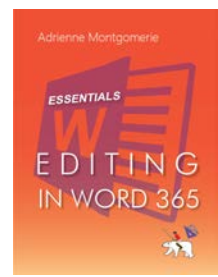


Editors Canada TRACKING CHANGE
2021 national conference



MS Word Essentials Handout

—Don't start work without these

June 12, 11:15 AM - 12:15 PM (ET)
Adrienne Montgomerie

Professional editors agree, these are the three Word functions editors must know in and out to hit the ground running on day one!

- Track Changes
- Find & Replace (intermediate)
- Non-printing characters
- Styles
- Spellcheck (intermediate)

Online Resources

Word Wrangling Wednesdays, the *Editing in Word* blog eiw365.com/category/word-tips

When there are too many TC & comments eiw365.com/qa-tracked-changes-balloons-are-showing-only-whats-left/

Troubleshoot marking moved text eiw365.com/tracking-moved-text/

Numbering comments eiw365.com/find-comment-numbers/ and eiw365.com/qa-how-can-i-cross-reference-comments-in-word/

Make silent changes eiw365.com/when-to-make-silent-changes/

Non-Printing Characters eiw365.com/what-are-those-non-printing-characters/

Rescues Word Failure eiw365.com/troubleshooting-catastrophic-ms-word-failures/

Free Exercises

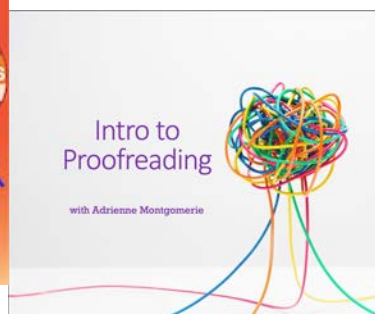
Try This! **Track Changes in Word** eiw365.com/try-this-track-changes-in-word

Try This! **Styles** eiw365.com/try-this-restructure-using-styles/

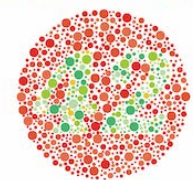
Further Learning

Archer Editorial Training for courses and one-on-one tutoring and coaching
archer-editorial-training.teachable.com

Editing in Word eiw365.com (free ebook download of Tables edition)



GETTING THE NUMBERS RIGHT



ADRIENNE MONTGOMERIE