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

# كيفية أستخدام برنامج الوورد لتقييم وتنقيح الاطاريح و البحوث

Dr. Amal Yousif Al-Yasiri

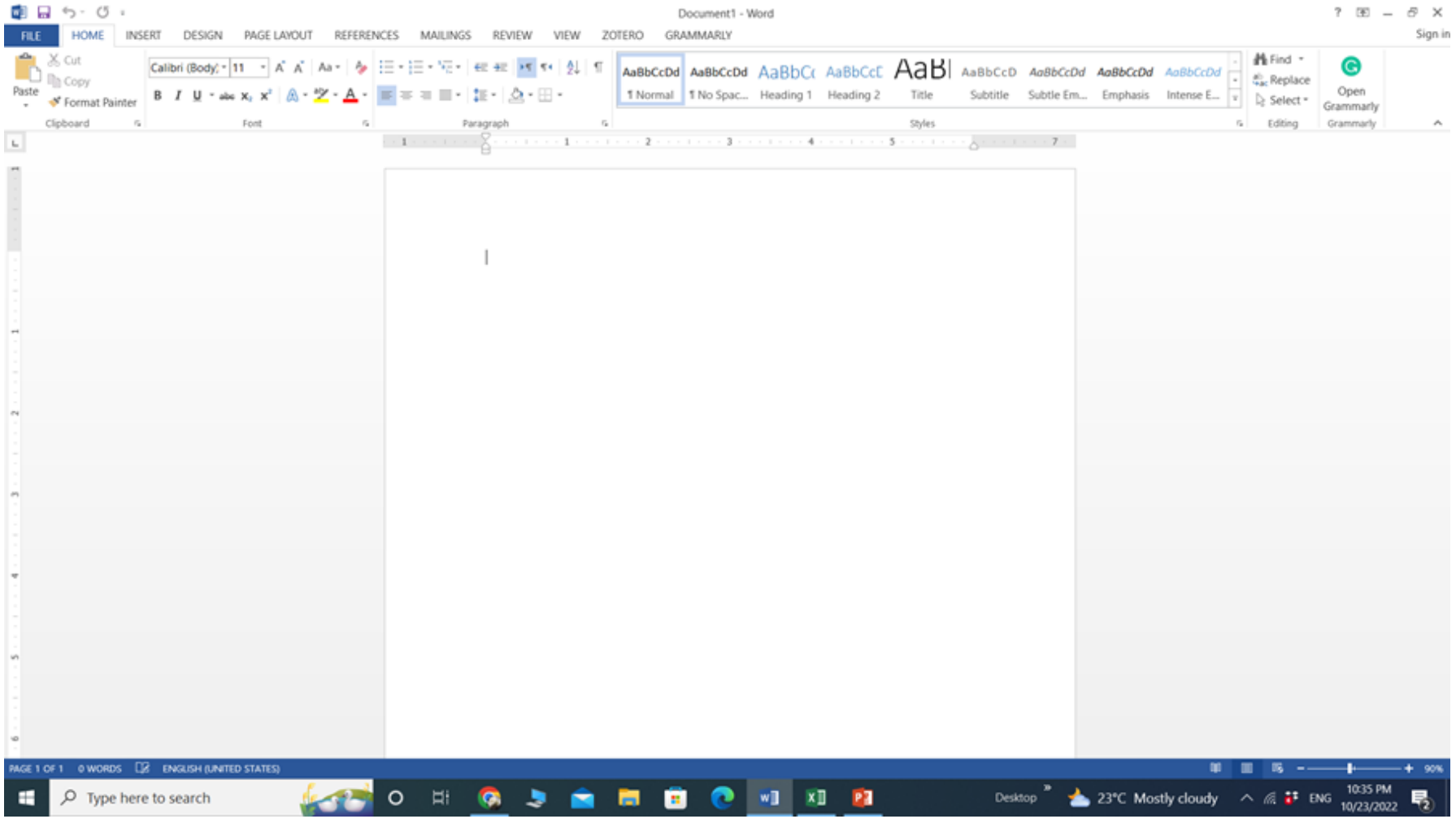
College of Dentistry- University of Baghdad

# Introduction

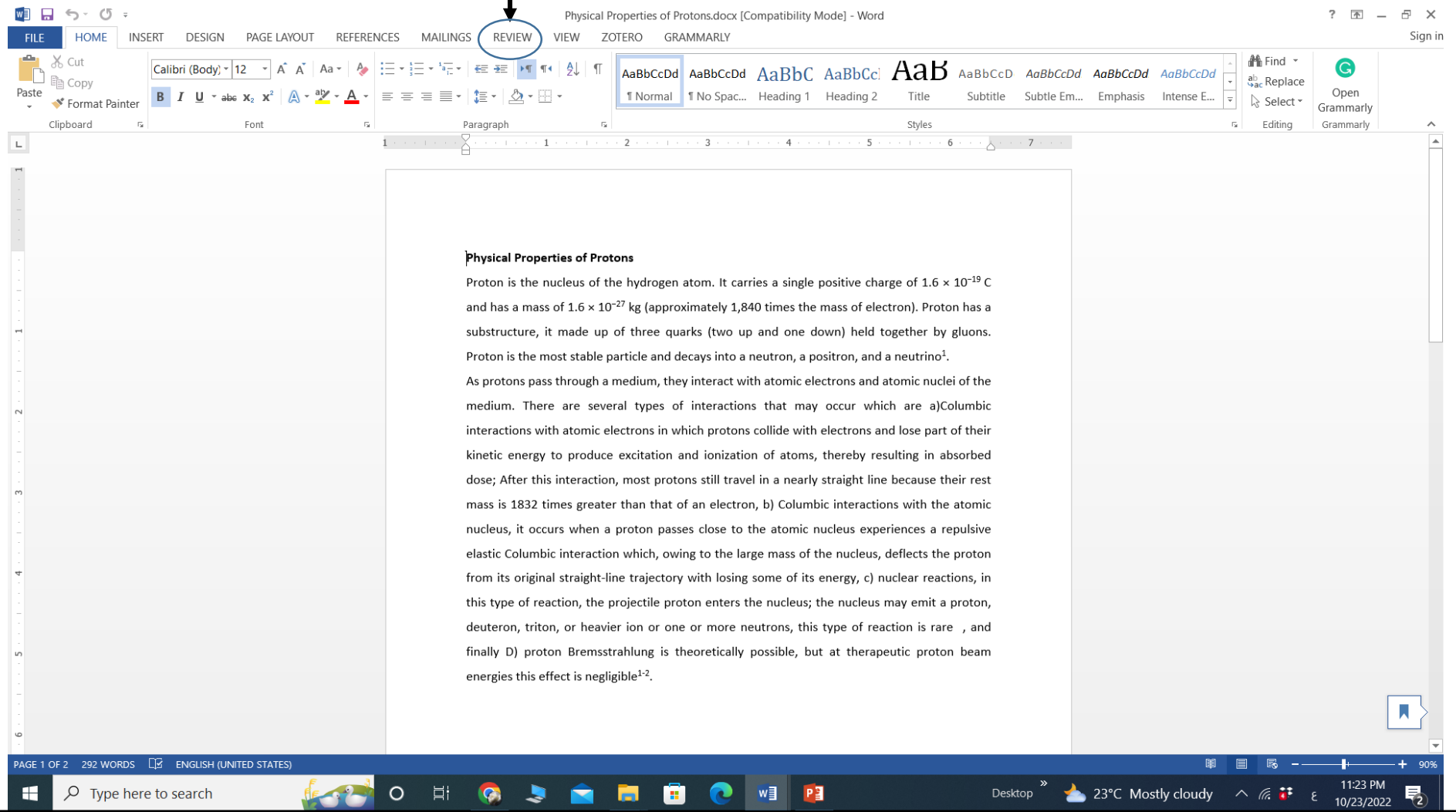
- The Word program contains tools to correct scientific and grammatical errors, enabling it to be the best electronic program used by the supervisor or reviewer to evaluate the articles of their students or the researchers.

- Here in this workshop, we will shed light on these tools and how to use them

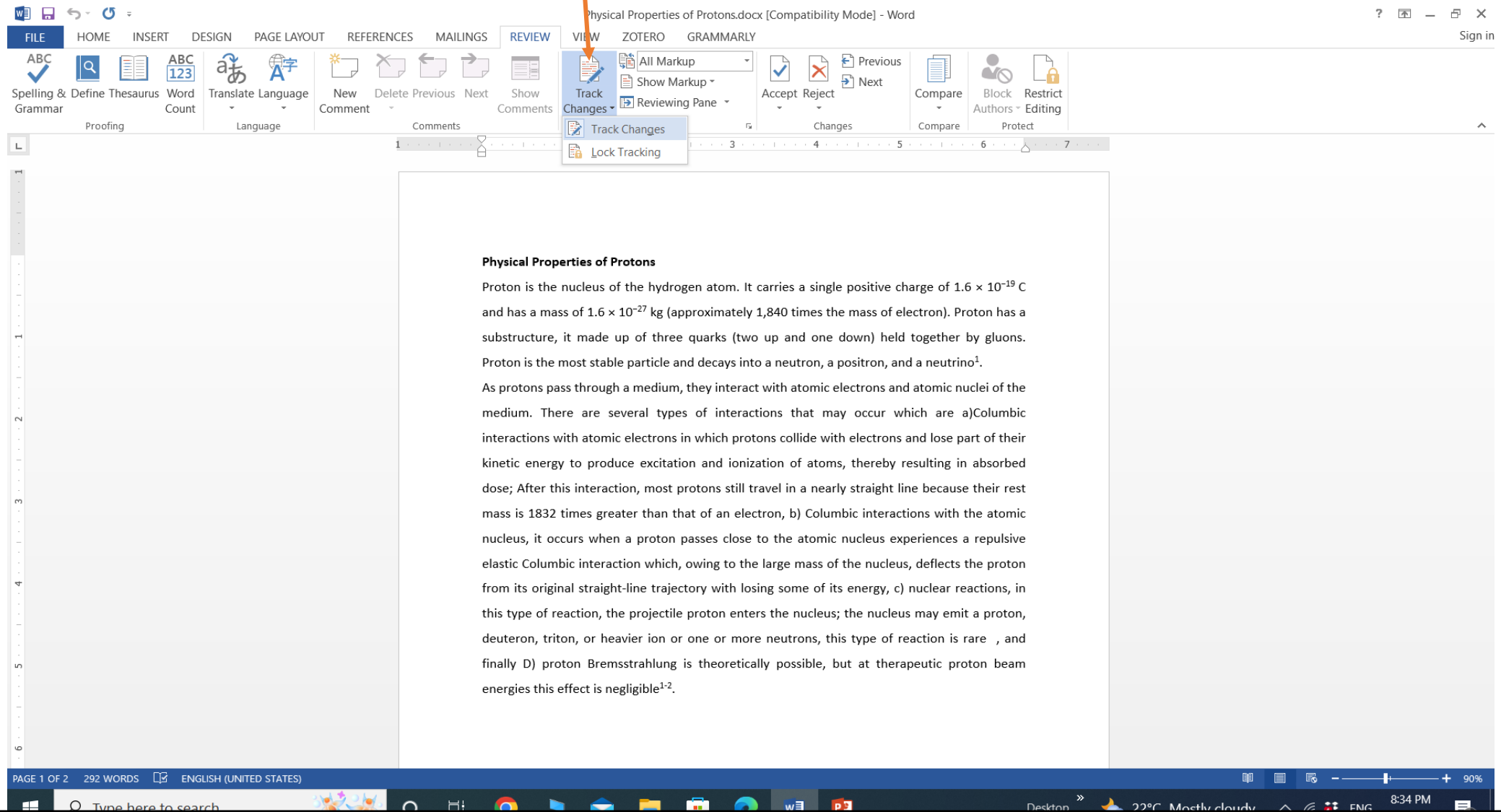
# To start, open the word program



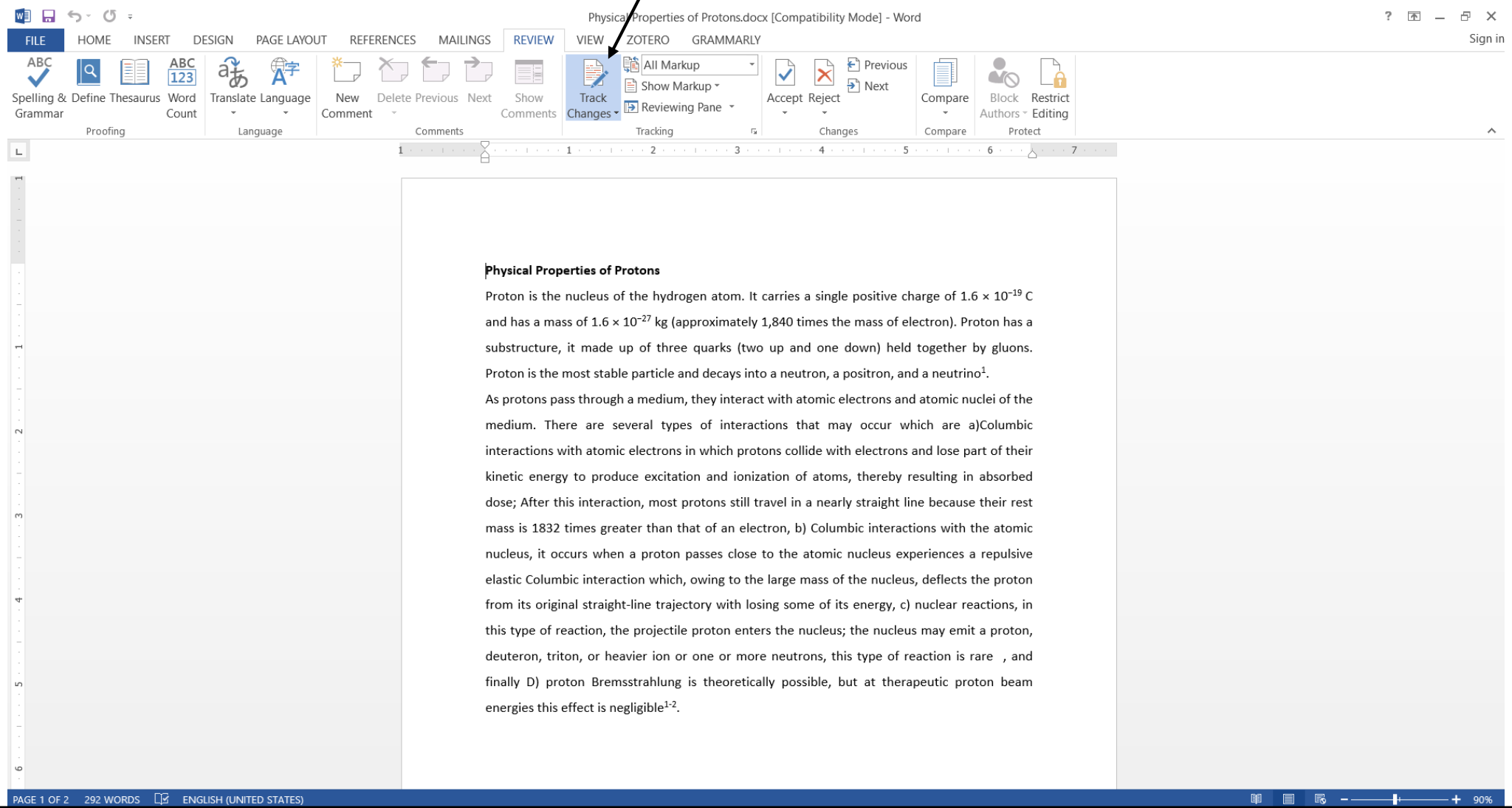
If you want to add or delete words or change anything in the text and want your student to see the revision and what you changed, then go to review and press on it



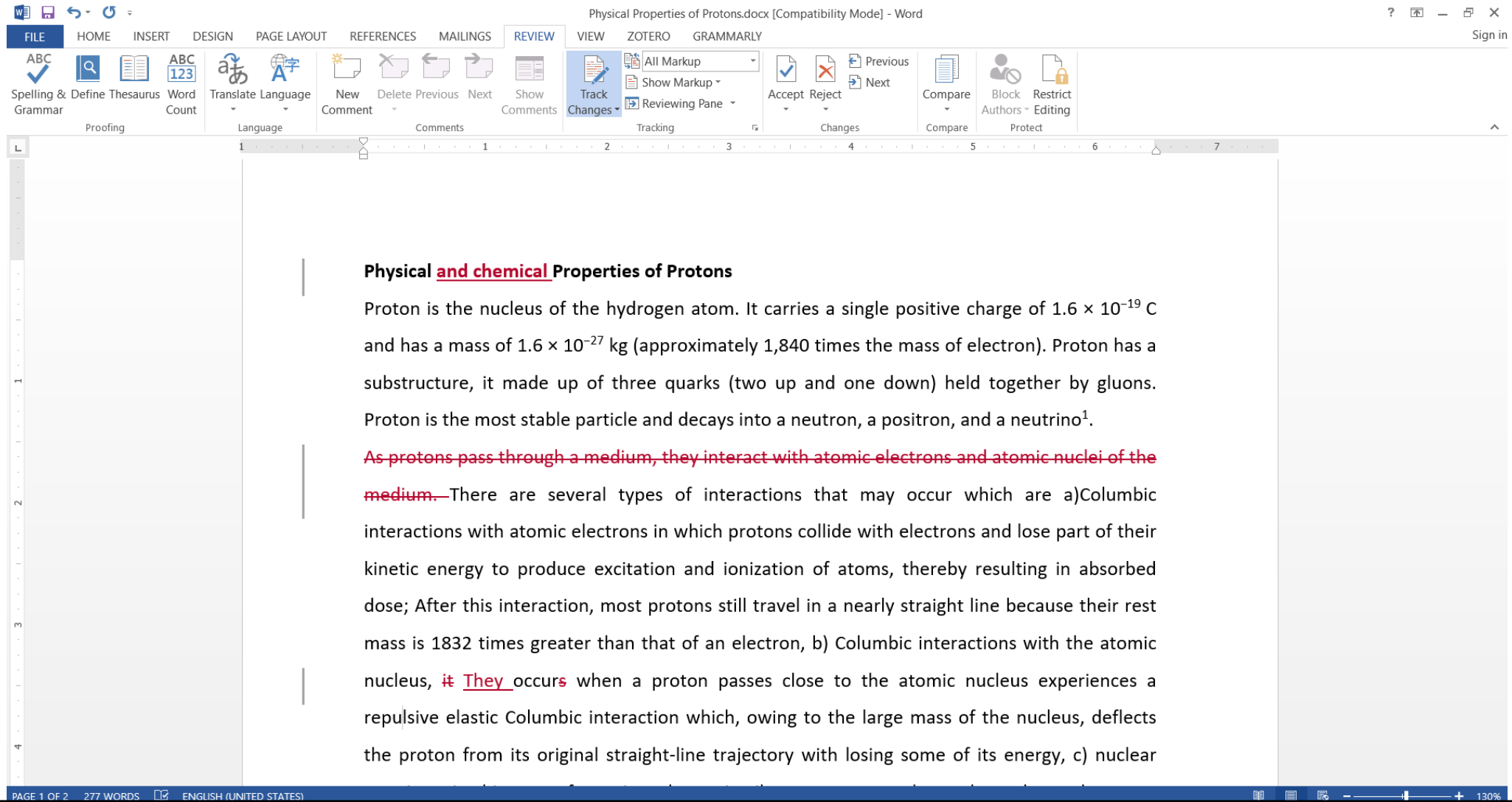
# Then, go to Track Changes and choose the first option as you can see in blue color.



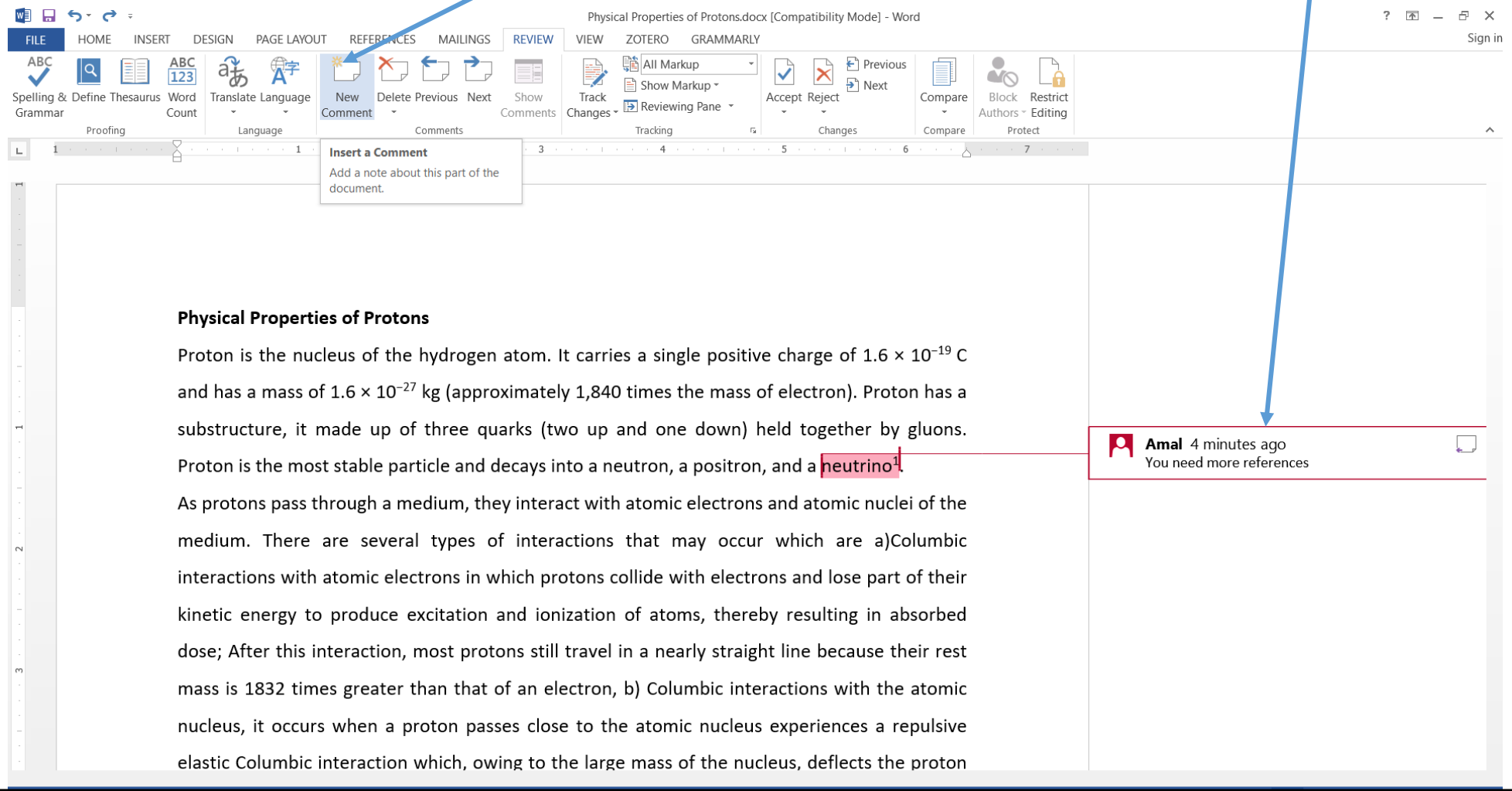
# The track changes button will be in blue color indicating that it is active



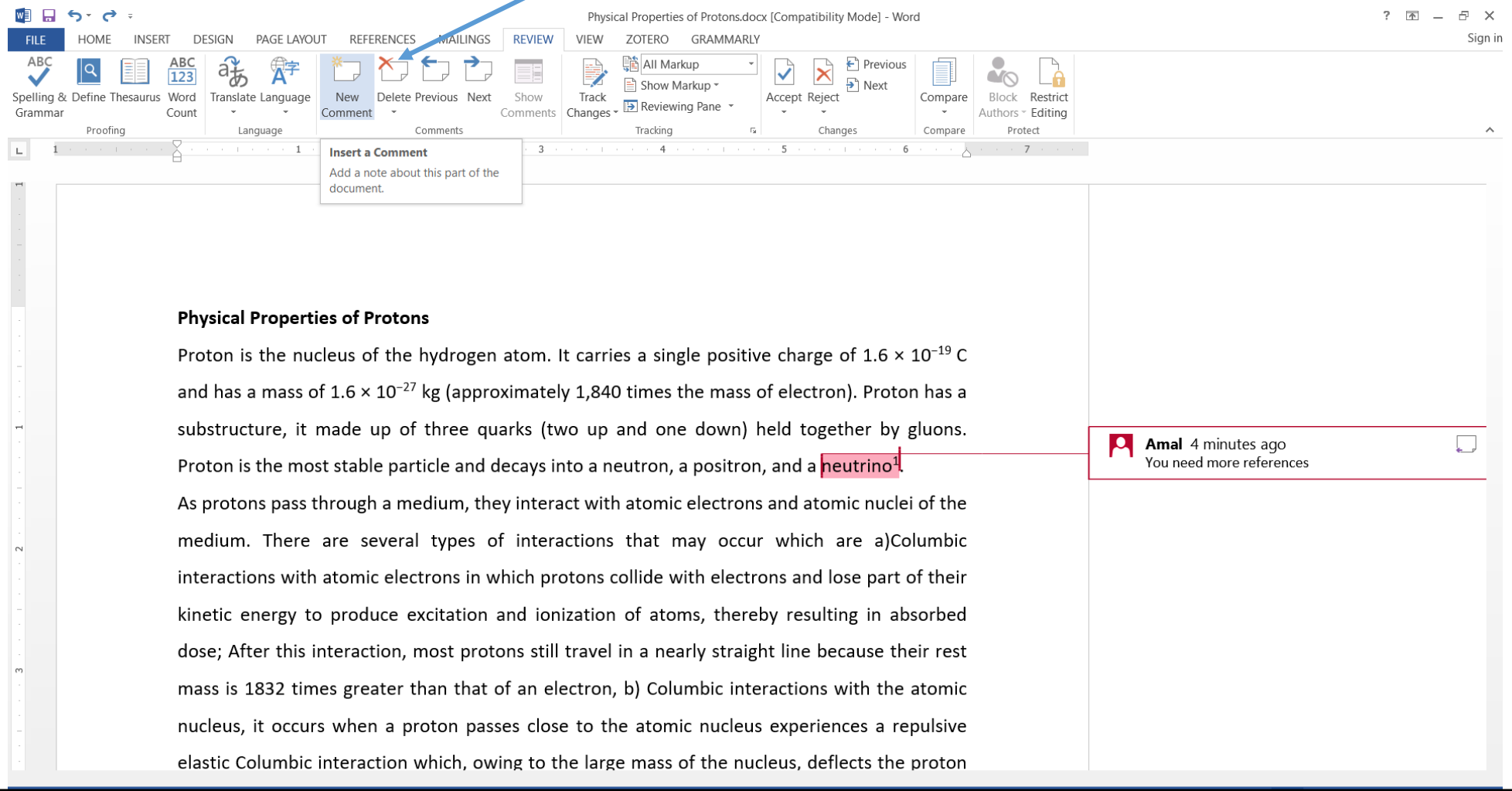
# Now, if you make any changes to the document, it will be seen by you and your student. He/She will see what you deleted and added



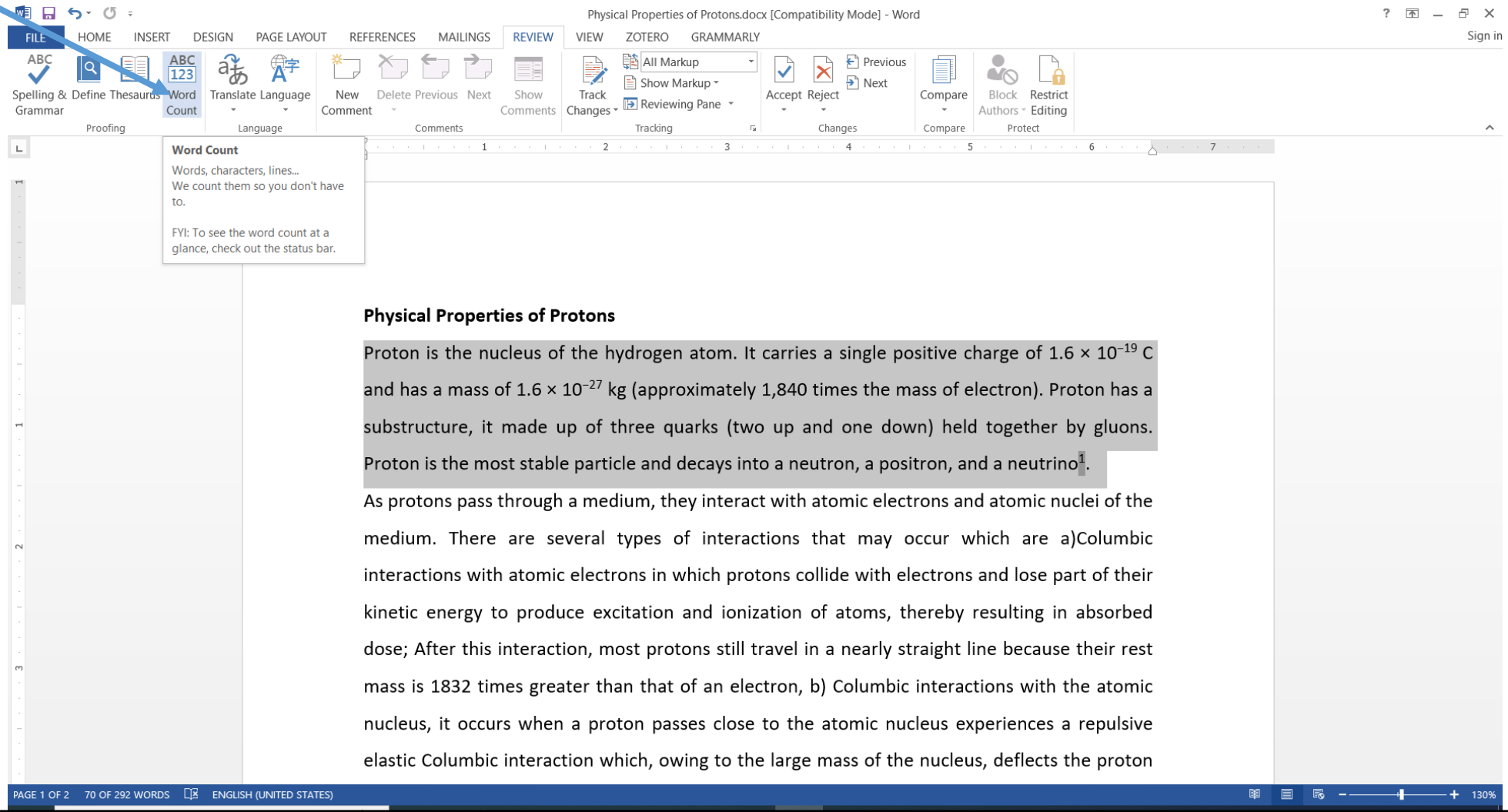
If you want to add a comment, then go to the **New comment**, and the box will appear where your pointer is



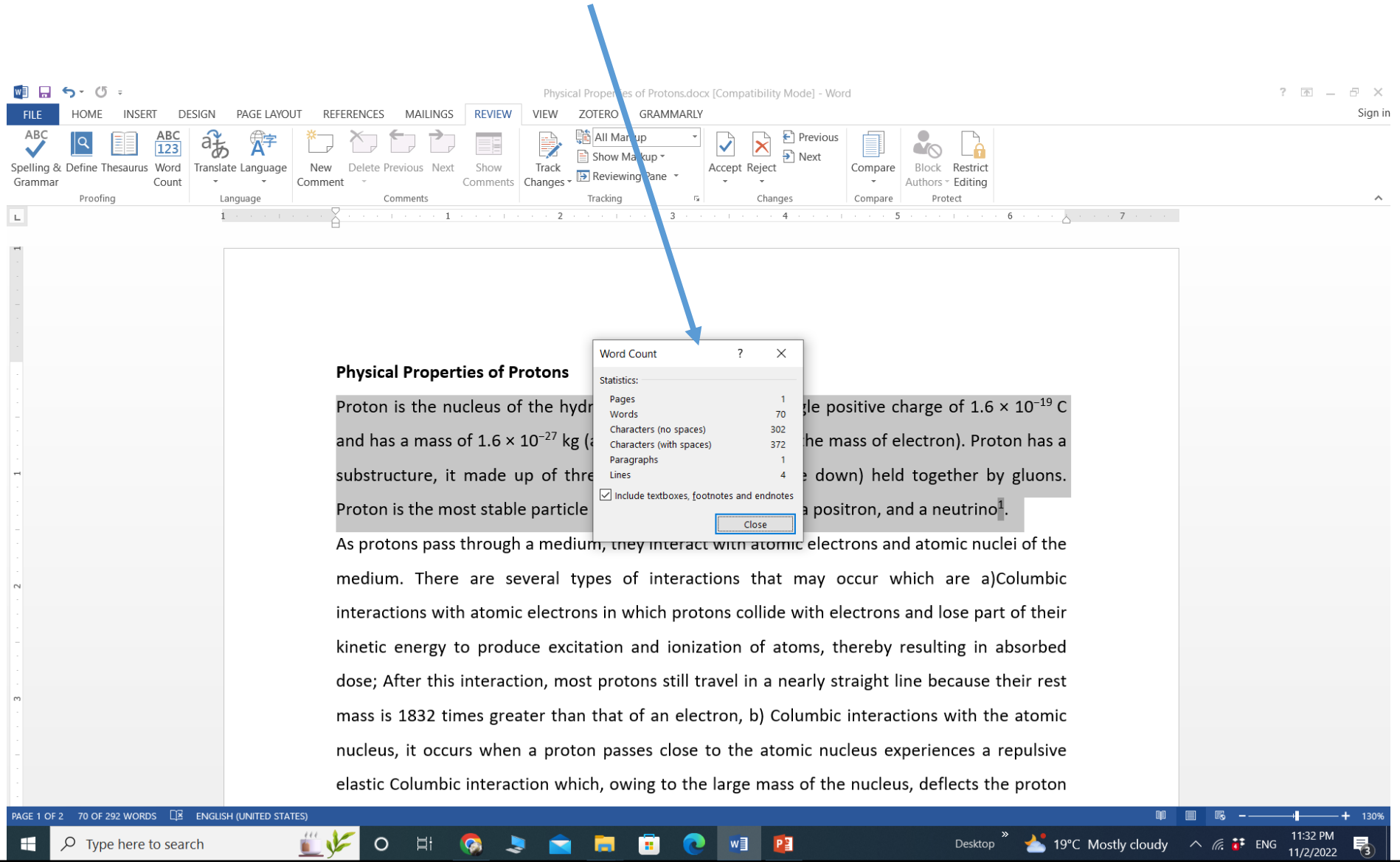
If you want to delete the comment, then go to Delete, and the box will disappear



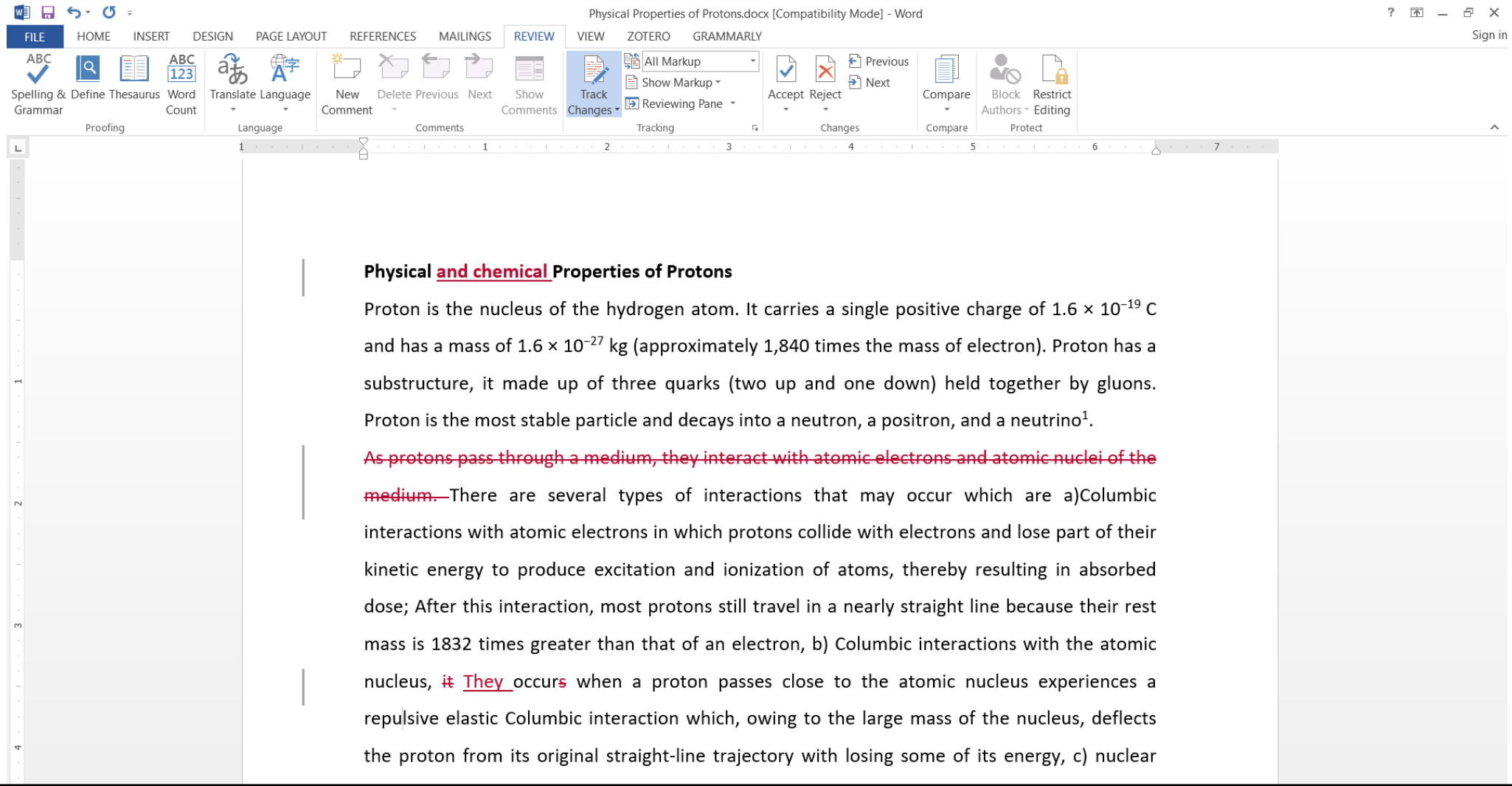
If you want to count the number of words in a particular paragraph, then first mark the paragraph that you want to count, then go to the Count Words and press on it



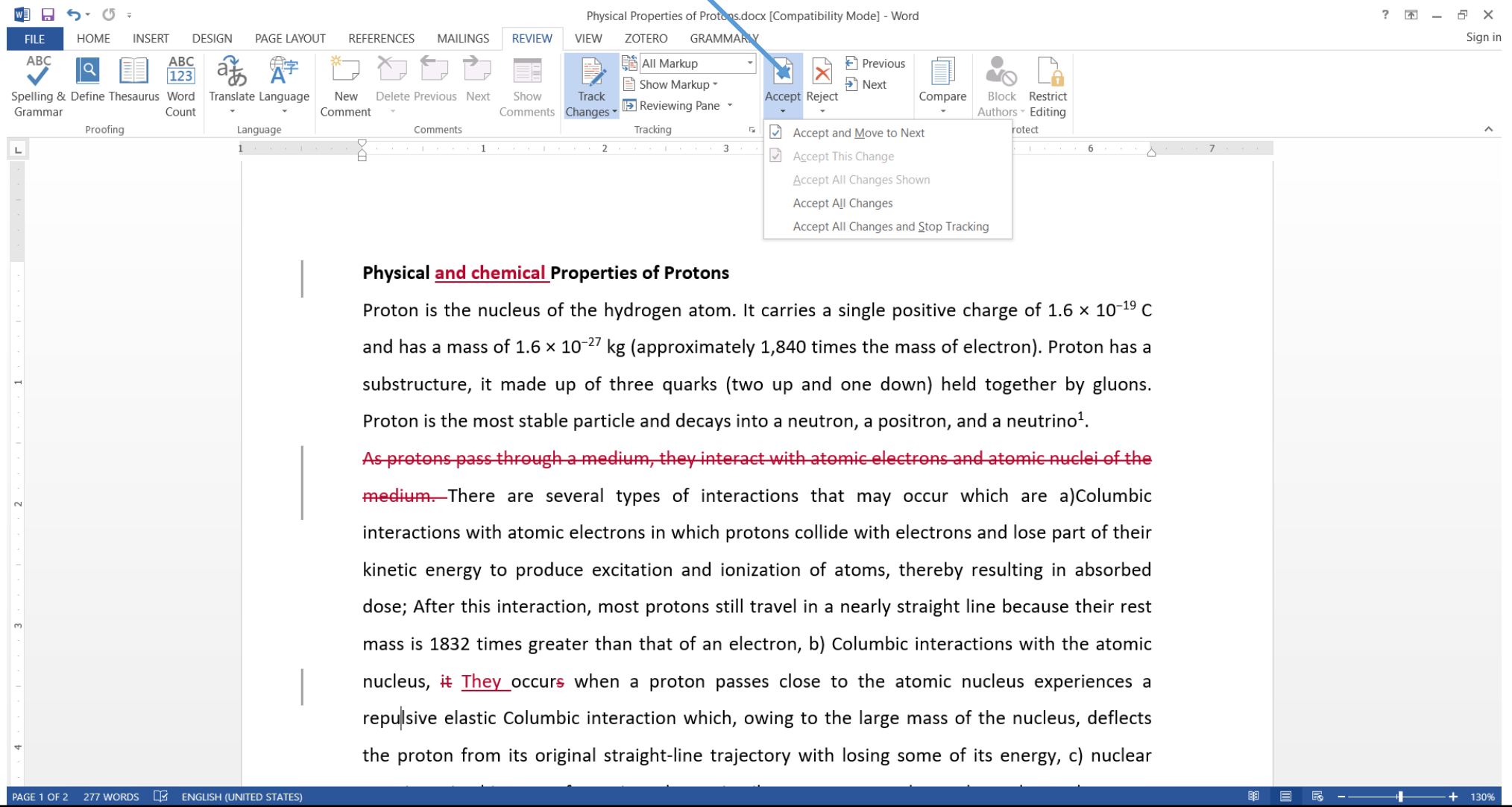
# After that, a short message will appear, telling you the number of words in that paragraph, as you can see below



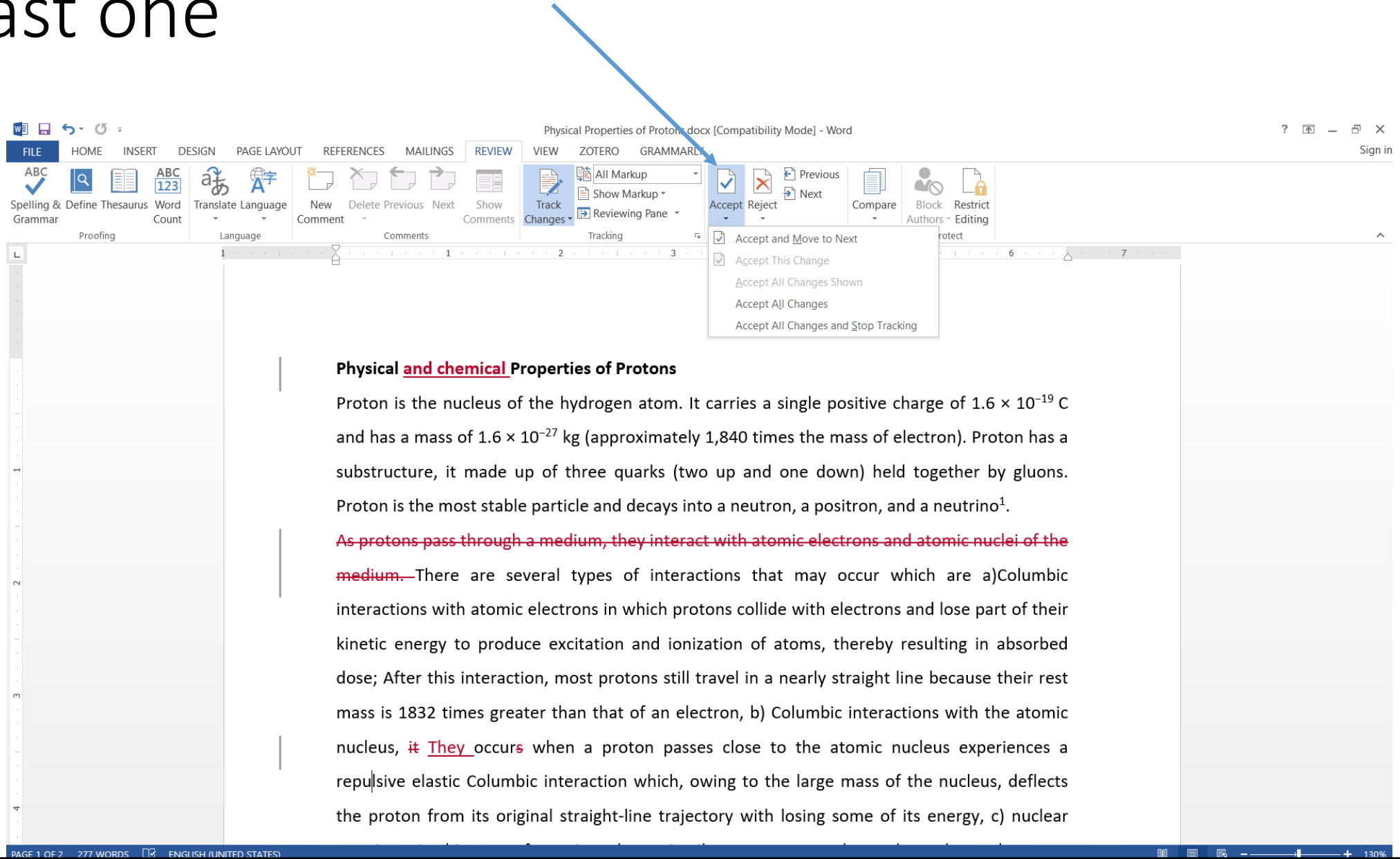
After completing the revision process, you will send this document with the changes you made to your student. The student will be able to see what changes you made



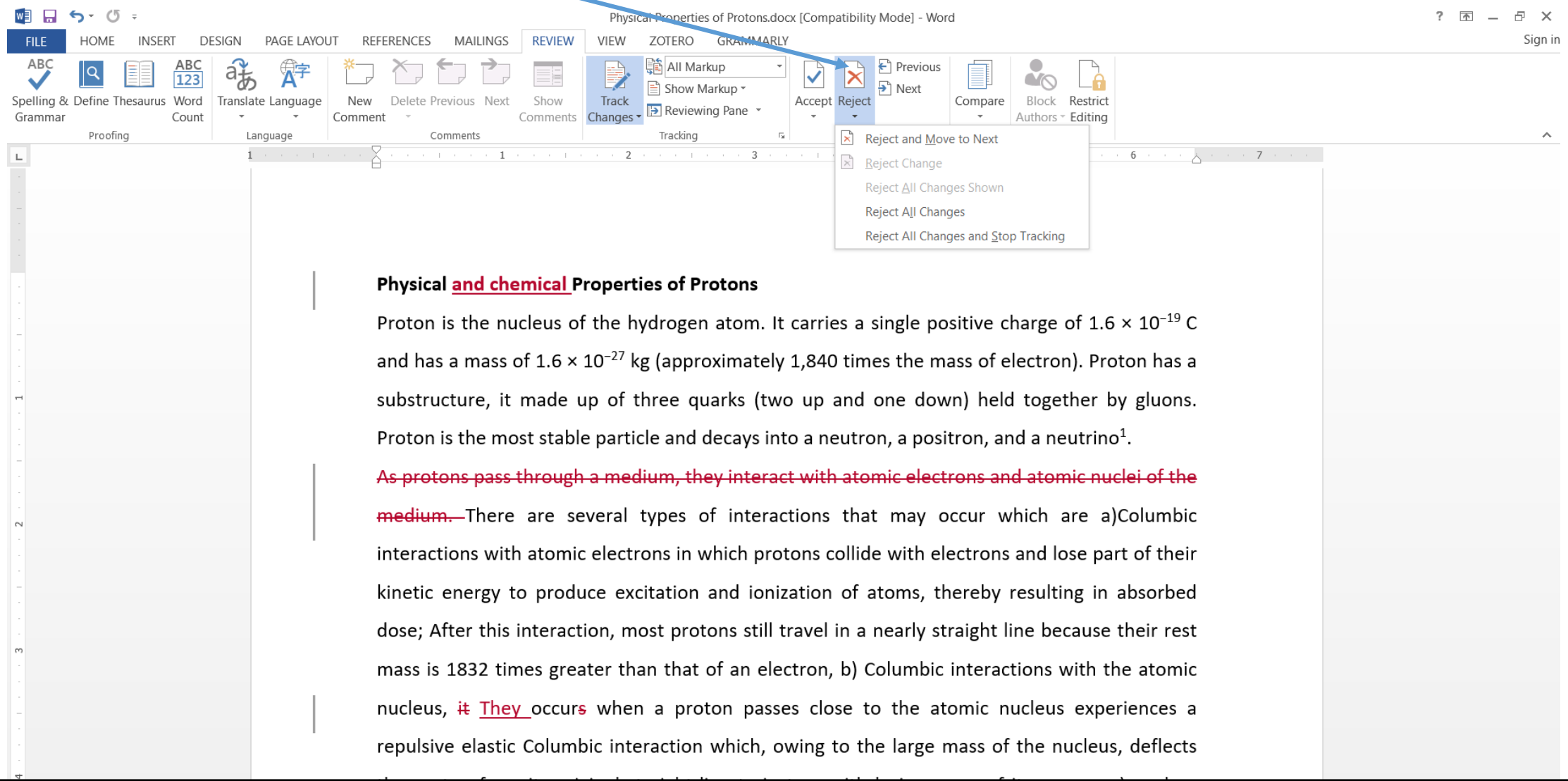
# If the student accepted the changes, then he will press on Accept button



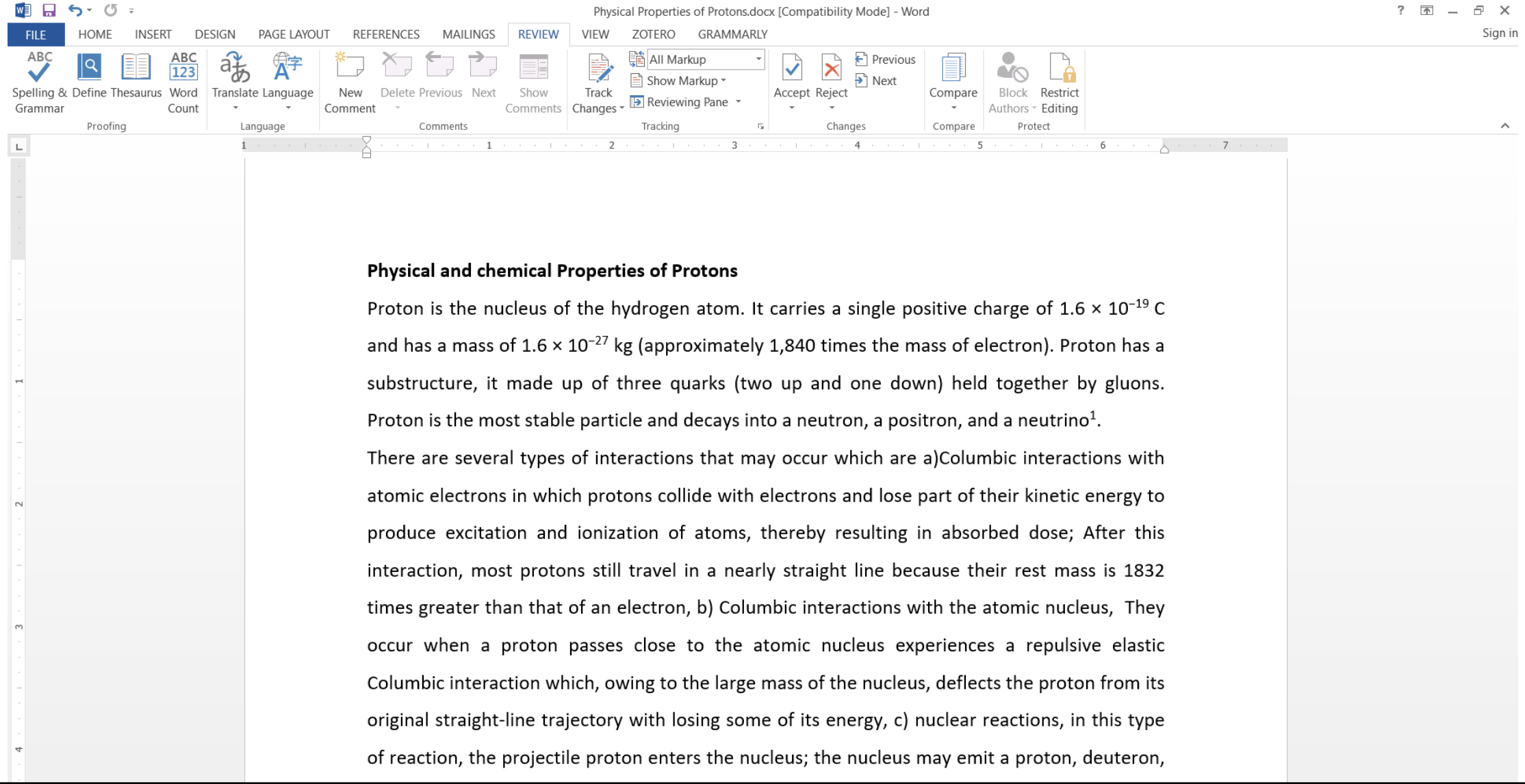
# This button has several options. Mostly, we choose the last one



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



# 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




THANK YOU
FOR YOUR
ATTENTION