

Microsoft Word:  
Collaborative Documents

Lesson Plan

A student with some experience using Microsoft Word learns the tools that make working on a single document with a group of people easier.

Lesson Objectives

At the end of the class, the student will:

* Know how to insert and edit comments.
* Understand the Track Changes feature.
* Know how to use Protect Document.

Lesson Prep Work

(30 min, at a minimum, prior to student arrival)

* get in early to test for technology failure, because it will happen :-)
* pre-save Collaborative Documents.docx to the desktop on each computer
* print handouts

Lesson Prerequisites

* Microsoft Word Basics and practice time to incorporate skills
* Microsoft Word: Forms (preferred, but not necessary)

Lesson Outline

The lesson is completed in one (60) minute class session.

# (5) Introduction

* Introduce instructor, students.
  + Ask students at introduction: Have you ever worked with another person on a Word document?
* Let students know it’s okay to take phone calls, but ask them to put their phone on vibrate and answer calls outside the classroom.
* Inform students that they can sit back and watch if the class is too advanced.
* Inform students they can go to the bathroom, they don’t need permission.
* Show order in which class will happen. Explain scope of class.

# (5) Vocabulary

* Open Collaborative Documents.docx
* Tabs
  + Home – Where your most commonly accessed features live.
  + Review – Tools for proofing and editing a document.
* Ask students: What does it mean to collaborate?
  + Multiple people working on the same document.
  + Getting feedback about something you’ve written.

# (5) Comments

* Insert Comments
  + *Explanation*
    - Comments are a way of giving feedback in a document without actually editing it.
    - Comments appear outside the document and reference a selected word or phrase.
    - In order to add a comment to a document, you always have to start by selecting the text you want to make the comment about.
    - But before we add a comment, we want to change the registration on the software so the comments show up as coming from the right person.
  + *Activity: Add a comment to “Top 10 Reasons Cats are Better Pets than Dogs”*
    - Step 1 – Click and drag to select the text “Top 10 Reasons…”
    - Step 2 – Click on New Comment in the Comments group on the Review tab.
    - Step 3 – Type in your comment – suggestion: “NO WAY! Dogs are way better than cats!”
      * *Teacher’s Tip: Point out that the comment starts with some initials that say who the user was that added the comment.*
      * *Because these computers are registered to the library, we are seeing nonsense initials.*
      * *We can change who the software is registered to.*
  + *Activity: Change registered user.*
    - Step 1 – Click on the File tab and select Options.
      * *Teacher’s Tip: You may want to tell your students that this is where you go to change features of Word, for example, modifying the ribbon.*
    - Step 2 – On the popular section of the dialog box that comes up, change the username and initials to those of the students in the class.
  + *Activity: Add a comment to “10: Cats treat your guests politely”.* 
    - Suggested text: “What, by being aloof and ungrateful?”
    - Notice the initials on the comment.
    - Notice that this comment is a different color than the last one. You will see a different color for every new commenter in your document.
    - Instructor walks around the room to assist any student who needs help.
  + *Comprehension Check: Add a comment to “9: Cats smell better than dogs”.*
    - Suggested text: “Not their food bowl!”
* Track Through
  + *Explanation*
    - In long documents, you don’t want to scroll through pages to find comments.
    - Instead, you can jump from comment to comment automatically.
  + *Activity: Track through all the comments in the document.*
    - Step 1 – Click on Next in the Comments group on the Review tab.
    - Step 2 – When you reach the end of the document hit OK on the dialog box that there are no more comments in the document.
* Delete
  + *Explanation*
    - Once you have resolved a comment in a document, you probably don’t want it hanging around.
  + *Activity: Delete a comment.*
    - Step 1 – Click on comment 2 (“What, by being aloof and ungrateful?”).
    - Step 2 – Click on Delete in the Comments group on the review tab.
      * *Teacher’s Tip: point out that Delete is actually 2 buttons. You do have an option to delete all comments at once.*
      * *Teacher’s Tip: point out that now comment 3 is retitled to comment 2.*

# (15) Track Changes

* Turn On/Off
  + *Explanation*
    - In a document that is being edited by multiple people, it can be really useful to see what has changed since the last revision.
  + *Activity: Turn on Track Changes.*
    - Step 1 – Click on Track Changes in the Tracking group on the Review tab.
      * *Teacher’s Tip: point out that this is actually two buttons. If you click on the text Track Changes as opposed to the icon, you have more options.*
  + *Activity: Add new text to the document.*
    - Step 1 – Find the sentence fragment under 10: Cats treat your guests politely. Click after For instance.
    - Step 2 – Type in “they hide”
      * *Teacher’s Tip: point out the change in color for added text. Point out the black line on the left side of the document as well.*
  + *Activity: Change text in the document.*
    - Step 1 – Highlight the text “end a marriage or strain a friendship” at the beginning of the document.
    - Step 2 – Hit backspace.
      * *Teacher’s Tip: point out that the old text is still on the page, it is just crossed out. Track Changes tracks literally EVERY change.*
    - Step 3 - Type in “strain a friendship or even end a marriage”.
  + *Comprehension Check: ask students to make the following changes to their documents:*
    - 10: Cats treat your guests so rudely!
    - 8: Cats are funnier looking than dogs -- …
    - 6: Cats are natural exterminators.
    - 5: Cats destroy their toys.
* Accept/Reject Changes
  + *Explanation*
    - When someone makes changes to a shared document, you want to know about it! What if they change something important that shouldn’t be changed?!
    - Instead of automatically editing the document, like in normal Word settings, Track changes allows you to go back through and accept or reject each change that was made before it becomes permanent.
  + *Activity: Accept or reject the changes made to the document.*
    - Step 1 – Click on any of the changes you’ve made.
    - Step 2 – Click on Accept in the Changes group on the Review tab.
      * *Teacher’s Tip: Point out that when you accept or reject a change, it automatically moves you to the next change in the document.*
    - Step 3 – Accept the next change – you will continue to move down the document.
      * *Teacher’s Tip: Make sure to reject a change as well. Just so students see the process is the same.*
      * *Teacher’s Tip: Make sure to leave a couple changes unaccepted. Just for demoing other features.*
* View Changes
  + *Explanation*
    - You may need to see different versions of your document.
    - Maybe you aren’t ready to accept or reject changes yet, but you want to see what the final version of the document will look like with all the changes accepted.
  + *Activity: Change views from Final Showing Markup to Final to Original.*
    - Step 1 – Click on the dropdown menu for showing options.
    - Step 2 – Select No Markup.
      * *Teacher’s Tip: Point out that the document looks the way it would if we’d gone through and accepted all the changes suggested in the document.*
    - Step 3 – Change showing to Original.
      * *Teacher’s Tip: Point out that now the document looks the way it would if we rejected all of the changes in the document. This does not show us what the document looked like before we started accepting changes. Any change accepted is considered permanent.*
    - Step 4 – Change showing back to All Markup.
      * *Teacher’s Tip: Point out that it brings back all the suggestions in the document again.*
  + *Activity: Print document with markups and without.*
    - When click print, it will, by default print whatever your document is currently showing. If you have All Markup on, it will print all the markup. If you select Original, it will print the original document (plus any changes you accepted).
    - Step 1 – Click on File and click on Print.
    - Step 2 – Click on the dropdown menu for Print All Pages.
      * You can choose to turn off Print Showing Markup.
  + *Comprehension Check: Accept all Changes.*
    - Ask students to accept all changes. You may choose to point out the option to Accept all Changes in the Document.

# (25) Protect Document

* Turn on Restrictions
  + *Explanation*
    - If you are working with a large group of people, you may want to restrict access to users about what they can change.
  + *Activity: Turn on Document Protection.*
    - Step 1 – Click on Restrict Editing on the Review tab.
    - Step 2 – Select the Formatting Restrictions option.
    - Step 3 – Click on Settings.
      * *Teacher’s Tip: Point out that there are more formatting restrictions than it is possible to go over in this class. Briefly point out some of the styles and bullets restrictions and inform students they can learn a little more about this in the Word: Styles and Themes class.*
    - Step 4 – Click on OK.
    - Step 5 – Select the Editing Restrictions option.
    - Step 6 – Click in the dropdown and point out the options.
      * Read Only – Read Only doesn’t let users make any changes. This makes it difficult for other people to review and critique your document; but it’s great if you want to post the document somewhere publicly.
      * Filling in Forms – If you create a form in Word, you can make the rest of the text of the document Read Only except for the fields and options in the form. To learn more about forms, attend the Word: Forms class.
      * Comments – Allows reviewers to make comments, but they cannot make any changes to the text of the document.
      * Track Changes – The Track Changes button on the Review tab can be turned on and off by any user. By selecting this option, reviewers cannot turn off Track Changes.
    - Step 7 – Select Read Only and click on Yes, Start Enforcing Protection.
    - Step 8 – Type in a password. This allows you unlock the document again in the future if you need to update it.
      * *Teacher’s Tip: You CANNOT recover this password if you lose it.*
    - Step 9 – Click the Protect Document button to hide the document protection sidebar.
      * *Teacher’s Tip: Click anywhere in the document to demo that you cannot edit the document.*
* Turn On/Off Restrictions
  + *Explanation*
    - When it comes time to edit the document again, you will need to be able to unlock it.
  + *Activity: Turn off Document Protection.*
    - Step 1 – Click on Restrict Editing on the Review Tab.
    - Step 2 – Click on Stop Protection.
    - Step 3 – Type in your password.
    - Step 4 – Click on Restrict Editing again to close out of the sidebar.
      * *Teacher’s Tip: Click in the document to edit it and point out that you have the ability to again.*
  + *Comprehension Check: Students turn on Document Protection again and set it to Tracked Changes.*
    - Instructor walks around the room to assist students who get stuck.
    - Students who finish quickly should be encouraged to test the various settings for document protection. Turn one on and see what you can still do.

# (5) Conclusion

* Go over handout, review material, and emphasize contact info & further resources on handout.
* Any questions? Final comments?
* Remind patrons to practice; assign take-home-practice - remind them they can ask for help
* Remind to take survey.