



Ann Arbor District Library Computer Classes

AADL offers hands-on computer classes on a variety of topics at all Library locations. AADL also provides access to a variety of online learning and research resources. For more information, check out the following links:

Schedule of computer classes: aadl.org/classes

Review online skills-building resources: aadl.org/services

Review online research resources: aadl.org/research

Word Basics

Learn how to track changes, add comments, compare two versions of a document, and restrict editing. Knowledge of Microsoft Word basics is required.

Learning Goals

Go to aadl.org/handouts, choose a class, and click on a learning goal for step-by-step instructions:

[Insert & Delete Comments](#)

[Review, Accept, Reject and Hide Tracked Changes](#)

[Remove Tracked Changes from a Document](#)

[Merge Comments and Changes from Several Documents into One](#)

[Restrict Changes](#)

[Video: Using Word 2010 with Sharepoint](#) (collaborating on a document online)

Books

[Easy Microsoft Word 2010](#), by Sherry Kinkoph Gunter, Call number: 005.36 Wo

[Word 2010](#), by Elaine J. Marmel, Call number: 005.36 Wo

[Microsoft Word 2010 Bible](#), by Herbert L. Tyson, Call number: 005.36 Wo