

Original Document

Review tab

Previous and Next Buttons

Modified Document

The screenshot displays the Microsoft Word interface with the **Review** tab selected. The ribbon includes groups for **Comments** (Delete, Previous, Next, Show Comment, Show Markup), **Tracking** (Track Changes, Show Markup, Reviewing Panel), and **Changes** (Accept, Reject, Previous, Next, Compare, Revert, Start Tracking). The **Reviewing Panel** is visible in the Tracking group. Below the ribbon, the **Compare Result 5 - Microsoft Word** task pane is open, showing a comparison between the **Original Document** and the **Modified Document**. The **Original Document** pane shows the original text, while the **Modified Document** pane shows the text with changes highlighted in yellow. The **Revised Document** pane shows the text with changes highlighted in red. The **Summary** pane on the left shows the changes made, including deletions and insertions. The status bar at the bottom indicates the word count and language settings.

Compare Result 5 - Microsoft Word

File Home Insert Page Layout References Mailings Review View Add-Ins

ABC Research Thesaurus Word Count Proofing Language New Comments

Delete Link Comment Previous Next Show Comment Show Markup Track Changes Reviewing Panel Accept Reject Previous Next Compare Revert Start Tracking

Summary: 2 revisions
Insertions: 1 Deletions: 1 Moves: 0 Formatting: 0
Comments: 0

Main document changes and comments

Deleted zara
modified version of the
Inserted zara
original

Header and footer changes (none)
Text box changes (none)
Header and footer text box changes (none)
Footnote changes (none)
Endnote changes (none)

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.

This is modified version of the original document.

You can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab. You can also format text directly by using the other controls on the Home tab. Most controls offer a choice of using the look from the current theme or using a format that you specify directly.

To change the overall look of your document, choose new Theme elements on the Page Layout tab. To change the looks available in the Quick Style gallery, use the Change Current Quick Style Set command. Both the Themes gallery and the Quick Styles gallery provide reset commands so that you can always restore the look of your document to the original contained in your current template.

Original Document (modified.docx - zara)

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.

This is modified version of the document.

You can easily change the formatting of selected

Revised Document (Original.docx - zara)

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.

This is original document.

You can easily change the formatting of selected

Words: 189 English (U.S.) Insert 100%