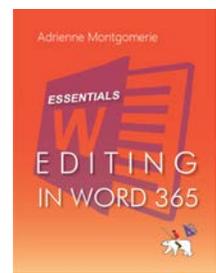


Editors Canada TRACKING CHANGE  
2021 national conference



# 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](http://eiw365.com/category/word-tips)

When there are too many TC & comments [eiw365.com/qa-tracked-changes-balloons-are-showing-only-whats-left/](http://eiw365.com/qa-tracked-changes-balloons-are-showing-only-whats-left/)

Troubleshoot marking moved text [eiw365.com/tracking-moved-text/](http://eiw365.com/tracking-moved-text/)

### Free Exercises

Try This! **Track Changes in Word** [eiw365.com/try-this-track-changes-in-word](http://eiw365.com/try-this-track-changes-in-word)

Try This! **Styles** [eiw365.com/try-this-restructure-using-styles/](http://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](http://archer-editorial-training.teachable.com)

**Editing in Word** [eiw365.com](http://eiw365.com) (free ebook download of Tables edition)

