

Paper Grading with MS Word

Introduction

This document will introduce faculty members to MS Word for paper grading. For additional information and assistance in using MS Word, please contact IRT (Instruction and Research Technology) at <http://www.wpunj.edu/irt> and/or at 973-720-2659.

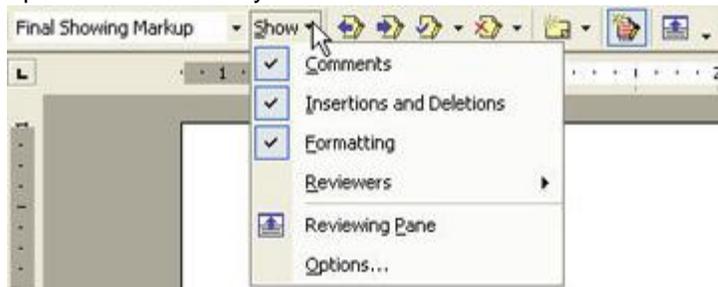
Using Word Track Changes

Make the changes you want by inserting, deleting, or moving text or graphics. You can also change any formatting. Microsoft Word uses revision marks (a mark that shows where a deletion, insertion, or other editing change has been made in a document) for tracking changes.

This ~~will allow~~ us to purchase ~~Deleted: allowed~~

From Word:

1. Open the **document** you want to revise.



2. Go to **Tools > Track Changes**.
3. Click the **Show** button to confirm the tool is set.

Q: I am trying to edit the word document, but it doesn't appear that the revision marks are working. How do I get this to work?

A: If the Track Changes is not turned on, then the revision marks will not appear. Make sure you turn on Track Changes (directions above).

Using Word Comments

You and your reviewers can make annotations on the screen without changing the document text by typing comments.

...greatly ~~from a backyard to play in.~~ I would like to have our backyard ~~4 parts. A grass area for ball, badminton, croaky, and tag. A section for~~ **Comment: Use another word**

When a comment is added, Word numbers it and records it in a separate comment pane. Word then inserts a comment reference mark in the document and shades the text that's commented on with light yellow. As with revision marks, Word tracks each reviewer's comment reference marks in a distinct color.

From Word:

1. Select the **text** or **item** you want to comment on, or click at the **end of the text**.
2. Click on the **New Comment** button.



3. Type the **comment text** in the comment pane at the side of the screen.

Q: When I view my Word XP application I do not see the tool buttons shown above.

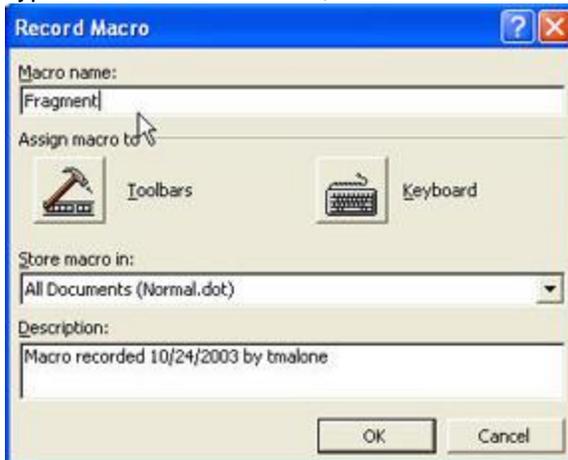
A: If they are not already on the top of the window just go to **Tools > Track Changes**.

Using Word Macros for Common Comments

Macro: a sequence of Microsoft Word actions that you can record or write in the form of Visual Basic for Applications code. A macro can be used to create a quick key for common comments to save you time when grading papers. For example if you are commenting on the use of a wrong word, a macro can be made so that the key combination (Control W) would type the "wrong word - look it up" comment with only two key strokes.

From Word:

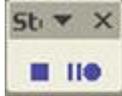
1. Select the **text** or **item** you want to comment on, or click at the **end of the text**.
2. Choose **Tools > Macro > Record New Macro**.
3. Type a **name** for the macro, in the Macro Name box.



4. Click **Keyboard** to assign the macro to shortcut keys.
5. Click the **template** or **document** in which you want to store the macro in.
6. Type the **key sequence** in the new shortcut key box.
7. Click **Assign**, and then click **Close** to begin recording the macro.



8. Perform the actions you want to include in your macro.
 - a) Click on the **Comments** button.
 - b) Type the **comment text** in the comment pane at the right of the screen.
 - c) Click the **stop** (blue square) button on the macro record tool.



Q: When I try to type the keyboard sequence in the Press New Shortcut Key box, nothing happens. Why?

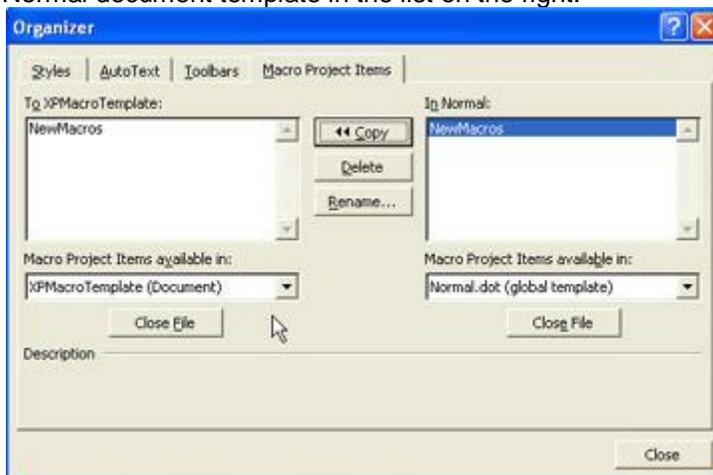
A: If you use the windows key or shift key to create the shortcut, then you will notice that nothing will appear in the text field. Once you use the alt key then the text will appear in the field.

Copy a Word Macro Project

You can copy a macro project to use in another document or template using the Organizer.

From Word:

1. Choose Tools > Macro > Macros.
2. Click on the Organizer button.
3. Select the macro project you want to copy from either list, and then click Copy.
Note: Word displays the macros used in the active document in the list on the left and the macros in the Normal document template in the list on the right.



- a) If the template you want to copy from does not appear in either list, click Close File. To select the template or document you want, click Open File.
 - b) To copy an individual macro, select the macro in the Macros dialog box (Tools menu, Macro submenu), click Edit, and use the standard editing features of the Visual Basic Editor.
4. Click on the Close button when finished.

Q: How can I reuse the Macros for all my student papers?

A: If you create a word document (MacroTemplate.doc), then you may use the Organizer to copy the macros into that file. Each time you want to use the Macros. Use the Organizer to copy from the MacroTemplate file to the student file.