

Technology Moments Session #3

Session #3: Collaborating on a Document Using MS Office Suite's Tracking Changes Tool

During this Technology Moment, participants will learn to...

- *Track changes while editing
- *Review tracked changes and comments
- *Send a document for review
- *Change the name or initials used in comments
- *Change the formatting of revisions
- *Compare two versions of a document

Upcoming Technology Moments

November 17

December 8

REMINDER: Participants may attend this session either at ESU #9 or through their school's distance learning room.

Date: 10/27/2008

Time: 3:45 p.m. - 5:00 p.m.

Site: ESU #9 DL

Presenter/Facilitator(s):

Lois Hafer

Registration Deadline: 10/13/2008

Questions: Lois Hafer - lhafer@esu9.org

No Cost



Register Online at <http://esu9.org>
On-Line Registration