

Summary of Grade 10 and Grade 11 techniques to review documents

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| Spelling and grammar check | When revising a document, you should always remember to check the document's spelling. This option is on the <i>Review</i> tab or you can use the F7 shortcut key. Remember to first specify the language by selecting the text and clicking on <i>Set Language</i> . |
| Search and replace | A useful function to use if text, formatting and other items such as section breaks or hyphens, which often occur in many places in a document, need to be changed. It is important to remember to select the correct options so that correct replacement of text occurs. The <i>Find whole words only</i> option ensures that only complete words are replaced and not text which forms part of a longer word. |
| Comments | A function which allows you to add a note or annotation such as motivating changes or making recommendations. Comments are added to the document while it is being edited or revised. (For this reason the <i>Comments</i> group is on the <i>Review</i> tab.) You can also navigate between comments, add additional comments, as well as delete and change existing comments. If different people edit a document, their comments are usually shown with a different colour. |
| Restrict editing | When you protect a document using the <i>Restrict Editing</i> command, you can specify what changes are permissible, for example only <i>Tracked Changes</i> . |