

Tracking Changes

Click "[TrackingChanges](#)" to open document to be worked on then follow directions below.

- Save as "TrackingChanges-FirstinitialLastname"
- Click the "Review" tap at the top of MS Word.
- Click on "Reviewing Pane"
- Click on paper and pencil icon above "Track Changes"
- Make the following 10 changes to the document (you should see edits in red):
 1. Replace a word with a synonym in the first sentence.
 2. Delete a sentence in the 1st paragraph of the document.
 3. Add a new sentence to the end of the 2nd paragraph.
 4. Change the picture with a different picture of your choice.
 5. Change the top 4 numbers in the table to different values of your choosing.
 6. Add an 8th item to the bulleted list of 7.
 7. Insert a page break between the second to last and last paragraph.
 8. Insert a second picture of your choice between the 2nd and 3rd paragraph.
 9. Center the title: "Tracking Changes".
 10. Underline the title.