

## MS Word 2007 Skills

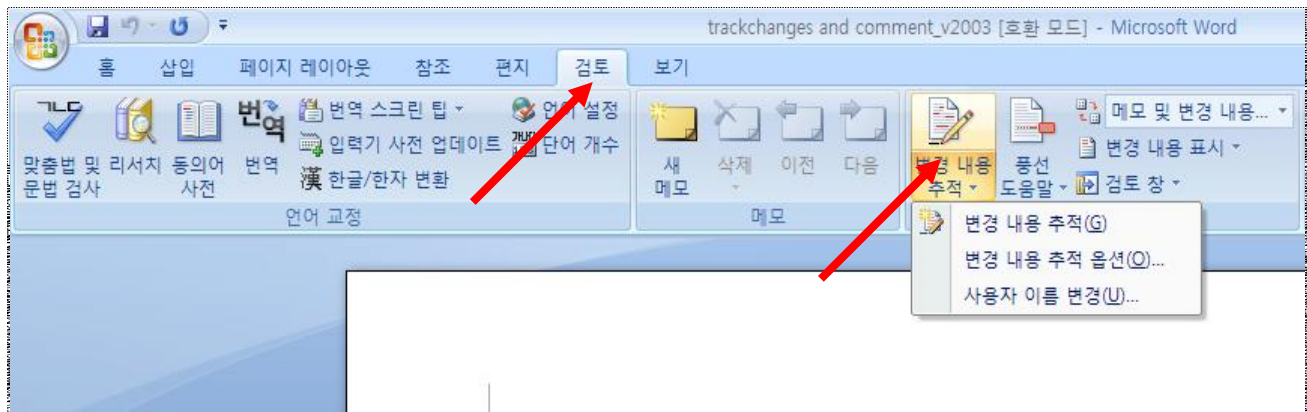
### “Track Changes” (변경 내용 추적) AND “Comment” (메모) functions

Note: MS Word Version 2007 is available through EZHUB (software download) for Hanyang faculty and staff.

#### 1. How to use “Track Changes” (변경 내용 추적)

Track Changes (변경 내용 추적) helps you to see any changes you have made to a file.

1.1. In order to view and use %ack changes+click [Review (검토) Track Changes (변경 내용 추적)].

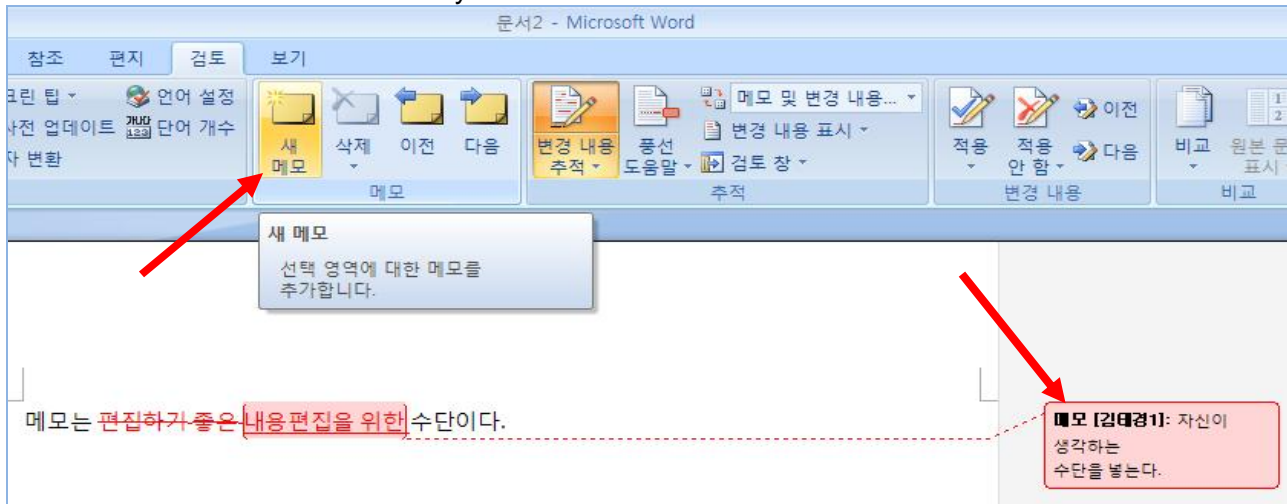


#### 2. How to use the “Comment” (메모) function

Comments (메모) are used to give suggestions on specific parts of the text. For example, an editor may use %omments+to indicate where changes should be made and to explain why.

2.1. Highlight or click on the text where you wish to write a comment. Then, click [Review (검토) New Comment (새 메모)].

## 2.2. Click on the balloon and write your comment.

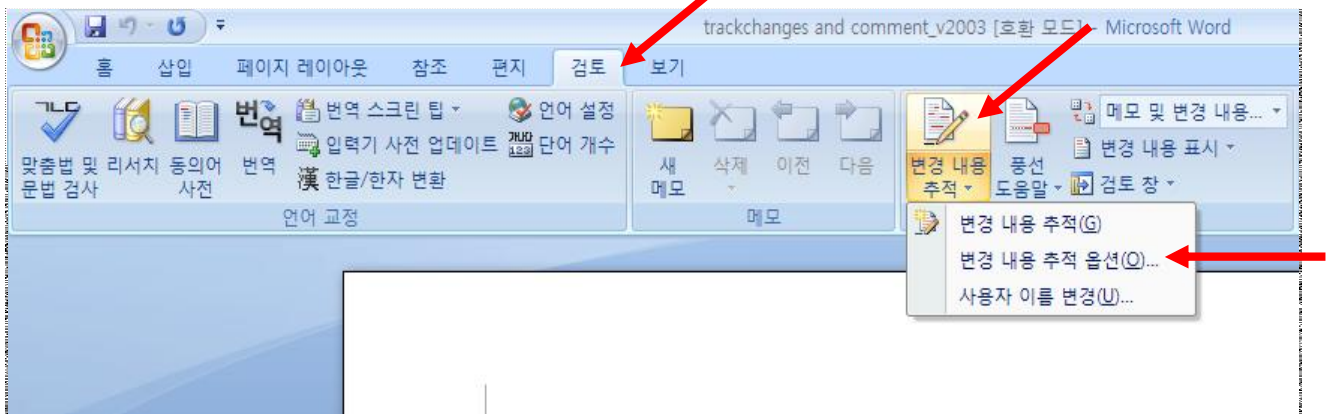


## 3. Frequently Asked Questions: viewing and printing files

### 3.1. How can I avoid seeing a balloon every time there is a format or correction? It is hard to view the changes because there are too many balloons (풍선도움말).

Often the screen becomes unreadable if there are too many changes or multiple editors working on one file. I suggest unselecting the balloons for insertions and deletions (삽입 및 삭제) and instead

using the [Review (검토) → Track Changes (변경 내용 추적) → Change Tracking Options (변경 내용 추적 옵션) → Select balloons as %Only for comment /formatting+(메모/서식에만)].





### 3.2. How can I delete all the comments in my file when I don't need them anymore?

Deleting each comment individually can be tedious. If you want to delete all the comments after you have reviewed them, Select [Review (검토) Delete (삭제) Delete all comments in the Document 문서에서 메모 모두 삭제].

word comment functions example from jung min [호환 모드] - Microsoft Word

삭제(D)  
표시된 메모 모두 삭제(A)  
문서에서 메모 모두 삭제(Q)

메모 [u1]: Equipment is not countable. There is no "S".

메모 [u2]: Put a space before a parenthesis "(PVC)".

메모 [u3]: Perhaps more detail describing the most important steps should be added here.

메모 [u4]: "Means" is more likely to be used in a casual or everyday English sense.

메모 [u5]: ~~add~~ a new sentence here to develop this idea more fully.

It is now very hard-difficult to find products or equipments that are not made from petroleum, or petrochemistry. These days, one of the most widely used products is polyvinylchloride(PVC) In fact, PVC is a derivative of ethylene, which is a product from-of crude oil as well. Ethylene is a refined compound of naphtha, a highly distilled form of crude oil. The refinery process goes through and-several steps and distinguishes products by-according to their densities. This means that a product with low density like-such as naphtha or kerosene floats up and be-is gathered at a higher part of the plant, and vice versa to asphalt and lubricating oil. )

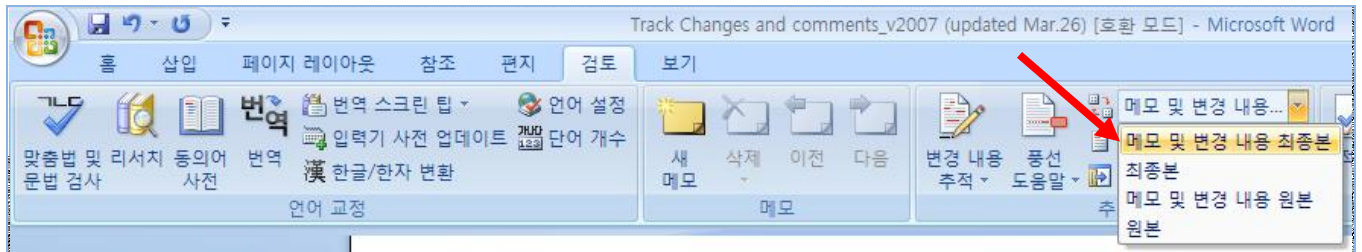


word comment functions example from jung min [호환 모드] - Microsoft Word

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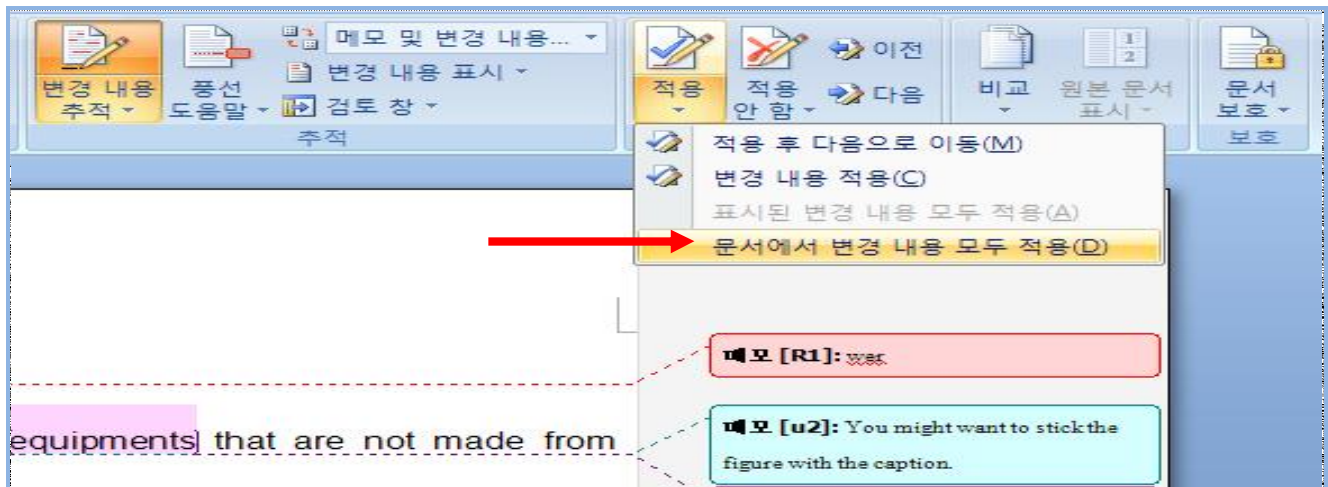
### 3.3. How can I compare the original and the file with changes?

- a) To check all the comments, select [Final Showing Markup (메모 및 변경 내용 최종본)].
- b) To check the final version of the edited document only, select [Final (최종본)].
- c) To check both the original and edited text, select [Original Showing Markup (메모 및 변경내용 원본)].
- d) To check only the original version, select [Original (원본)].

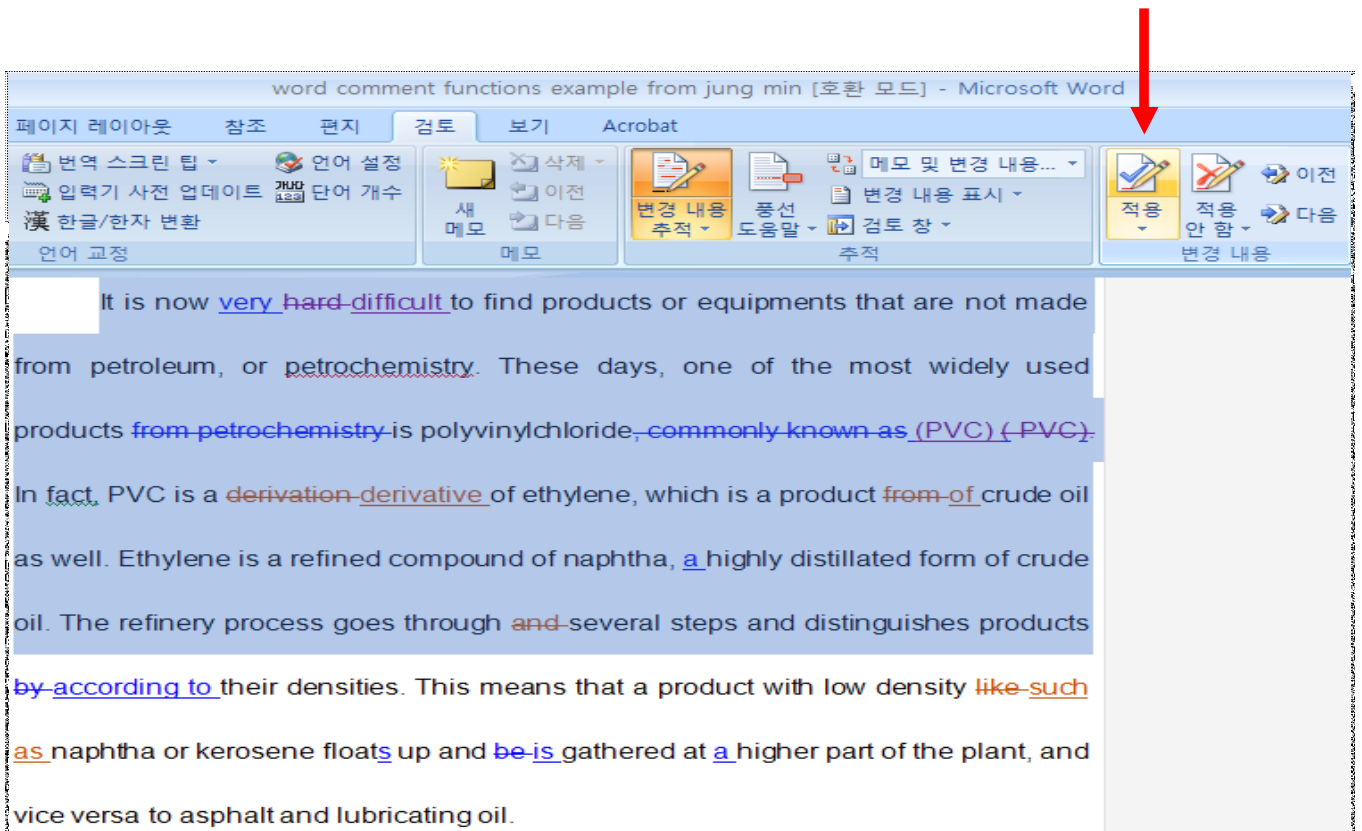


### 3.4. How can I accept or reject changes in the document?

3.4.1. If you have finished reviewing the document and you want to accept all the changes, at the same time, you can select [accept all changes in the document (문서에서 변경 내용 모두 적용)].

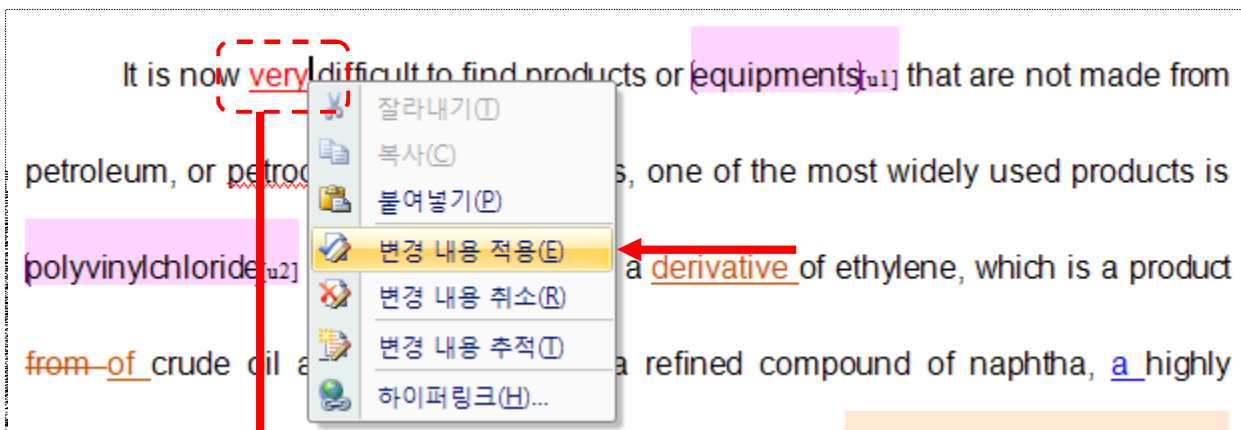


3.4.2. If you want to accept many changes at the same time, hold down the mouse button and drag to select a block of text that includes changes. Then, select [Accept (적용)].



It is now very difficult to find products or equipments that are not made from petroleum, or petrochemistry. These days, one of the most widely used products is polyvinylchloride (PVC) In fact, PVC is a derivative of ethylene, which is a product of crude oil as well. Ethylene is a refined compound of naphtha, a highly distilled form of crude oil. The refinery process goes through several steps and distinguishes products by-according to their densities. This means that a product with low density like-such as naphtha or kerosene floats up and be-is gathered at a higher part of the plant, and vice versa to asphalt and lubricating oil.

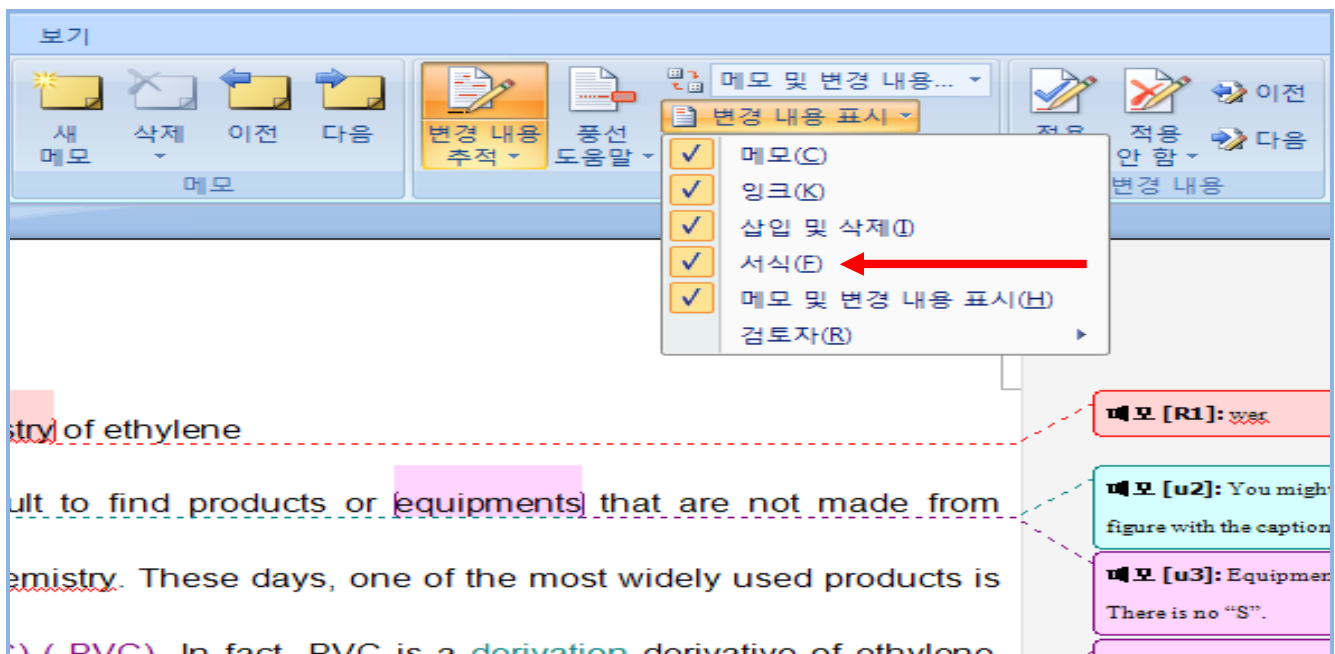
3.4.3. If you want to accept a single change, right click on the changed text and select [Accept Change (변경 내용 적용)]. If you want to reject a single change, right click on the changed text and select [Reject Change (변경 내용 취소)].



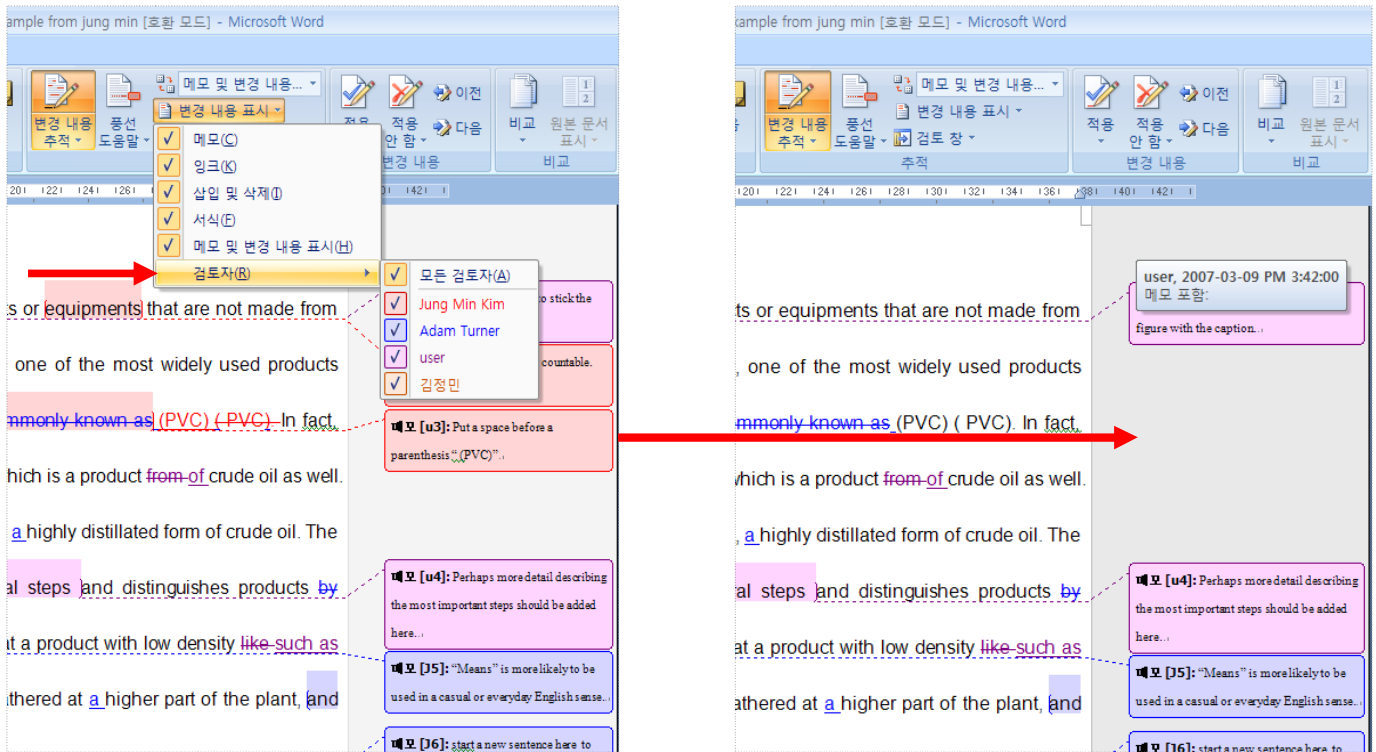
It is now very difficult to find products or equipments<sup>[u1]</sup> that are not made from petroleum, or petrochemistry. These days, one of the most widely used products is polyvinylchloride<sup>[u2]</sup> (PVC) In fact, PVC is a derivative of ethylene, which is a product from of crude oil as well. Ethylene is a refined compound of naphtha, a highly

### 3.5. How can I view the file more clearly when there are too many balloons (풍선도움말) and more than one editor's comments?

3.5.1. You can also make the screen more readable by only selecting the type of changes you want to see. Click on [show markup (변경내용표시)] → then choose the type of change. For example, deselecting the %format+(서식) option will not show changes such as font changes.

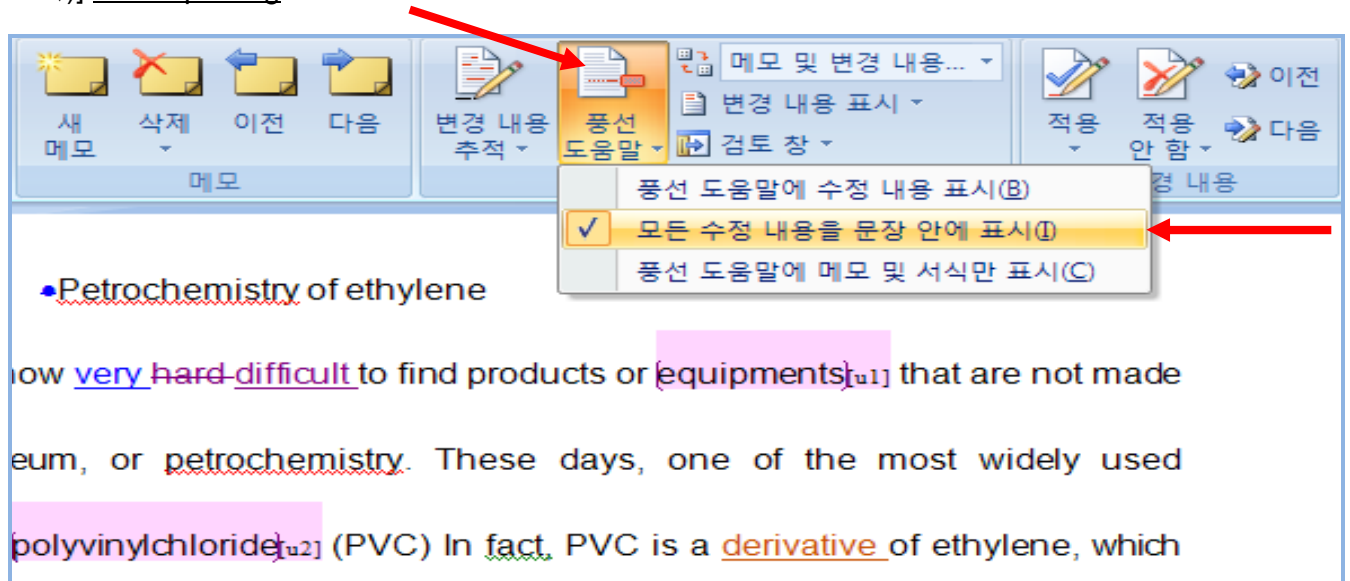


3.5.2. When a document is checked by a number of different editors, you can make the file more readable by only selecting the editors you want to see in the submenu.



### 3.6. How to print with balloons (풍선도움말) that show only comments and not all the corrections?

Printing a file with a lot of corrections makes it almost unreadable. If you want to see or print only comments, and have insertions and deletions (삽입 및 삭제) show with no balloons, click on [Balloons (풍선 도움말) → and select %Show all revisions in line+(모든 수정 내용을 문장 안에 표시)] before printing.



### 3.7. How can I customize the colors, size of the balloons (풍선 도움말) and other functions?

**Bold** is easier to see than underline when working on the screen.

Pink here makes it easier to see the difference between insertions and deletions (삽입 및 삭제).

You can change the size of the balloons here: 2.5 to 2.7 cm is a good size.

Seeing only the comments (메모) makes it much clearer than seeing every correction, especially when printing.

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**END**