

Save the Trees



Grading Papers Electronically Using Word Editing Tools

Hands-on Technology Workshop

University Teaching and Learning Center

Teaching
&
Learning

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Introduction: Why grade electronically?

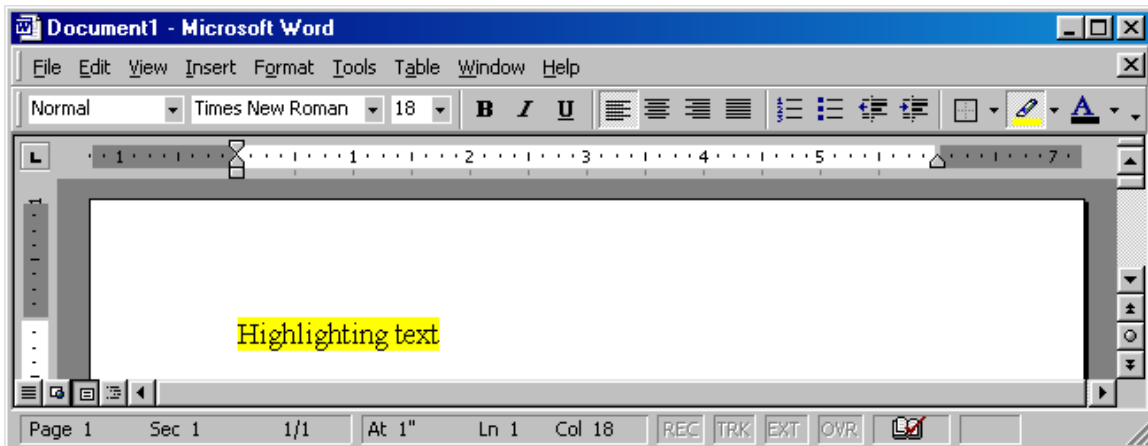
- It takes less time to correct papers electronically than by hand
- The need to print out papers is eliminated
- Students have no problem reading the instructor's handwriting
- Faster return time for papers
- Faster feedback on student work
- You can keep copies of papers for future reference

Highlight Text

🌲 *Goal 1: Highlight important text*



- On the **Formatting** toolbar, click **Highlight**
- Select the text or graphic you want to highlight
- Select the next item in the document that you want to highlight



- To turn off highlighting, click **Highlight** again, or press ESC

Notes:

- Highlighting parts of a document works best when recipients will be reviewing the document online. When you highlight parts of a document that you intend to print, use a light color if you're using a monochrome printer.
- To change the highlighter color, click the arrow next to Highlight, click the color you want, and then select the text or graphic you want to highlight.

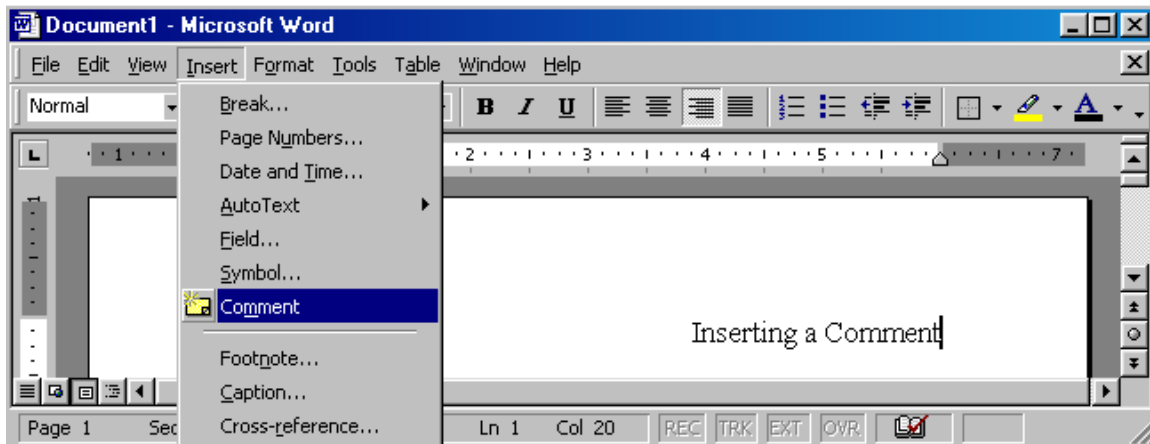


- You can display or hide highlighting (but not the text itself) on the screen and in the printed document by clicking **Options** (**Tools** menu), and then selecting or clearing the **Highlight** check box on the **View** tab.

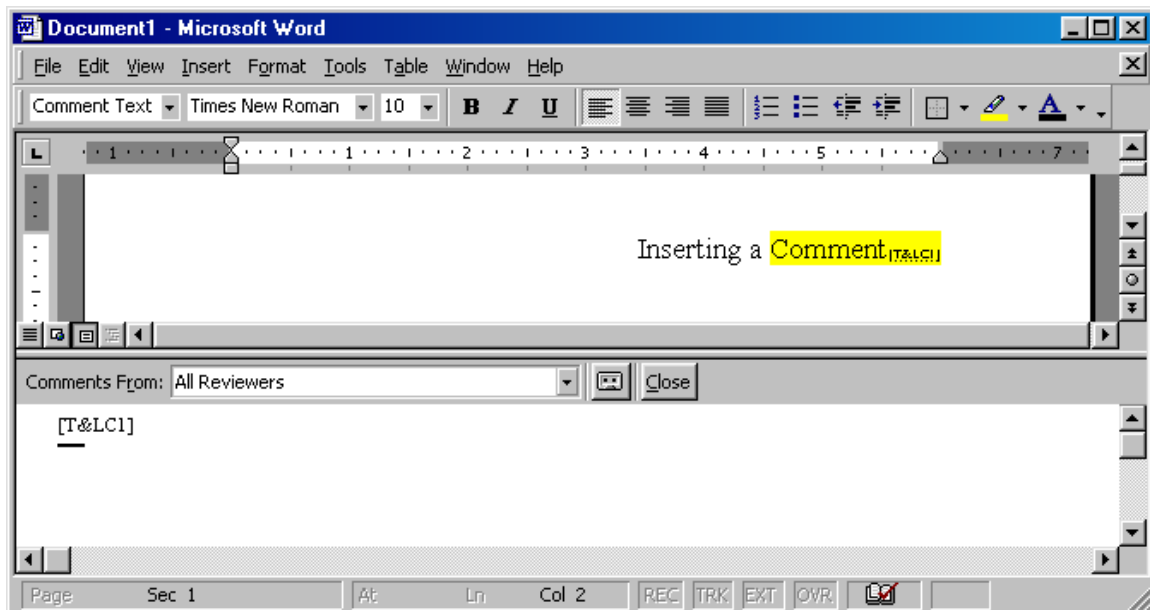
Inserting Comments

Goal 2: Type a Comment

- Select the text or item you want to comment on, or click at the end of the text.
- On the **Insert** menu, click **Comment**.



- Type the comment text in the comment pane at the bottom of the screen.

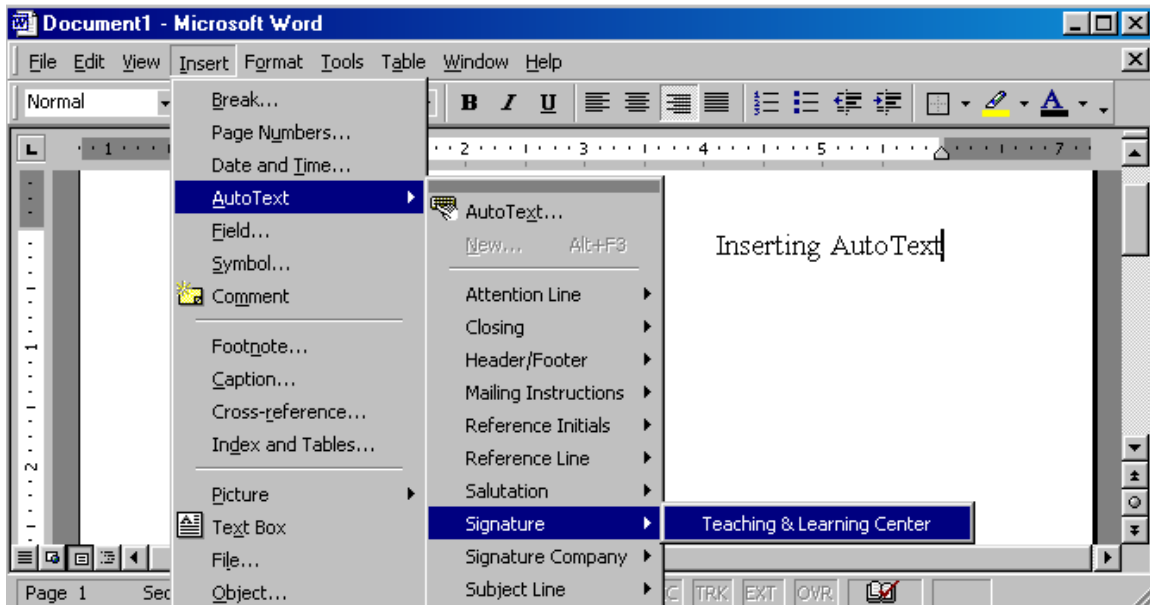


- **Tip:** After you've inserted a comment, you can click **Close** to close the comment pane.

Using AutoText

Goal 3: Insert an AutoText entry

- Click in the document where you want to insert the AutoText entry.
- On the **Insert** menu, point to **AutoText**

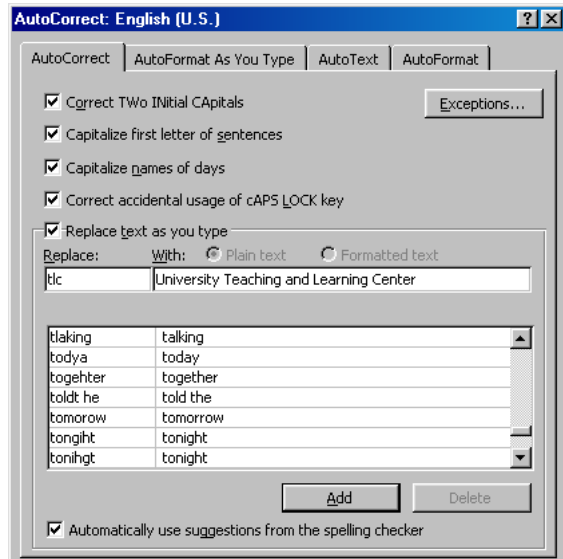


- To see a list of all the available AutoText entries, hold down SHIFT as you point to **AutoText**
- If the submenu contains a list of paragraph styles, such as **Normal** or **Salutation**, point to the style that's linked to your AutoText entry.
- Click the name of the AutoText entry you want.

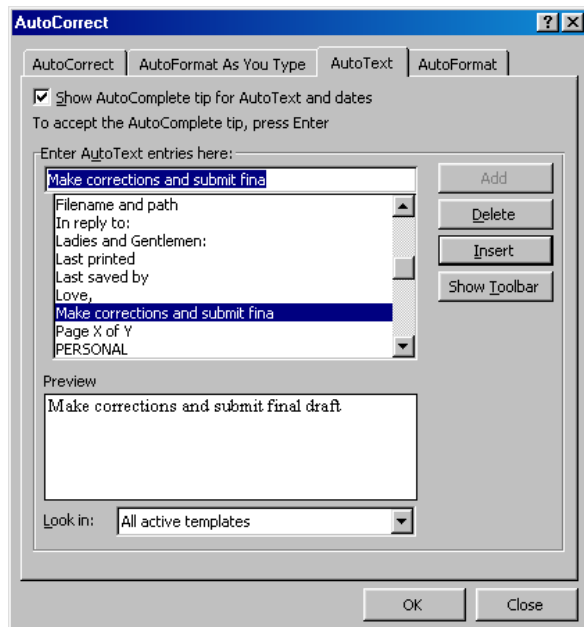
Tips

- You can also use a shortcut to insert an AutoText entry. First, turn on AutoComplete. In your document, type the first few characters in the AutoText entry's name. When Microsoft Word suggests the complete AutoText entry, press ENTER or F3 to accept the entry. To reject the AutoText entry, keep typing.

- Adding AutoCorrect items:
 - o On the **Insert** menu, point to **AutoText**
 - o Click **AutoText** on the submenu.
 - o Click the **AutoCorrect** tab
 - o Type “shortcut” into **Replace:** text box and the “full” version into the **With:** text box
 - o Click the **Add** button



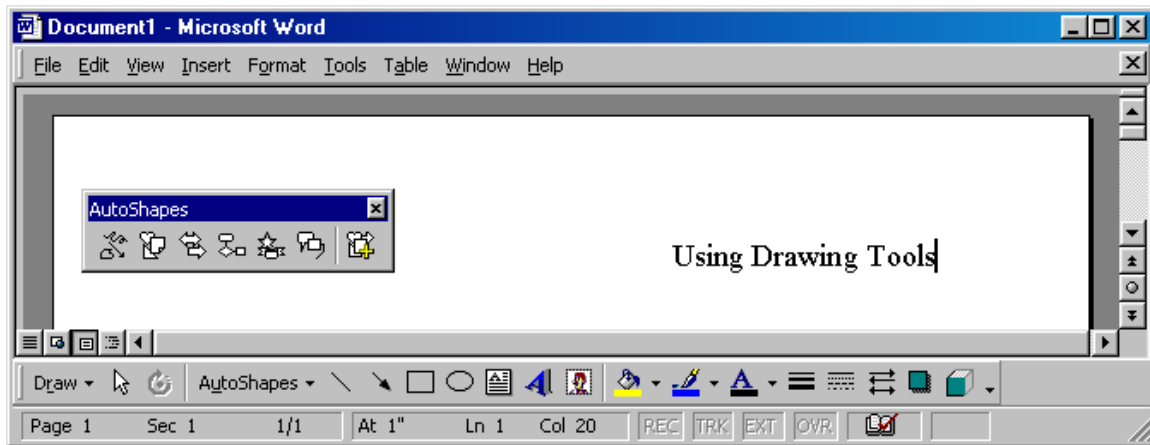
- Adding AutoText
 - o On the **Insert** menu, point to **AutoText**
 - o Click **AutoText** on the submenu.
 - o Click the **AutoText** tab
 - o Type new entry into **Enter AutoText entries here:** text box.
 - o Click the **Add** button



Using Drawing Tools

🌲 *Goal 4: Add an AutoShape, circle, or square*

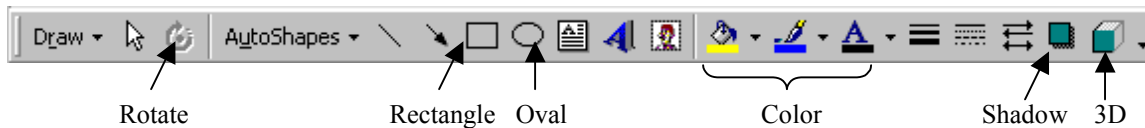
- On the **Drawing** toolbar, click **AutoShapes**, point to a category, and then click the shape you want.




- To insert a shape with a predefined size, click the document.
- To insert a different size, drag the shape to the size you want. To maintain the shape's width-to-height ratios, hold down SHIFT while you drag the shape.

Tips

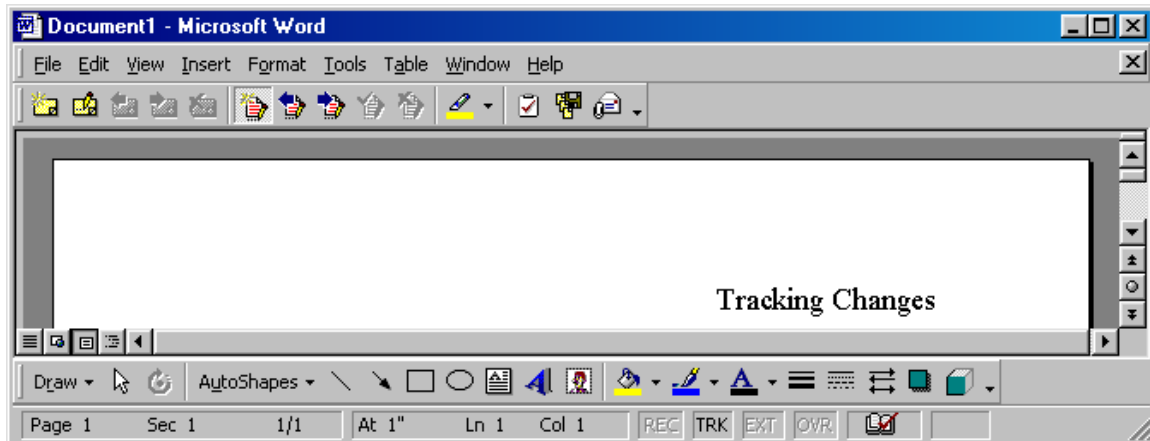
- To draw a circle or square, click **Oval** or **Rectangle** on the Drawing toolbar, and then click the document.
- To add color, change borders, rotate, or add shadow or 3-D effects to an AutoShape, select the object, and then use the buttons on the Drawing toolbar.



Tracking Changes

 *Goal 5: Track changes while you edit*

- Open the document you want to revise
- Click **View** and select **Toolbars**.
- Click on **Reviewing** to show the **Reviewing Toolbar**
- On the **Reviewing Toolbar**, click **Track Changes**



- Make the changes you want by inserting, deleting, or moving text or graphics. You can also change any formatting. Microsoft Word uses revision marks to show the tracked changes.

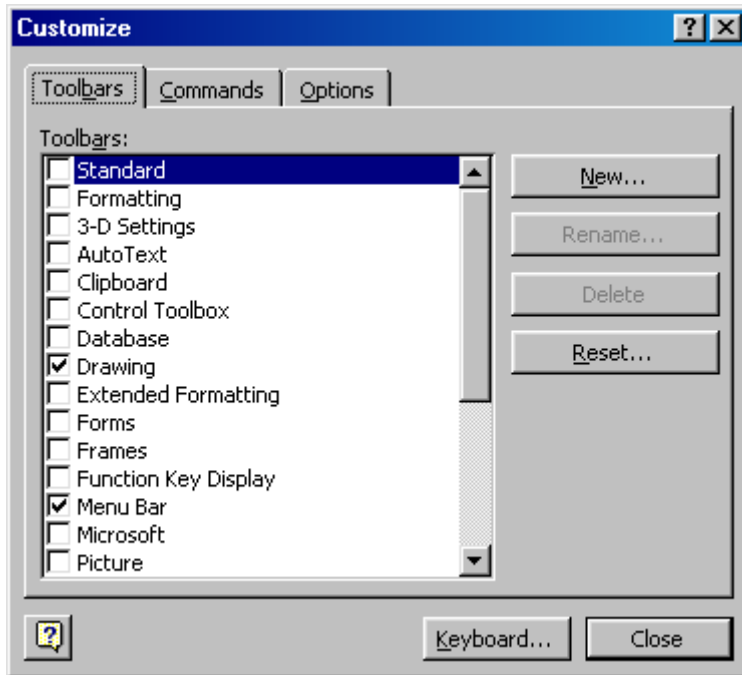
Notes:

- You can change the color and other formatting that Word uses to mark changed text and graphics.
- If you use change tracking and then save your document as a Web page, tracked changes will appear on your Web page.

Customized Toolbars

Goal 6: Create a custom toolbar

- On the **Tools** menu, click **Customize**, and then click the **Toolbars** tab.



- Click **New**.
- In the **Toolbar name** box, type the name you want.
- In the **Make toolbar available to** box, click the template or document you want to save the toolbar in.
- Leave the **Customize** dialog box open (you might need to move it out of the way), and do one or more of the following:
 - To add a button to the toolbar, click the **Commands** tab. In the **Categories** box, click a category for the command. Drag the command you want from the **Commands** box to the toolbar.
 - To add a built-in menu to the toolbar, click the **Commands** tab. In the **Categories** box, click **Built-in Menus**. Drag the menu you want from the **Commands** box to the toolbar.
 - To add a new menu to the toolbar, click the **Commands** tab. In the **Categories** box, click **New Menu**. Drag the new menu to the toolbar and then use the above steps to add commands.
- When you have added all the buttons and menus you want, click **Close**.
- To view the toolbar, click **View**, select **Toolbars** and check the name of your new toolbar.