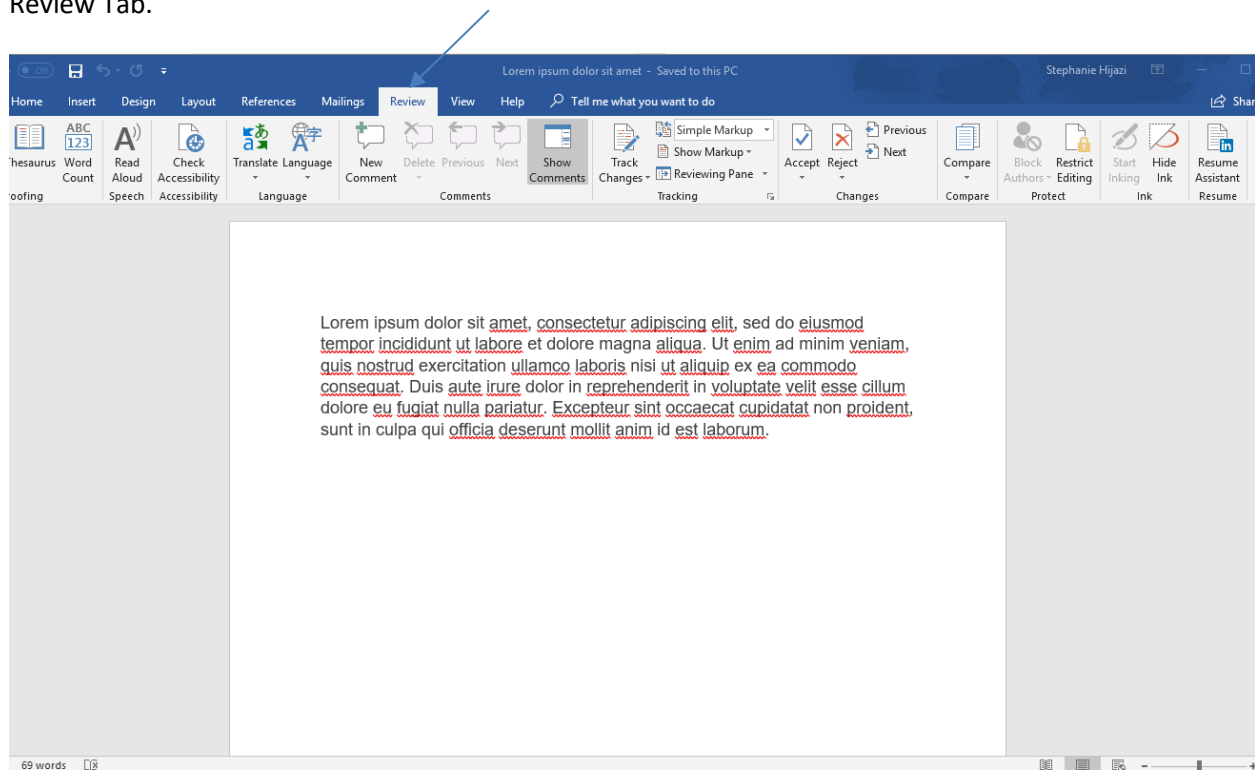
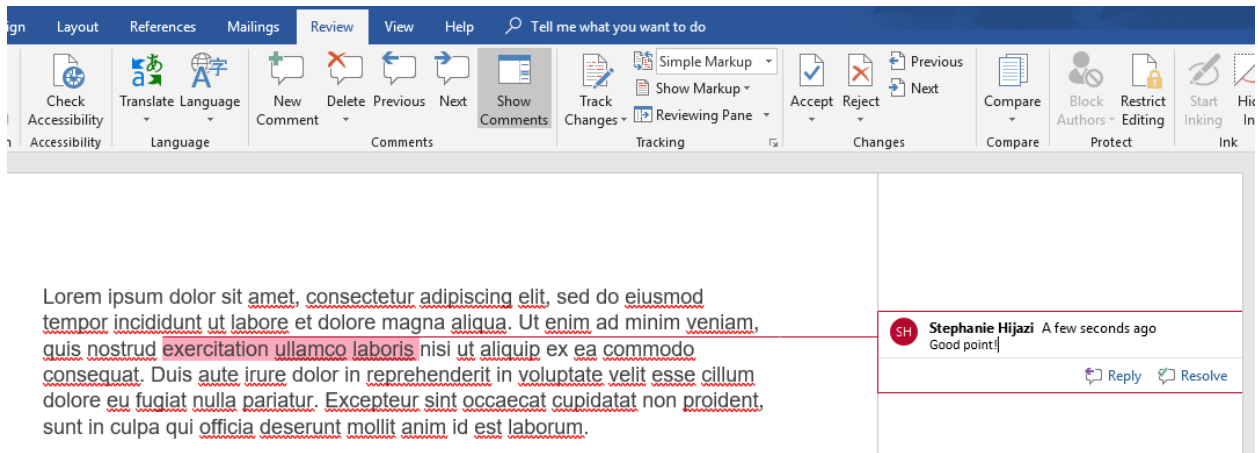


## Commenting and Track Changes in Word

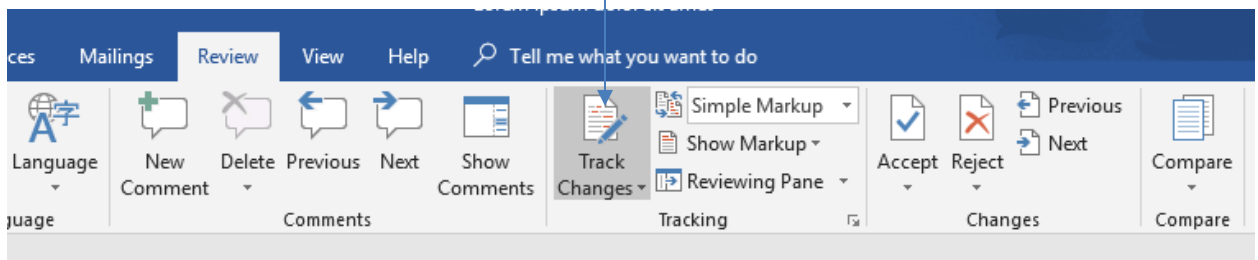
In order to make comments on documents as well as making changes that are tracked click on the Review Tab.



**Step 1.** To comment, highlight the text you would like to comment on, and then click New Comment

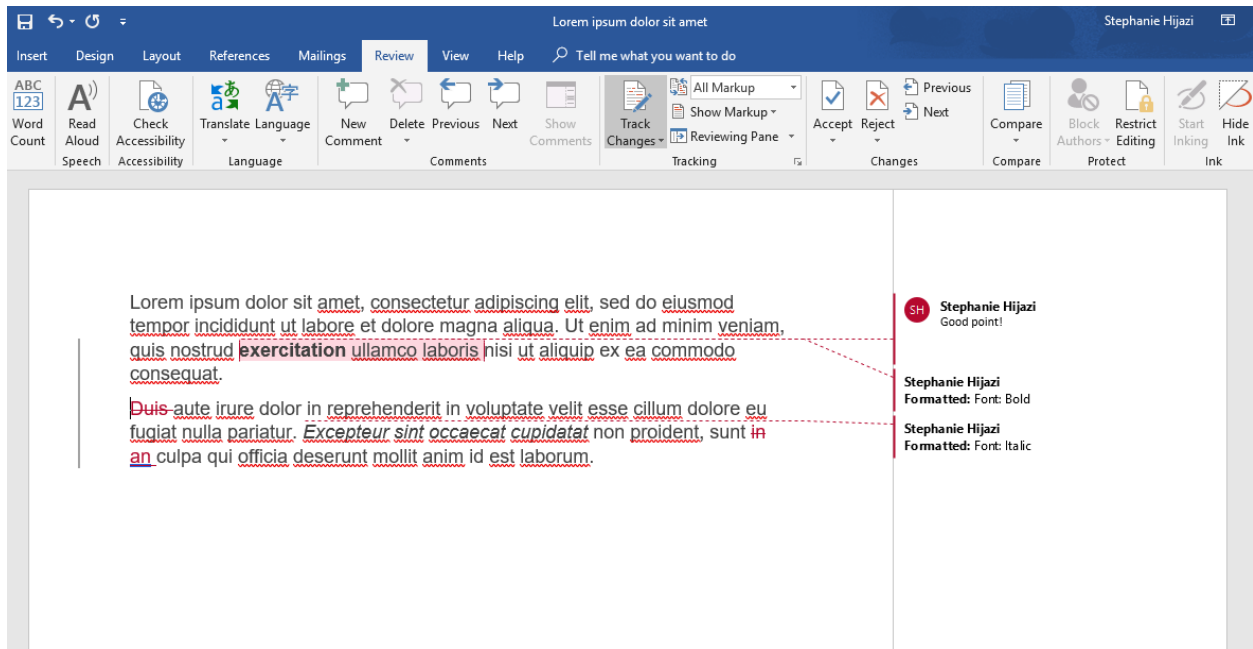


**Step 2.** If you are making changes to the document and you would like the student see the changes you have made click Track Changes.



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**Step 3.** The student can then see what changes you have made to the document. Click on All Markup to see all the changes on the right pane.



Online training Tutorials on Word are available on Hoonuit once logged into MyCourses (<https://learnit.hoonuit.com/5565/learnit/134228>)