



**Document Collaboration and Tracking Changes**  
IPD126

Hours:    In Class 3                    Clinical 0                    Total 3

### Description

Learn about shortcuts and the collaboration features in Microsoft Word. You will track and review changes, insert and work with comments, combining documents, compare different versions of documents, share and protect documents and use the navigation panes.

#### Why learn it?

If you collaborate with team members on projects or markup contracts with red lines, tracking changes in Microsoft Word can be a lifesaver! Track Changes is a built in feature in Microsoft Word which truly brings sanity to the process. Even if you are not working on complex projects such as acquisitions, mergers, contracts, or authoring a best seller: Track Changes can be just as useful for small group projects, such as school assignments.

### Prerequisites

IPD120 Word Essentials or basic Word knowledge.

Students who may want to save their work are encouraged to bring a USB flash drive or have access to cloud storage.

### Books

Office 365 Collaboration

- ISBN: 978-1-939791-04-7 (Included)

### Learning Objectives

1. Explain why you would collaborate on a document.
2. Recognize options for tracking and reviewing changes in a Word document.
3. Demonstrate how to combine documents into one in Word.
4. Explain how to share a Word document.
5. Demonstrate how to use the navigation pane while working on a Word document.

### Teaching Philosophy

We believe that instructors, staff, and administrators have a shared responsibility to provide: 1) innovative course design and instruction; 2) a safe, learner-centered environment; and 3) an authentic learning experience.

### Teaching Methods

Methods include lecture, class discussion and demonstrations.

### Evaluation Methods

Student success is based on participation in class activities and the completion of exercises.

### Grading Policy

A certificate of completion requires successful completion of all assigned work within the established time frame.

### Student Responsibilities

To ensure a quality and safe learning environment, students are required to follow the Post-Secondary Student Behavior policy #560. This policy can be found at [www.mntc.edu/board-policies](http://www.mntc.edu/board-policies). Printed copies are available upon request.

Students are expected to attend class and participate in class discussions and activities.

Students must be on time and meet the attendance policy set for this class which is 80% attendance.