

How to use the Word program to evaluate and  
revise theses and articles

كيفية استخدام برنامج الورد لتقييم وتنقيح الاطاريح و  
البحوث

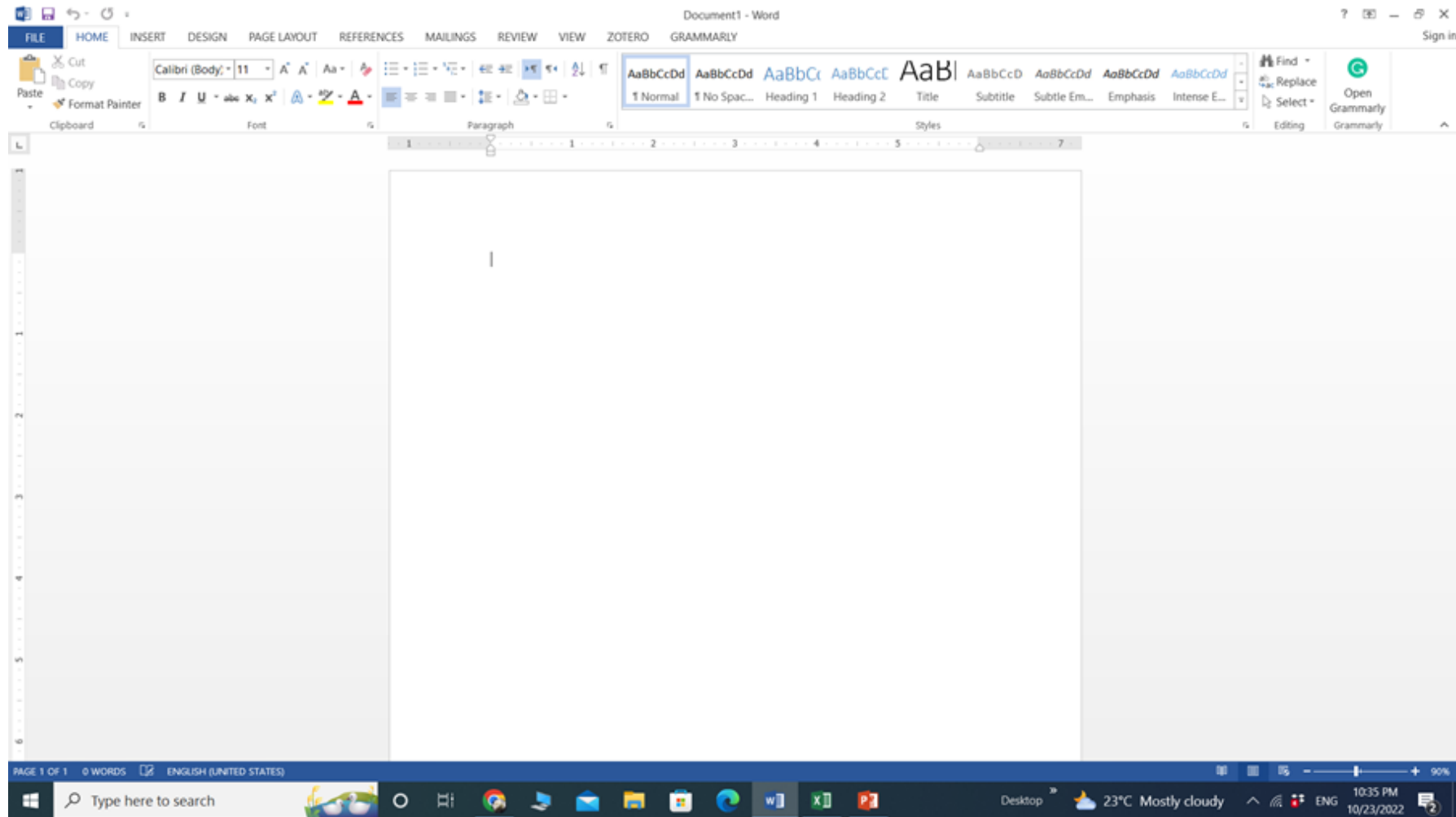
Dr. Amal Yousif Al-Yasiri

College of Dentistry- University of Baghdad

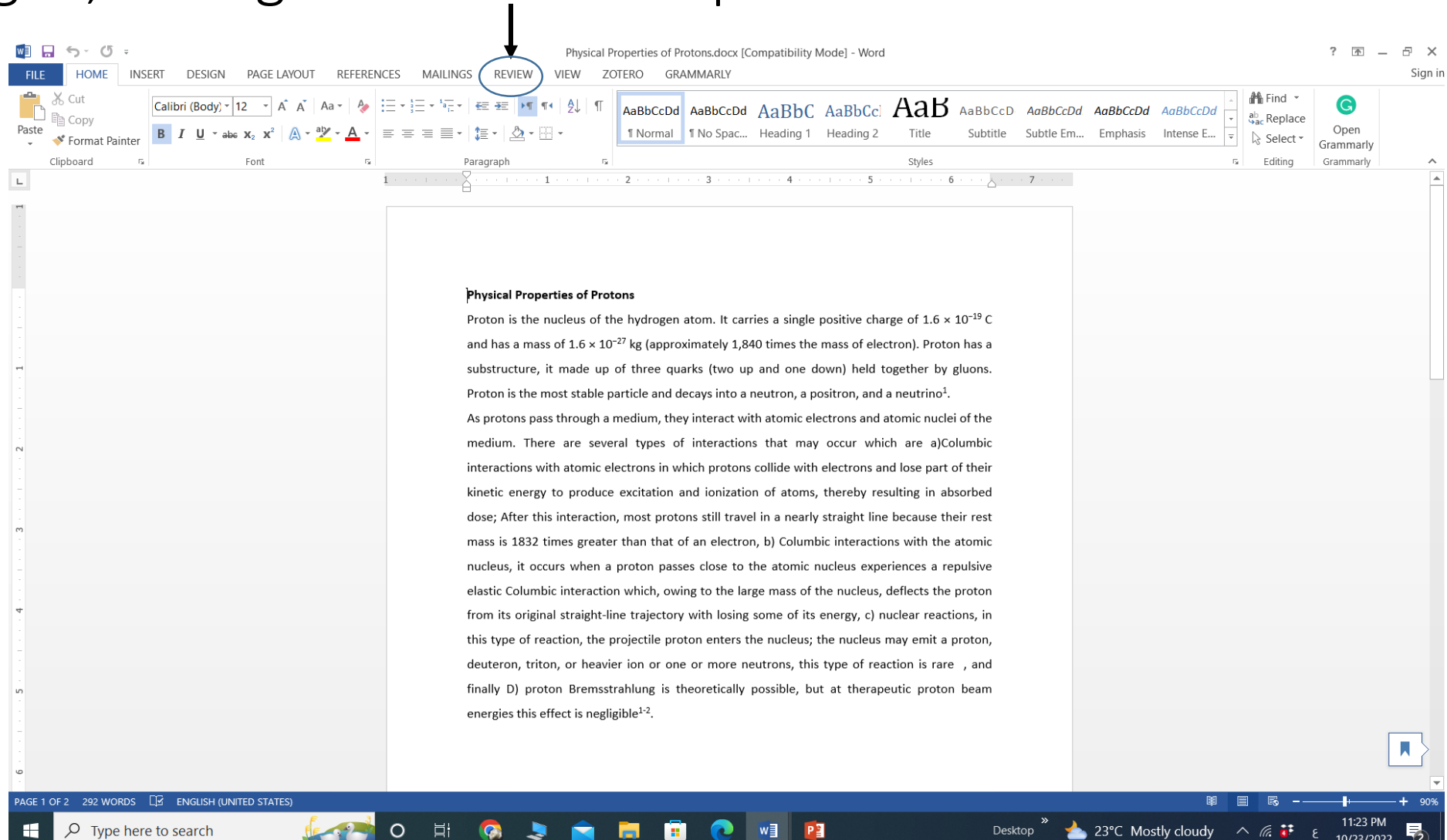
# Introduction

- The Word program contains tools to correct scientific and grammatical errors, enabling it to be the best electronic program used by the supervisor or reviewer to evaluate the articles of their students or the researchers.
- Here in this workshop, we will shed light on these tools and how to use them

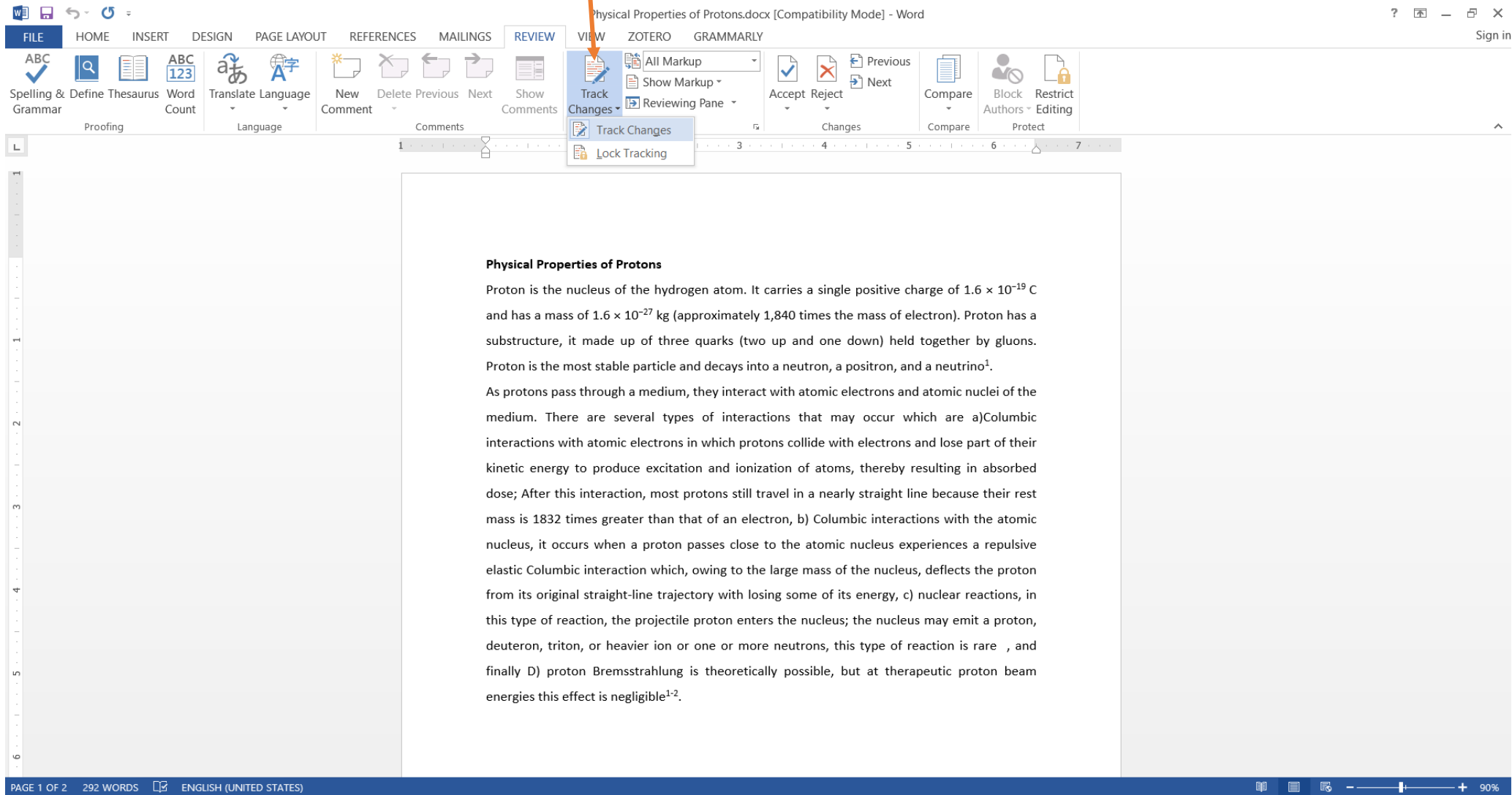
# To start, open the word program



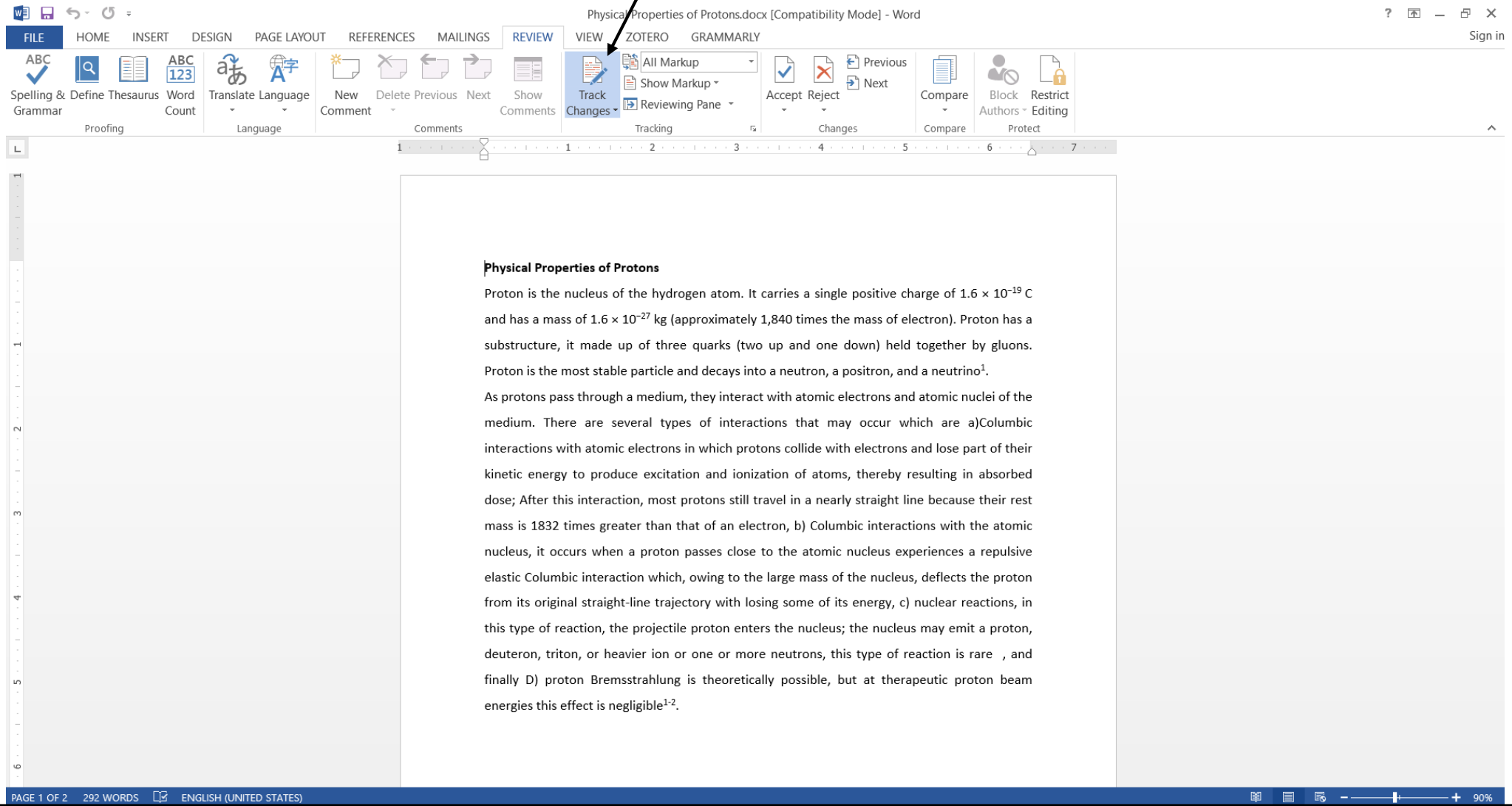
If you want to add or delete words or change anything in the text and want your student to see the revision and what you changed, then go to **review** and press on it



Then, go to **Track Changes** and choose the first option as you can see in blue color.



The track changes button will be in blue color indicating that it is active



Physical Properties of Protons.docx [Compatibility Mode] - Word

FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW ZOTERO GRAMMARLY

Spelling & Define Grammar ABC 123 Translate Language New Comment Delete Previous Next Show Comments Track Changes All Markup Show Markup Reviewing Pane Accept Reject Previous Next Compare Block Authors Restrict Editing

Proofing Language Comments Tracking Changes Compare Protect

1 2 3 4 5 6 7

**Physical Properties of Protons**

Proton is the nucleus of the hydrogen atom. It carries a single positive charge of  $1.6 \times 10^{-19}$  C and has a mass of  $1.6 \times 10^{-27}$  kg (approximately 1,840 times the mass of electron). Proton has a substructure, it made up of three quarks (two up and one down) held together by gluons. Proton is the most stable particle and decays into a neutron, a positron, and a neutrino<sup>1</sup>.

As protons pass through a medium, they interact with atomic electrons and atomic nuclei of the medium. There are several types of interactions that may occur which are a)Columbic interactions with atomic electrons in which protons collide with electrons and lose part of their kinetic energy to produce excitation and ionization of atoms, thereby resulting in absorbed dose; After this interaction, most protons still travel in a nearly straight line because their rest mass is 1832 times greater than that of an electron, b) Columbic interactions with the atomic nucleus, it occurs when a proton passes close to the atomic nucleus experiences a repulsive elastic Columbic interaction which, owing to the large mass of the nucleus, deflects the proton from its original straight-line trajectory with losing some of its energy, c) nuclear reactions, in this type of reaction, the projectile proton enters the nucleus; the nucleus may emit a proton, deuteron, triton, or heavier ion or one or more neutrons, this type of reaction is rare , and finally D) proton Bremsstrahlung is theoretically possible, but at therapeutic proton beam energies this effect is negligible<sup>1-2</sup>.

PAGE 1 OF 2 292 WORDS ENGLISH (UNITED STATES) 90%

Now, if you make any changes to the document, it will be seen by you and your student. He/She will see what you deleted and added

Physical Properties of Protons.docx [Compatibility Mode] - Word

FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW ZOTERO GRAMMARLY

Spelling & Grammar Define Thesaurus Word Count Translate Language New Comment Delete Previous Next Show Comments Track Changes All Markup Show Markup Reviewing Pane Accept Reject Previous Next Compare Block Restrict Authors Editing Protect

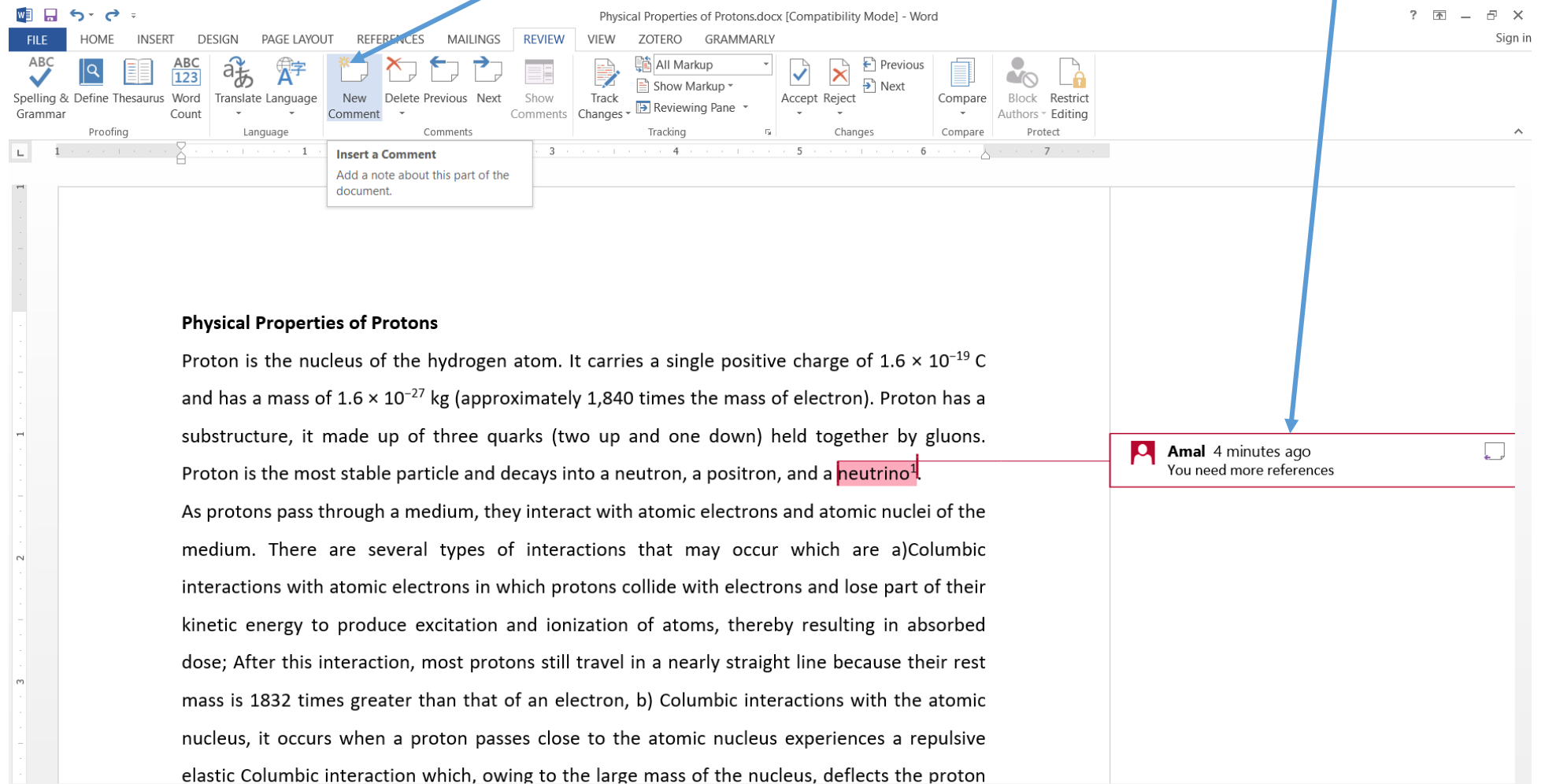
**Physical and chemical Properties of Protons**

Proton is the nucleus of the hydrogen atom. It carries a single positive charge of  $1.6 \times 10^{-19}$  C and has a mass of  $1.6 \times 10^{-27}$  kg (approximately 1,840 times the mass of electron). Proton has a substructure, it made up of three quarks (two up and one down) held together by gluons. Proton is the most stable particle and decays into a neutron, a positron, and a neutrino<sup>1</sup>.

~~As protons pass through a medium, they interact with atomic electrons and atomic nuclei of the medium.~~—There are several types of interactions that may occur which are a)Columbic interactions with atomic electrons in which protons collide with electrons and lose part of their kinetic energy to produce excitation and ionization of atoms, thereby resulting in absorbed dose; After this interaction, most protons still travel in a nearly straight line because their rest mass is 1832 times greater than that of an electron, b) Columbic interactions with the atomic nucleus, it They occurs when a proton passes close to the atomic nucleus experiences a repulsive elastic Columbic interaction which, owing to the large mass of the nucleus, deflects the proton from its original straight-line trajectory with losing some of its energy, c) nuclear

PAGE 1 OF 2 277 WORDS ENGLISH (UNITED STATES) 130%

If you want to add a comment, then go to the **New comment**, and the box will appear where your pointer is



The screenshot displays the Microsoft Word interface for a document titled "Physical Properties of Protons.docx [Compatibility Mode]". The "REVIEW" tab is active, showing options for "New Comment", "Delete Previous", "Next", and "Show Comments". A blue arrow points from the text above to the "New Comment" button. Below the ribbon, a red-bordered comment box is visible, containing the text "Insert a Comment" and "Add a note about this part of the document." The main text of the document is as follows:

**Physical Properties of Protons**

Proton is the nucleus of the hydrogen atom. It carries a single positive charge of  $1.6 \times 10^{-19}$  C and has a mass of  $1.6 \times 10^{-27}$  kg (approximately 1,840 times the mass of electron). Proton has a substructure, it made up of three quarks (two up and one down) held together by gluons. Proton is the most stable particle and decays into a neutron, a positron, and a neutrino.

As protons pass through a medium, they interact with atomic electrons and atomic nuclei of the medium. There are several types of interactions that may occur which are a)Columbic interactions with atomic electrons in which protons collide with electrons and lose part of their kinetic energy to produce excitation and ionization of atoms, thereby resulting in absorbed dose; After this interaction, most protons still travel in a nearly straight line because their rest mass is 1832 times greater than that of an electron, b) Columbic interactions with the atomic nucleus, it occurs when a proton passes close to the atomic nucleus experiences a repulsive elastic Columbic interaction which, owing to the large mass of the nucleus, deflects the proton

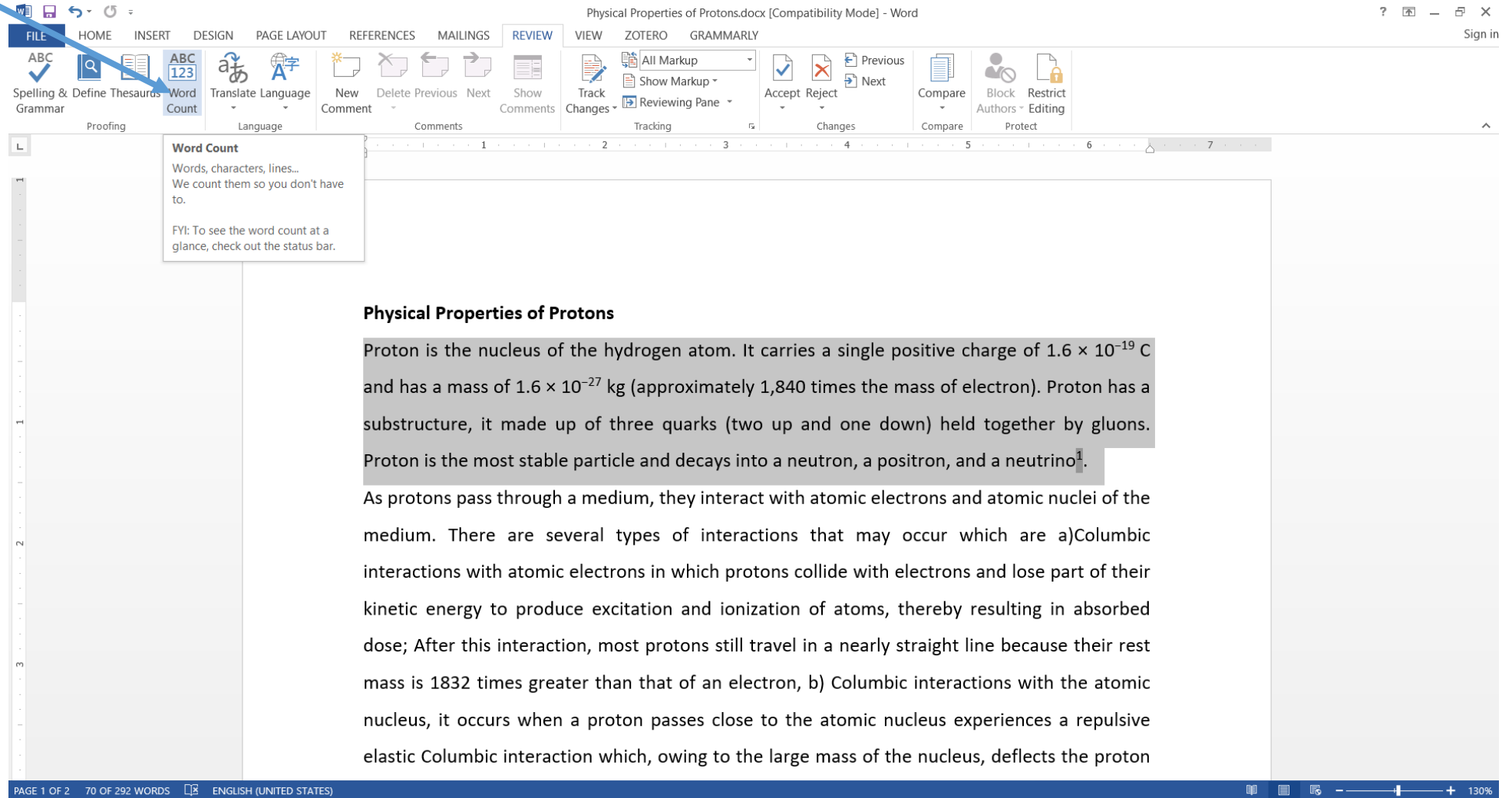
A second blue arrow points from the text above to a comment box at the bottom right of the document. This comment box contains the text "Amal 4 minutes ago" and "You need more references".



If you want to delete the comment, then go to **Delete**, and the box will disappear

The screenshot shows the Microsoft Word interface with the REVIEW tab selected. The ribbon includes options for 'New Comment', 'Delete Previous', 'Next', and 'Show Comments'. A blue arrow points from the word 'Delete' in the text above to the 'Delete Previous' button in the ribbon. Below the ribbon, a document titled 'Physical Properties of Protons.docx' is open. The document text reads: 'Physical Properties of Protons', 'Proton is the nucleus of the hydrogen atom. It carries a single positive charge of  $1.6 \times 10^{-19}$  C and has a mass of  $1.6 \times 10^{-27}$  kg (approximately 1,840 times the mass of electron). Proton has a substructure, it made up of three quarks (two up and one down) held together by gluons. Proton is the most stable particle and decays into a neutron, a positron, and a neutrino!'. A comment box is visible on the right side of the document, containing the text 'Amal 4 minutes ago You need more references'. A red line connects the word 'neutrino!' in the text to the comment box.

If you want to count the number of words in a particular paragraph, then first mark the paragraph that you want to count, then go to the **Count Words** and press on it



The screenshot shows the Microsoft Word interface with the 'REVIEW' ribbon selected. The 'Word Count' button is highlighted, and a tooltip is displayed over it. The tooltip text reads: 'Word Count: Words, characters, lines... We count them so you don't have to. FYI: To see the word count at a glance, check out the status bar.'

The document content is titled 'Physical Properties of Protons' and contains the following text:

**Physical Properties of Protons**

Proton is the nucleus of the hydrogen atom. It carries a single positive charge of  $1.6 \times 10^{-19}$  C and has a mass of  $1.6 \times 10^{-27}$  kg (approximately 1,840 times the mass of electron). Proton has a substructure, it made up of three quarks (two up and one down) held together by gluons. Proton is the most stable particle and decays into a neutron, a positron, and a neutrino.

As protons pass through a medium, they interact with atomic electrons and atomic nuclei of the medium. There are several types of interactions that may occur which are a)Columbic interactions with atomic electrons in which protons collide with electrons and lose part of their kinetic energy to produce excitation and ionization of atoms, thereby resulting in absorbed dose; After this interaction, most protons still travel in a nearly straight line because their rest mass is 1832 times greater than that of an electron, b) Columbic interactions with the atomic nucleus, it occurs when a proton passes close to the atomic nucleus experiences a repulsive elastic Columbic interaction which, owing to the large mass of the nucleus, deflects the proton

The status bar at the bottom of the window displays 'PAGE 1 OF 2', '70 OF 292 WORDS', and 'ENGLISH (UNITED STATES)'.

After that, a short message will appear, telling you the number of words in that paragraph, as you can see below

The screenshot shows the Microsoft Word interface with the 'REVIEW' tab selected. A blue arrow points from the text above to the 'Word Count' dialog box. The document text is partially obscured by the dialog box and highlights. The status bar at the bottom indicates 'PAGE 1 OF 2' and '70 OF 292 WORDS'.

**Physical Properties of Protons**

Proton is the nucleus of the hydrogen atom, has a single positive charge of  $1.6 \times 10^{-19}$  C and has a mass of  $1.6 \times 10^{-27}$  kg (approximately 1836 times the mass of electron). Proton has a substructure, it is made up of three quarks (two up quarks and one down quark) held together by gluons. Proton is the most stable particle, and its antiparticle is the antiproton, a positron, and a neutrino.

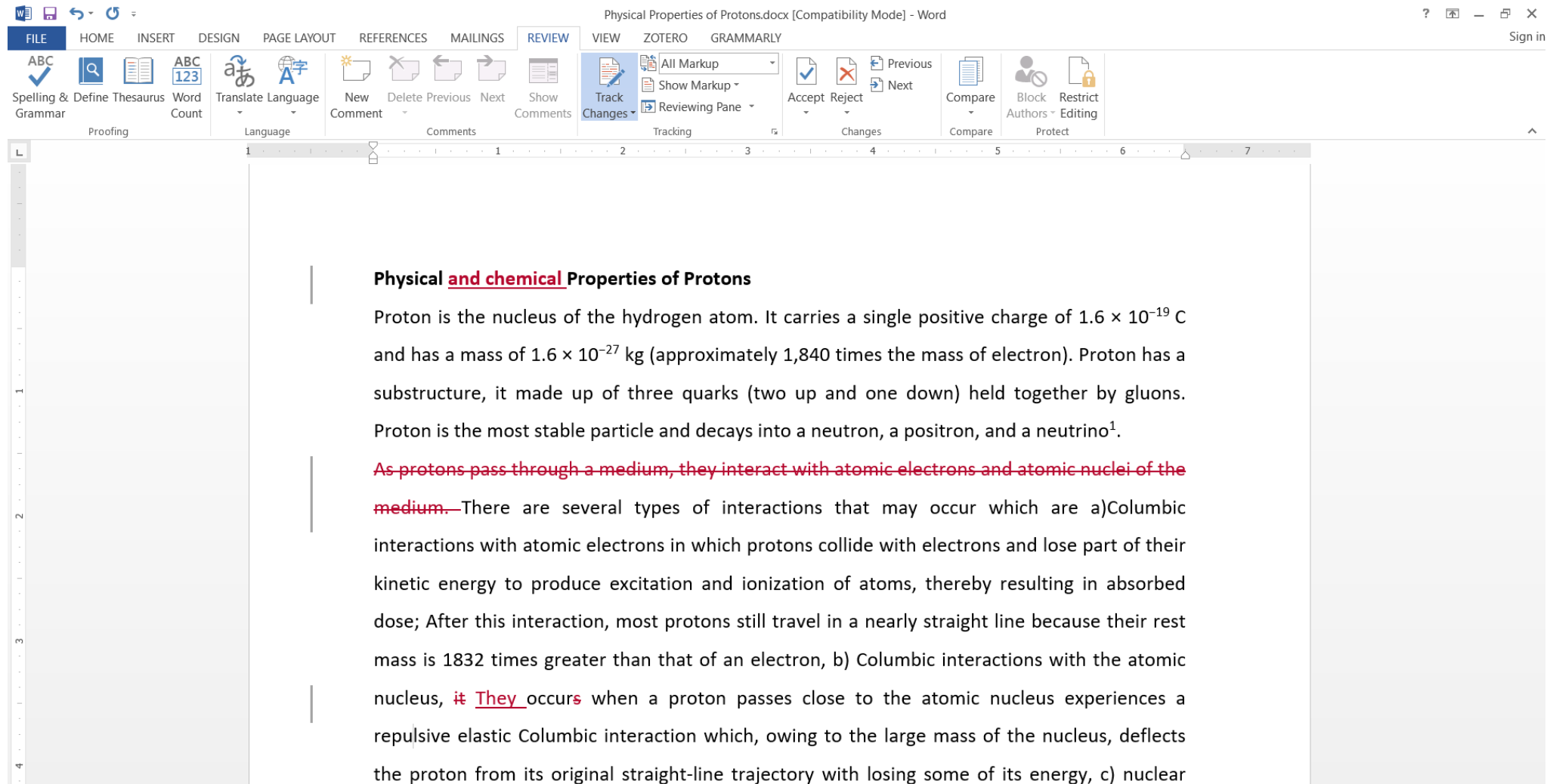
As protons pass through a medium, they interact with atomic electrons and atomic nuclei of the medium. There are several types of interactions that may occur which are a) Coulombic interactions with atomic electrons in which protons collide with electrons and lose part of their kinetic energy to produce excitation and ionization of atoms, thereby resulting in absorbed dose; After this interaction, most protons still travel in a nearly straight line because their rest mass is 1832 times greater than that of an electron, b) Coulombic interactions with the atomic nucleus, it occurs when a proton passes close to the atomic nucleus experiences a repulsive elastic Coulombic interaction which, owing to the large mass of the nucleus, deflects the proton

Pages	1
Words	70
Characters (no spaces)	302
Characters (with spaces)	372
Paragraphs	1
Lines	4

Include textboxes, footnotes and endnotes

Close

After completing the revision process, you will send this document with the changes you made to your student. The student will be able to see what changes you made



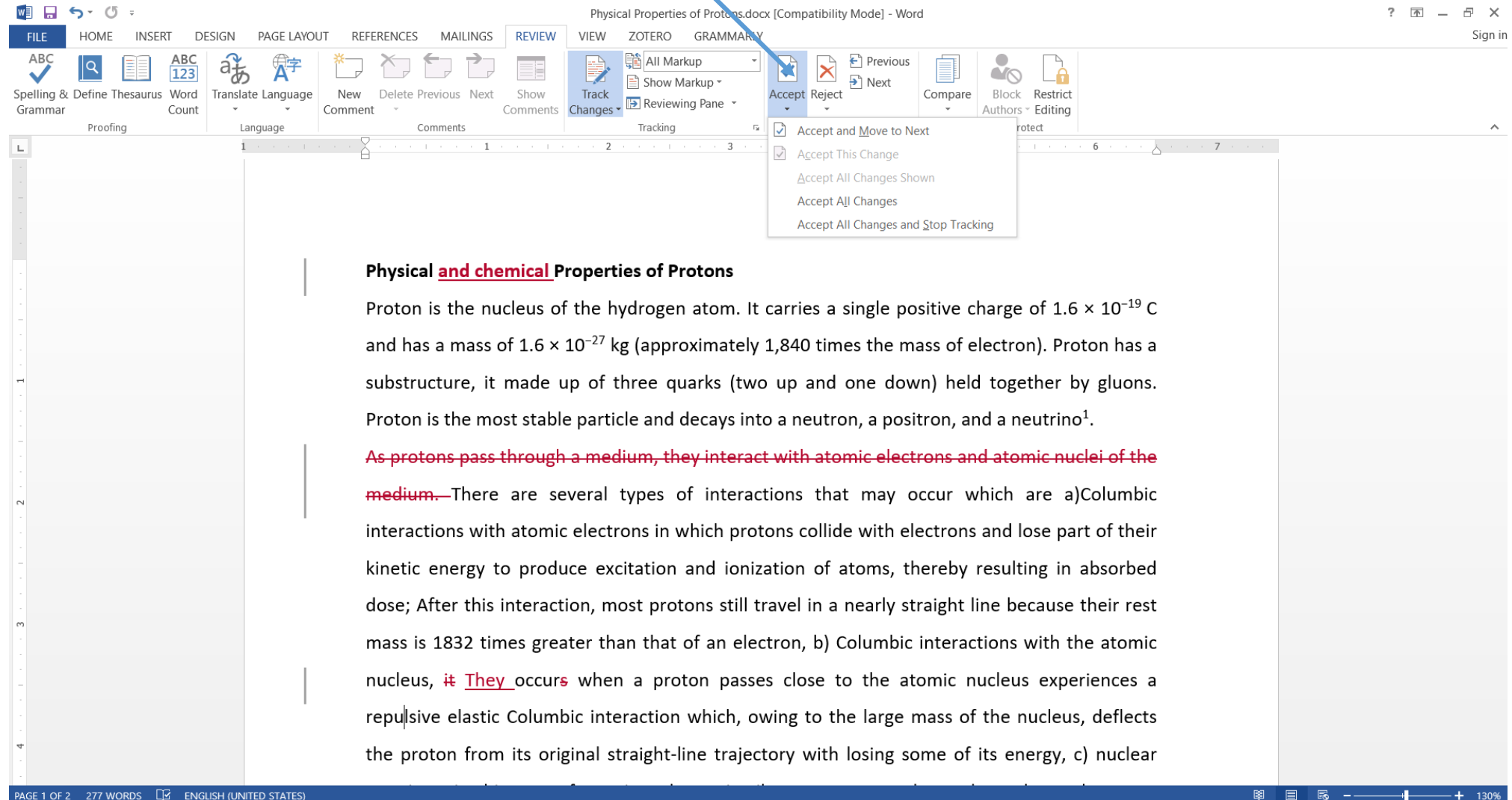
The screenshot shows the Microsoft Word interface with the REVIEW tab selected. The ribbon includes options for Track Changes, Accept, Reject, Previous, Next, Compare, Block Authors, and Restrict Editing. The document content is as follows:

**Physical and chemical Properties of Protons**

Proton is the nucleus of the hydrogen atom. It carries a single positive charge of  $1.6 \times 10^{-19}$  C and has a mass of  $1.6 \times 10^{-27}$  kg (approximately 1,840 times the mass of electron). Proton has a substructure, it made up of three quarks (two up and one down) held together by gluons. Proton is the most stable particle and decays into a neutron, a positron, and a neutrino<sup>1</sup>.

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If the student accepted the changes, then he will press on **Accept button**



Physical Properties of Protons.docx [Compatibility Mode] - Word

FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW ZOTERO GRAMMARLY

Spelling & Grammar Define Thesaurus Word Count Translate Language New Comment Delete Previous Next Show Comments Track Changes All Markup Show Markup Reviewing Pane Accept Reject Compare Block Restrict Authors Editing

Accept and Move to Next  
Accept This Change  
Accept All Changes Shown  
Accept All Changes  
Accept All Changes and Stop Tracking

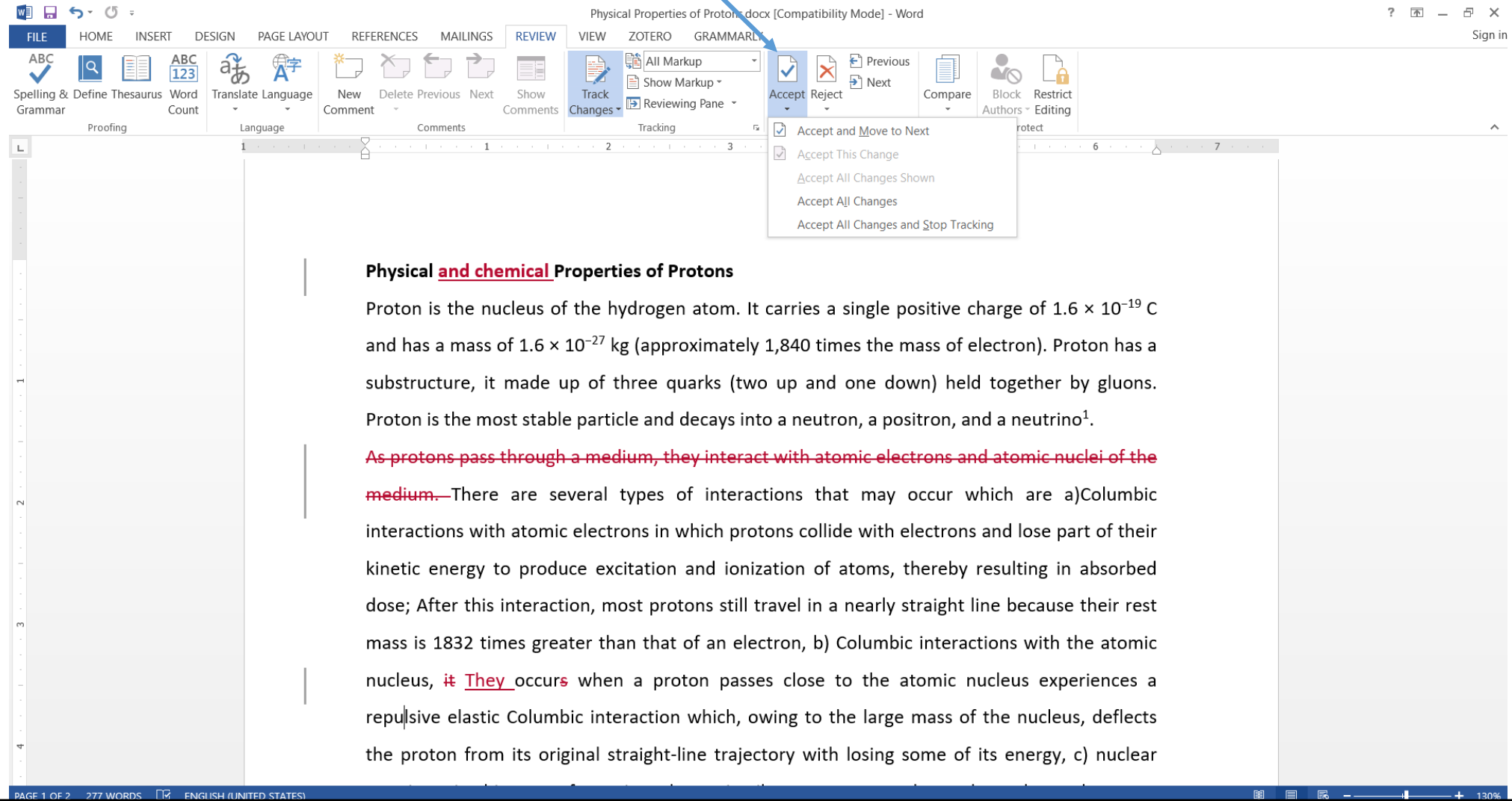
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PAGE 1 OF 2 277 WORDS ENGLISH (UNITED STATES) 130%

This button has several options. Mostly, we choose the last one



The screenshot shows the Microsoft Word interface with the 'REVIEW' tab selected. A blue arrow points to the 'Accept' button in the 'Tracking' group. The 'Accept' dropdown menu is open, showing the following options:

- Accept and Move to Next
- Accept This Change
- Accept All Changes Shown
- Accept All Changes
- Accept All Changes and Stop Tracking

The document content is as follows:

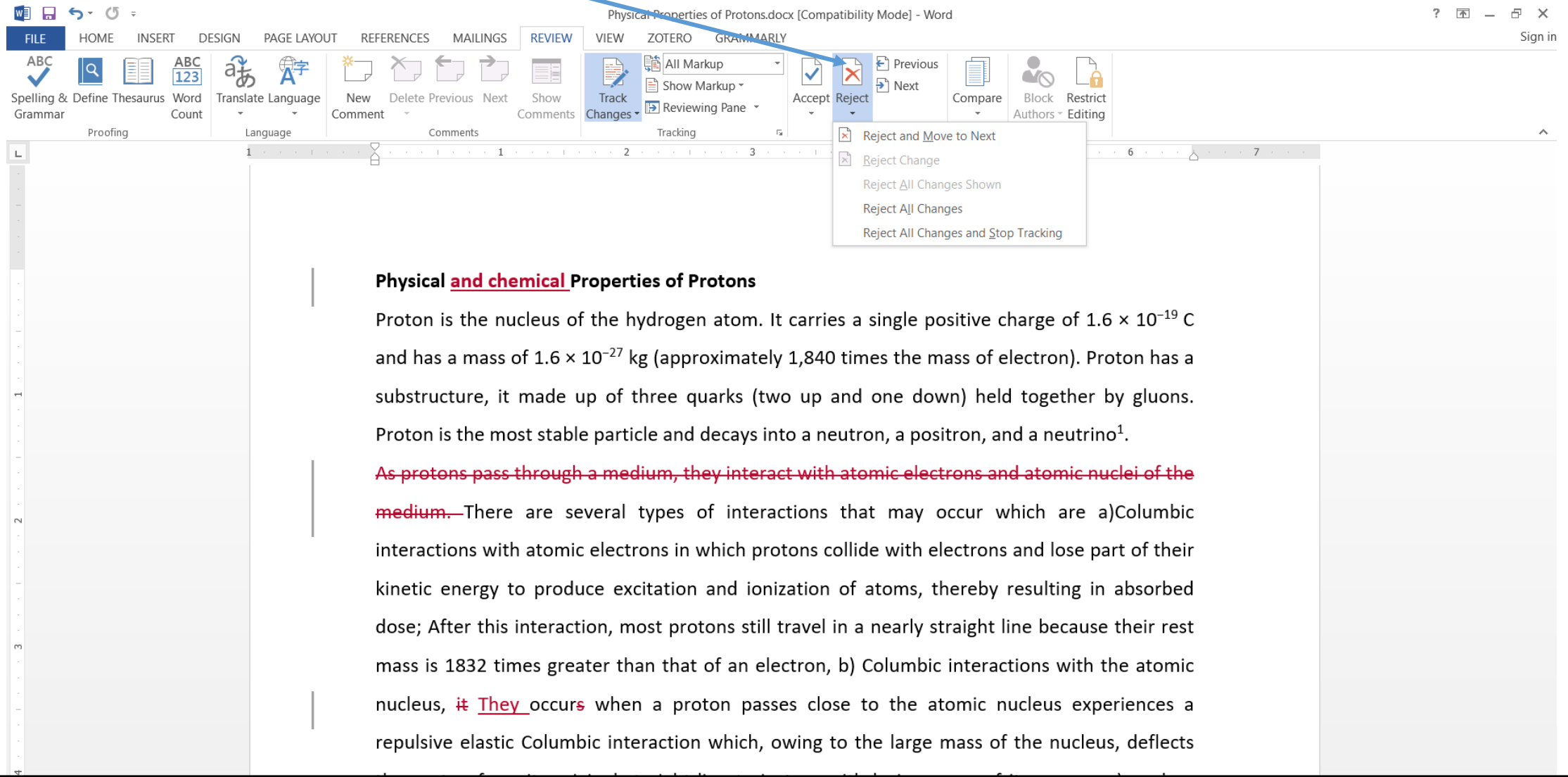
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PAGE 1 OF 2 277 WORDS ENGLISH (UNITED STATES) 130%

If the student rejected the changes that you made, then he will press the **Reject Button**. Also, this button has many options. We choose what fits with us



The screenshot shows the Microsoft Word interface in Compatibility Mode. The REVIEW tab is active, and the 'Reject' button is highlighted. A blue arrow points from the text 'Reject Button' in the first block to this button. The 'Reject' dropdown menu is open, showing the following options:

- Reject and Move to Next
- Reject Change
- Reject All Changes Shown
- Reject All Changes
- Reject All Changes and Stop Tracking

The document content is as follows:

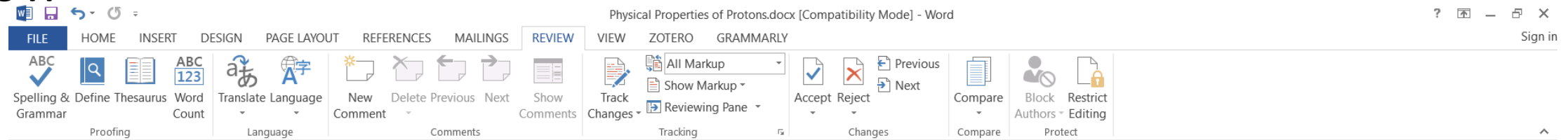
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After the student or researcher reviewed the changes you made (accepted or rejected some of them), the text will appear as you can see below



### **Physical and chemical Properties of Protons**

Proton is the nucleus of the hydrogen atom. It carries a single positive charge of  $1.6 \times 10^{-19}$  C and has a mass of  $1.6 \times 10^{-27}$  kg (approximately 1,840 times the mass of electron). Proton has a substructure, it made up of three quarks (two up and one down) held together by gluons. Proton is the most stable particle and decays into a neutron, a positron, and a neutrino<sup>1</sup>.

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**THANK YOU  
FOR YOUR  
ATTENTION**