

Word-Testdokument

Wir testen MS Word 12

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Reviewing Documents

If reviewers return their changes in separate documents, you can merge all their revisions into a single document and then review them. If you want a record of changes made to a document, you can save different versions of a document all in the same document. By *tracking changes* in a document, you can make revisions to a document without losing the original text. When you track changes, Word shows changed text in a different color from the original text and uses revision marks, such as underlines, to distinguish the revised text from the original text. By default, Word underlines and changes the color of inserted text.

User interface

It also includes a vertical changed line in the margin to the left of any changed text to help you locate changes in the document. The *AutoFormat* feature in Word works behind the scenes to produce an attractive, easy-to-read document while you concentrate on the content. Word analyzes each paragraph to see how it's used in the document (for example, as a heading or as an item in a numbered list) and then applies an appropriate style for that item.

Dealing with revisions

Then you can accept or reject their revisions one at a time or all at the same time. If reviewers return their changes in separate documents, you can merge all their revisions into a single document and then review them. If you want a record of changes made to a document, you can save different versions of a document all in the same document. By tracking changes in a document, you can make revisions to a document without losing the original text.

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