

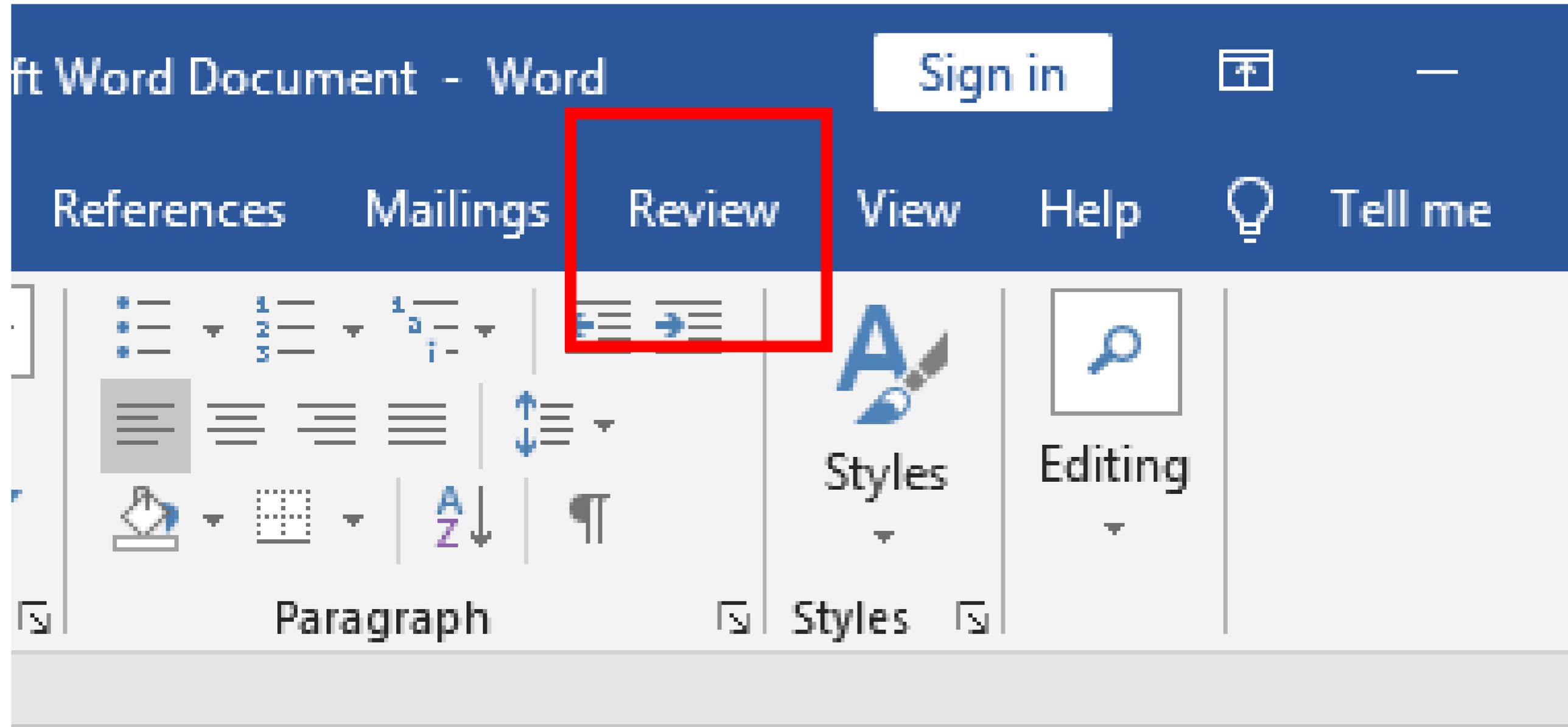
subject : computer
stage : first
course : second



Microsoft Word

The **Fifth** Lecture

The Review Tab



The Review tab: helps you polish and refine your document before finalizing it and acts as your editor's assistant, helping you ensure a polished and professional final document.

1 - proofing (spelling & grammar, thesaurus, word count)

- **Spelling & Grammar:** This feature acts as your first line of defense, identifying and underlining potential typos, grammatical errors, and awkward phrasing.
- **Thesaurus:** Feeling stuck for the perfect word? The thesaurus provides a list of synonyms, allowing you to explore alternatives and enhance your vocabulary. This helps you avoid repetition and express yourself more effectively.
- **Word Count:** This tool keeps track of the total word count in your document. This is particularly helpful for meeting specific word limits in assignments or articles.

2. Insights (Smart Lookup)

Smart Lookup : is a helpful feature accessible by right-clicking on a word or phrase. It provides definitions, translations, and web searches related to your selection, offering deeper insights and context.

3 - language (translate , language)

- **Translate:** This feature allows you to translate the entire document or selected text into another language. (Note: Internet connection required)
- **Language:** This section helps you set the proofing language for your document, ensuring proper grammar and spelling checks based on the chosen language.

4- comments (new comment , delete , next , previous , show comment)

- **New Comment:** This allows you to insert comments at specific points within the document. Use comments to ask questions, highlight areas for discussion, or provide feedback to collaborators.
- **Delete:** This removes any selected comment from the document.
- **Next/Previous:** Easily navigate through existing comments in the document by jumping to the next or previous one.
- **Show Comments:** This toggles the visibility of comments within the document. You can choose to show or hide them as needed.

5 - tracking (track changes , simple markup , show markup , reviewing pane)

- **Track Changes:** This powerful tool keeps track of all edits made to the document. It highlights changes by user, allowing you to see who made what modifications. You can then review these changes, accept or reject them, and even compare different versions of the document.
- **Simple Markup/Show Markup:** These options control how edits are displayed visually.
- **Reviewing Pane:** This pane displays both the original and edited versions of the document side-by-side, facilitating easier review and comparison of changes.

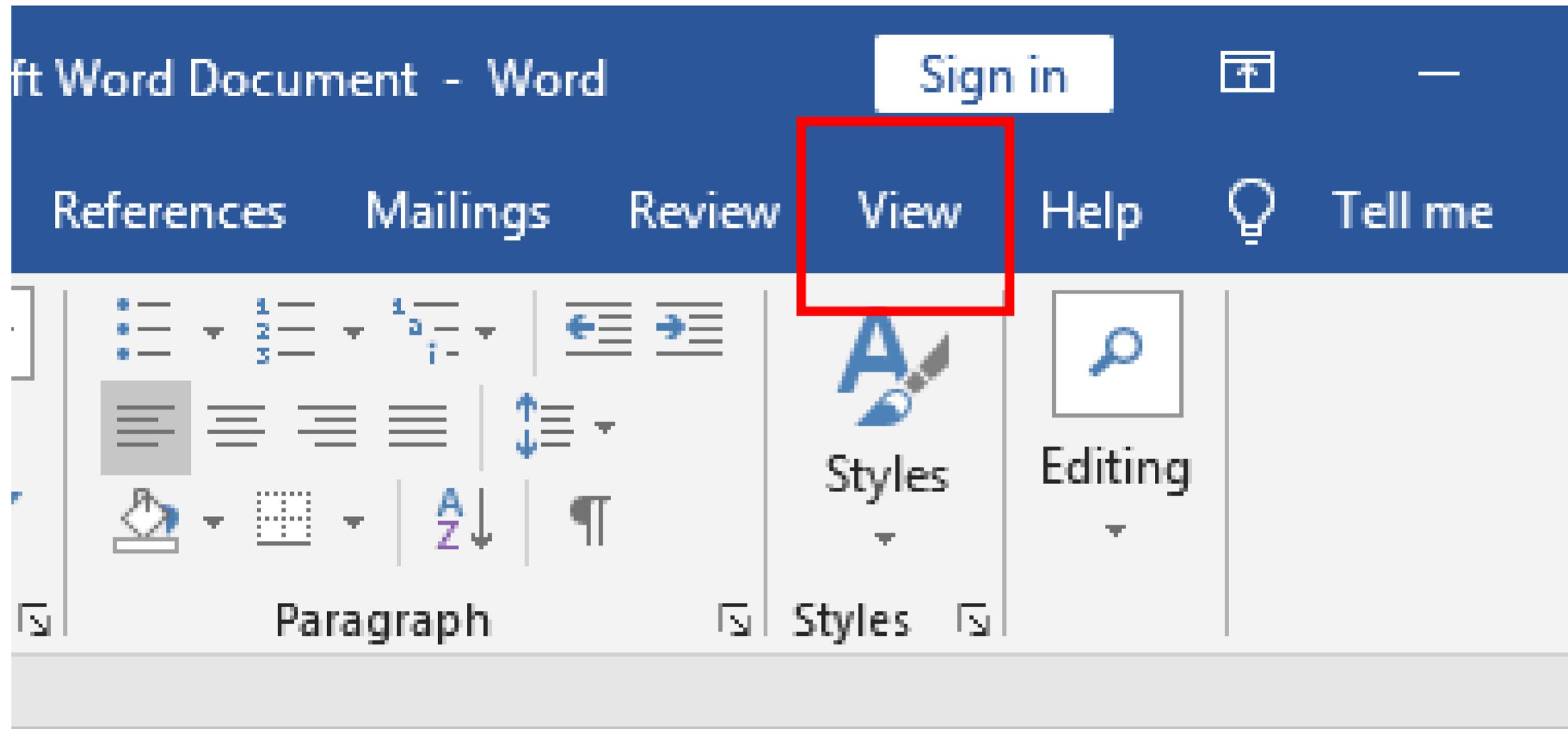
6 - changes (accept , reject , previous , next)

- **Accept/Reject:** After reviewing tracked changes, you can decide to accept or reject them individually or all at once. This allows you to incorporate or discard suggested edits.
- **Previous/Next:** Similar to comments, you can navigate through tracked changes chronologically using these buttons.

7 - compare (compare)

- **Compare:** This feature allows you to compare two different versions of the same document and see the changes made between them. This is helpful for tracking revisions and understanding the evolution of your document.

The View Tab



1 -views (read more , print layout , web layout , outline , draft)

- **Read Mode:** Maximizes the document for distraction-free reading.
- **Print Layout:** Shows the document exactly as it will appear when printed.
- **Web Layout:** Shows the document as it would look on a webpage.
- **Outline:** Displays the document structure with headings and subheadings.
- **Draft:** Provides a basic view for quick writing and editing.

2 - show (ruler , gridlines , navigation pane)

- **Ruler:** Displays a horizontal and vertical ruler for setting margins, tabs, and indentation.
- **Gridlines:** Shows non-printing lines to help with layout and alignment.
- **Navigation Pane:** Provides a quick way to jump to specific parts of your document by headings, pages, or sections.

3 - zoom (zoom , one page , multiple page , page width)

- **Zoom:** Allows you to adjust the document's magnification level.
- **One Page/Multiple Pages:** Shows one or multiple pages at a time.
- **Page Width:** Fits the entire page width to the window.

4 - windows (new window , arrange all , split , view side by side)

- **New Window:** Opens a new blank Word document.
- **Arrange All:** Arranges all open Word documents within the main window.
- **Split:** Splits the window vertically or horizontally to view two documents simultaneously.
- **View Side by Side:** Shows two documents side-by-side in separate panes.

4 - windows (synchronous scrolling , reset window position , switch window

- **Synchronous Scrolling:** When viewing documents side-by-side, scrolling in one window automatically scrolls the other (optional).
- **Reset Window Position:** Resets the position and size of the Word window.
- **Switch Window:** Allows you to switch between open Word documents.

5 - share point (properties)

- **Properties (File menu): Shows information about the document, including its name, size, author, and creation date. (This applies to SharePoint documents as well)**