

Using Track Changes

Spoken Tutorial Project

<https://spoken-tutorial.org>

National Mission on Education through ICT

<http://sakshat.ac.in>

Script: Spoken Tutorial Team

Video: Pratik Kamble

IIT Bombay

8th July 2020



Learning Objectives

In this tutorial, we will learn how to:



Learning Objectives

In this tutorial, we will learn how to:

- ▶ Peer review a document **using**
Track changes **option**



Learning Objectives

In this tutorial, we will learn how to:

- ▶ Peer review a document **using** Track changes **option**
- ▶ Edit a document **using** Record changes **option**



Learning Objectives

In this tutorial, we will learn how to:

- ▶ Peer review a document **using** Track changes **option**
- ▶ Edit a document **using** Record changes **option**
- ▶ **Add** comments **in** a document



System Requirements

This tutorial is recorded using



System Requirements

This tutorial is recorded using

▶ **Ubuntu Linux OS version 18.04**



System Requirements

This tutorial is recorded using

- ▶ **Ubuntu Linux OS version 18.04**
- ▶ **LibreOffice Suite version 6.3.5**



Track changes

- ▶ Track changes **helps the reviewer to keep track of the changes**



Track changes

- ▶ Track changes **helps the reviewer to keep track of the changes**
- ▶ **This feature is especially important for those who use Writer in workgroups**



Track changes

- ▶ Track changes **helps the reviewer to keep track of the changes**
- ▶ **This feature is especially important for those who use Writer in workgroups**
- ▶ **It helps reviewer to give comments**



Code files

- ▶ The files used in this tutorial have been provided to you in the Code files link on this tutorial page



Code files

- ▶ The files used in this tutorial have been provided to you in the Code files link on this tutorial page
- ▶ **Pls download and extract the files**



Code files

- ▶ The files used in this tutorial have been provided to you in the Code files link on this tutorial page
- ▶ Pls download and extract the files
- ▶ Make a copy and then use them for practising



More about Track Changes



More about Track Changes

- ▶ **More than one person can edit the same document**



More about Track Changes

- ▶ **More than one person can edit the same document**
- ▶ LibreOffice Writer **will show each edit in different colors**



More about Track Changes

- ▶ **More than one person can edit the same document**
- ▶ LibreOffice Writer **will show each edit in different colors**
- ▶ **This will help the readers to distinguish one reviewer's work from the other**



Summary

In this tutorial, we learnt how to:

- ▶ Peer review **a** document **using** Track changes **option**
- ▶ **Edit** **a** document **using** Record changes **option**
- ▶ **Add** comments **in** **a** document



Assignment

► Open

Seven-Reason-to-adopt-FOSS.odt
**file which is provided in Code
Files link**

► Delete and correct the word available **using** Record changes



Assignment

- ▶ **Use Accept change option to accept the changes**



About Spoken Tutorial project

- ▶ Watch the video available at https://spoken-tutorial.org/What_is_a_Spoken_Tutorial
- ▶ It summarises the Spoken Tutorial project
- ▶ If you do not have good bandwidth, you can download and watch it



Spoken Tutorial Workshops

The Spoken Tutorial Project Team

- ▶ Conducts workshops using spoken tutorials
- ▶ Gives certificates to those who pass an online test
- ▶ For more details, please write to contact@spoken-tutorial.org



Answers for THIS Spoken Tutorial

- ▶ **Questions in THIS Spoken Tutorial?**
- ▶ **Visit**
<https://forums.spoken-tutorial.org>
- ▶ **Choose the minute and second where you have the question**
- ▶ **Explain your question briefly**
- ▶ **The Spoken Tutorial project will ensure an answer**

You will have to register to ask questions



Acknowledgements

- ▶ **Spoken Tutorial project is funded by MHRD, Govt. of India**



Thank you

- ▶ This tutorial was originally contributed by **DesiCrew Solutions Pvt.Ltd.** in 2011
- ▶ www.desicrew.in
- ▶ Thanks for joining

