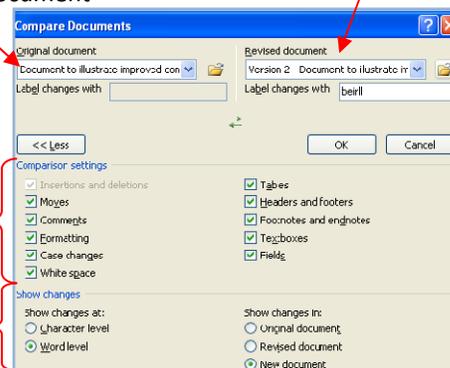Quickly and easily compare and combine different versions of a document.

Open **Original** document

Open **Revised** document

From the **Review** tab, click **Compare** button in **Compare** group

Select Comparison Settings

Select changes to display

Combined Document

Original Document

Revised Document

Where to get Microsoft Office 2007 help:

IT Help Desk
   Phone: (817) 531-4428 ext. 2
   Email: helpdesk@txwes.edu

CETL
   Email: cetl@txwes.edu

Microsoft
   Online: http://office.microsoft.com