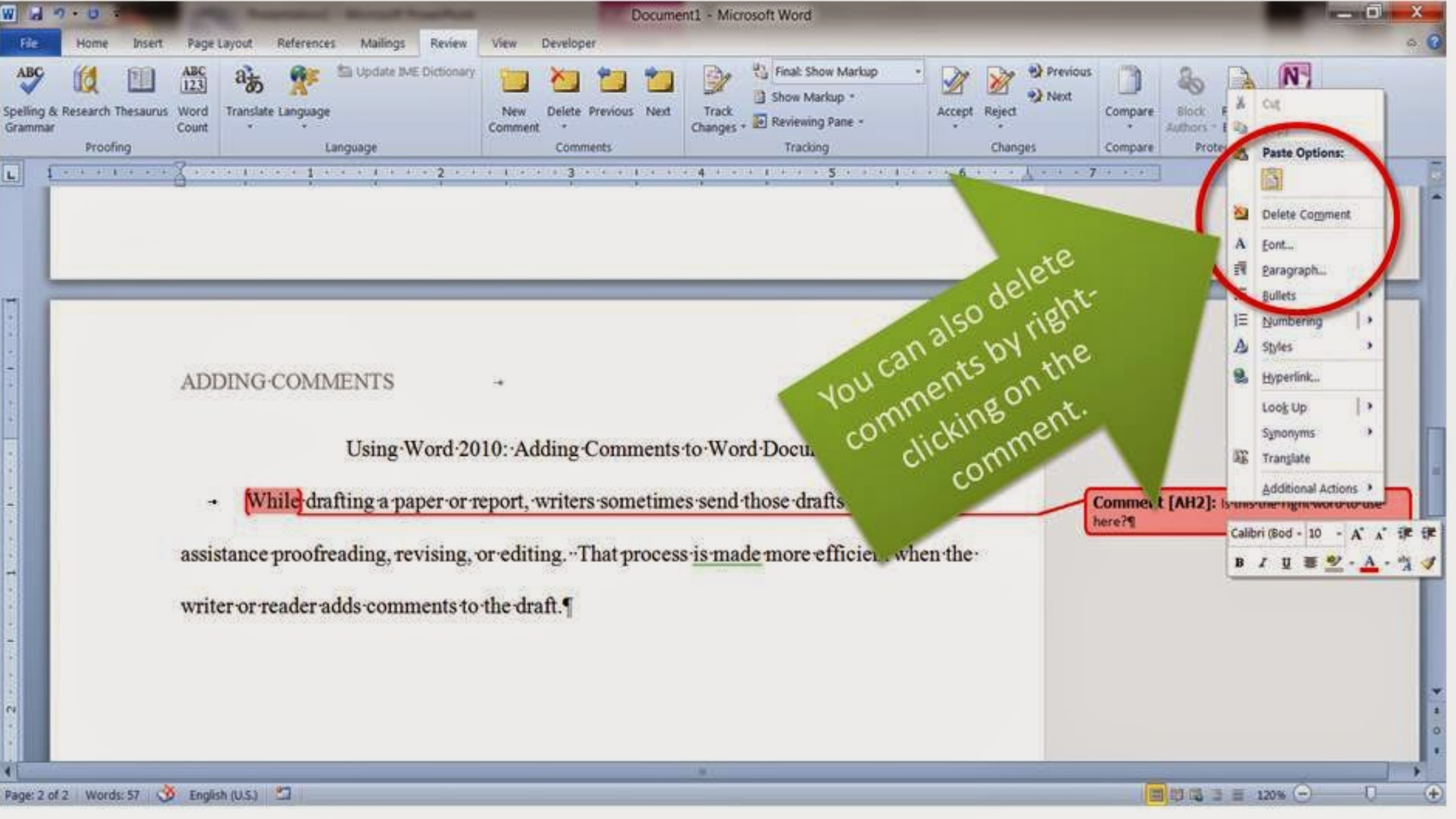




ADDING COMMENTS

Using Word 2010: Adding Comments to Word Document

While drafting a paper or report, writers sometimes send those drafts to assistance proofreading, revising, or editing. That process is made more efficient when the writer or reader adds comments to the draft.

You can also delete comments by right-clicking on the comment.

Paste Options:

- Delete Comment
- Font...
- Paragraph...
- Bullets
- Numbering
- Styles
- Hyperlink...
- Look Up
- Synonyms
- Translate
- Additional Actions

Comment [AH2]: Is this the right word to use here?

Calibri (Bod) - 10 - A A

B I U