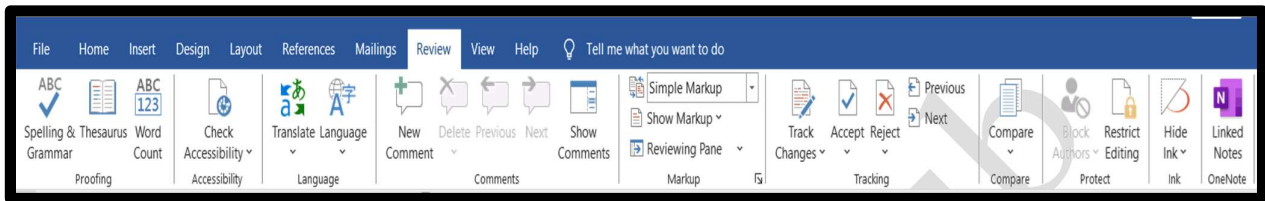


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## REVIEW TAB

The Review Tab in Microsoft Word is used to check, edit, and improve your document. It helps in proofreading, adding comments, tracking changes, and protecting your file.



### Proofing Group

1. **Spelling & Grammar** – Checks spelling and grammar mistakes in the document.
2. **Thesaurus** – Shows synonyms (similar words) for a selected word.
3. **Word Count** – Counts total words, pages, characters, etc.

### Accessibility Group

4. **Check Accessibility** – Finds issues for users with disabilities.

### Language Group

5. **Translate** – Converts selected text into another language.
6. **Language** – Sets the language for spell checking.

### Comments Group

7. **New Comment** – Adds a comment to selected text.
8. **Delete** – Removes a selected comment.
9. **Previous** – Moves to the previous comment.
10. **Next** – Moves to the next comment.

### Tracking Group

11. **Track Changes** – Records all changes made in the document.
12. **Display for Review** – Shows how changes appear (Simple/All Markup).
13. **Show Markup** – Selects what changes to show (comments, insertions, etc.).

### Changes Group

14. **Accept** – Accepts the changes made in the document.
15. **Reject** – Rejects the changes.
16. **Previous Change** – Goes to previous change.
17. **Next Change** – Goes to next change.

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### **Compare Group**

18. **Compare** – Compares two documents to find differences.
19. **Combine** – Merges changes from multiple documents.

### **Protect Group**

20. **Restrict Editing** – Limits editing permissions in the document.

### **HOW TO APPLY RESTRICT EDITING (STEP BY STEP)**

1. **Open your document** in Microsoft Word
2. Click on the **Review Tab**
3. Click on **Restrict Editing** (right side panel will open)

### **NOW SET RESTRICTIONS**

4. Tick ✓ **“Allow only this type of editing in the document”**
5. Select option from dropdown:
  - **No changes (Read only)** → Only view, no editing
  - **Tracked changes** → Editing allowed but tracked
  - **Comments** → Only comments allowed
  - **Filling in forms** → Only form fields editable

### **APPLY PASSWORD**

6. Click **“Yes, Start Enforcing Protection”**
7. Enter a **password**
8. Click **OK**