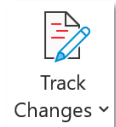
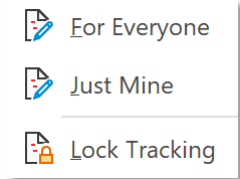


Tracking & Changes

Tab Review – Group Tracking



Track Changes – đánh dấu những thay đổi



Track Changes – Just Mine (Aug 10, 2021)
Windows: Version 2103 (Build 13901.20312) or later
Mac: Version 16.47 (Build 21031401) or later

Track Changes

Tab Review – Group Tracking

Track Changes

Chế độ xem change tracking **All Markup** – hiển thị trạng thái văn bản trước và sau khi thay đổi



Đánh dấu dòng xảy ra thay đổi

Vị trí xảy ra thay đổi

Video provides a ~~powerful~~great way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document.

To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar. Click Insert and then choose the elements you want from the different galleries.

Tab Review – Group Tracking

Track Changes

Chế độ xem change tracking **Simple Markup** – hiển thị trạng thái sau khi thay đổi nhưng không hiển thị vị trí thay đổi



Đánh dấu dòng xảy ra thay đổi



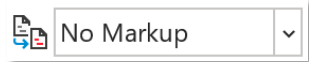
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Tab Review – Group Tracking

Track Changes

*Chế độ xem change tracking **No Markup** – không hiển thị trạng thái sau khi thay đổi và vị trí thay đổi*



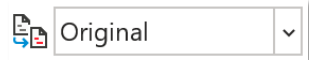
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Tab Review – Group Tracking

Track Changes

*Chế độ xem change tracking **Original** – hiển thị phiên bản ban đầu, chưa qua chỉnh sửa của văn bản*




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Tab Review – Group Tracking

Track Changes

Chế độ xem change tracking hiển thị trong **Balloons** – bong bóng (right-pane)

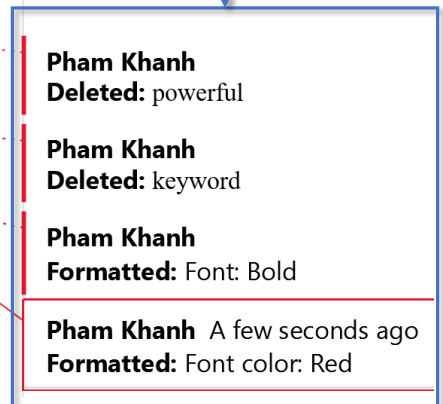
 Balloons

Show Revisions in Balloons Xem tất cả các chỉnh sửa hiển thị trong bong bóng

Video provides a great way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a tag to search online for the video that best fits your document.

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Balloons



Pham Khanh
Deleted: powerful

Pham Khanh
Deleted: keyword


Pham Khanh
Formatted: Font: Bold

Pham Khanh A few seconds ago
Formatted: Font color: Red

Tab Review – Group Tracking

Track Changes

Chế độ xem change tracking hiển thị trong **Balloons** – bong bóng (right-pane)

 Balloons

Show All Revisions Inline

Xem tất cả các chỉnh sửa hiển thị trên cùng dòng (thường là các chỉnh sửa Delete và Insert)


Video provides a ~~powerful~~great way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a ~~keyword~~tag to search online for the video that best fits your document.

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Tab Review – Group Tracking

Track Changes

Chế độ xem change tracking hiển thị trong **Balloons** – bong bóng (right-pane)

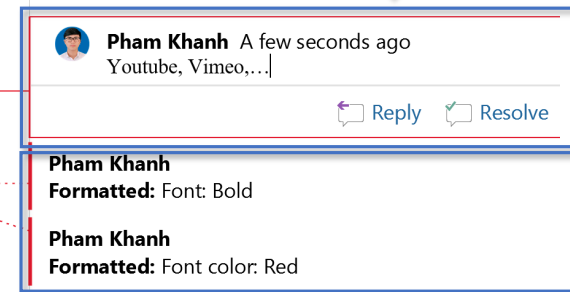
 Balloons

Show Only Comments and Formatting in Balloons *Hiển thị bình luận và thay đổi định dạng trong bong bóng*

Video provides a ~~powerful~~ great way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a ~~keyword~~ tag to search online for the video that best fits your document.

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Comment



The screenshot shows the Balloons pane with two entries. The top entry is a comment by Pham Khanh, posted 'A few seconds ago', with a 'Reply' button and a 'Resolve' button. The bottom entry shows two formatting changes: 'Formatted: Font: Bold' and 'Formatted: Font color: Red', both by Pham Khanh. A red arrow points from the word 'online' in the text to the comment, and a blue arrow points from the comment to the formatting changes.

Formatting Changes

Tab Review – Group Tracking

Track Changes

Chế độ xem change tracking hiển thị theo tác vụ

✓ Comments

Chỉ hiển thị **bình luận**

Video provides a great way to help you prove your idea. When you click **Online Video**, you can paste in the embed code for the video you want to add/insert. You can also type a tag to search **online** for the video that best fits your document.

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 **Pham Khanh**
Youtube, Vimeo,...

✓ Insertions and Deletions

Chỉ hiển thị sự **chèn và xoá**

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Pham Khanh
Deleted: powerful

Pham Khanh
Deleted: keyword

✓ Formatting

Chỉ hiển thị **thay đổi định dạng**

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Pham Khanh
Formatted: Font: Bold

Pham Khanh
Formatted: Font color: Red

Tab Review – Group Tracking

Track Changes

Chế độ xem change tracking hiển thị theo người chỉnh sửa

Specific People

✓ All Reviewers

✓ Pham Khanh

✓ Pham Nguyen Khanh

Hiển thị thay đổi của tất cả những người tham gia chỉnh sửa văn bản

Danh sách những người tham gia chỉnh sửa văn bản

✓ Pham Nguyen Khanh

Chỉ xem những thay đổi được thực hiện bởi người dùng **Pham Nguyen Khanh**

Video provides a great way to help you prove your [idea](#). When you click **Online Video**, you can paste in the embed code for the video you want to add/[insert](#). You can also type a tag to search online for the video that best fits your document.

To make your document look **professionally** produced, **Word** provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar. Click Insert and then choose the elements you want from the different galleries.

Pham Nguyen Khanh
Deleted: point

Pham Nguyen Khanh
Formatted: Font: Bold

✓ Pham Khanh

Chỉ xem những thay đổi được thực hiện bởi người dùng **Pham Khanh**

Video provides a [great](#) way to help you prove your idea. When you click **Online Video**, you can paste in the embed code for the video you want to add/[insert](#). You can also type a [tag](#) to search [online](#) for the video that best fits your document.

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Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme.

Pham Khanh
Deleted: powerful

 **Pham Khanh**
Youtube, Vimeo,...

Pham Khanh
Deleted: keyword

Pham Khanh
Formatted: Font: Bold

Pham Khanh
Formatted: Font color: Red

Tab Review – Group Tracking

Track Changes

Chế độ xem change tracking hiển thị trong Pane

Reviewing Pane

Reviewing Pane Vertical...

Pane dọc

Revisions

- Pham Khanh Deleted
~~powerful~~
- Pham Khanh Inserted
great
- Pham Khanh Deleted
~~keyword~~
- Pham Khanh Inserted
tag
- Pham Khanh Commented
Youtube, Vimeo,...
- Pham Khanh Formatted
Font: Bold
- Pham Khanh Formatted
Font color: Red

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Pham Khanh Deleted: powerful

Pham Khanh Deleted: keyword

Pham Khanh Formatted: Font: Bold

Pham Khanh Formatted: Font color: Red

Tab Review – Group Tracking

Track Changes

Chế độ xem change tracking hiển thị trong Pane

Reviewing Pane ▾

Reviewing Pane Horizontal..

Pane ngang

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Pham Khanh Deleted: powerful

Pham Khanh
Youtube, Vimeo,...

Pham Khanh Deleted: keyword

Pham Khanh Formatted: Font: Bold

Pham Khanh Formatted: Font color: Red

Revisions

7 revisions

Pham Khanh Deleted	powerful	31/01/2022 00:56:00
Pham Khanh Inserted	great	31/01/2022 00:56:00
Pham Khanh Deleted	keyword	31/01/2022 01:12:00
Pham Khanh Inserted		31/01/2022 01:12:00

Tab Review – Group Tracking

Track Changes



Lock Tracking – sử dụng hoặc không sử dụng mật khẩu để khoá việc tắt đi tính năng Tracking – khuyến khích người dùng không tắt đi tính năng này khi chỉnh sửa văn bản

*Hộp thoại nhập mật khẩu để kích hoạt tính năng **Lock Tracking***

A dialog box titled "Lock Tracking" with a question mark and a close button. The text inside reads: "Prevent other authors from turning off Track Changes." Below this are two input fields: "Enter password (optional):" and "Reenter to confirm:". A note below the fields says "(This is not a security feature.)". At the bottom are "OK" and "Cancel" buttons.

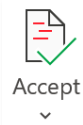
Nếu không cần mật khẩu, nhấn OK và khoá việc người dùng tắt Tracking

*Hộp thoại yêu cầu nhập mật khẩu để **Unlock Tracking** (nếu trước đó đã cài mật khẩu)*

A dialog box titled "Unlock Tracking" with a question mark and a close button. It contains a single input field labeled "Password:". At the bottom are "OK" and "Cancel" buttons.

Tab Review – Group Changes

Accept/Reject



Accept

Accept – chấp nhận thay đổi

Accept and Move to Next

Accept This Change

Accept All Changes Shown

Accept All Changes

Accept All Changes and Stop Tracking

Accept and Move to Next – Chấp nhận thay đổi này và đi đến thay đổi kế tiếp,

Accept This Change – Chấp nhận thay đổi này,

Accept All Changes – Chấp nhận tất cả những thay đổi,

Accept All Changes and Stop Tracking – Chấp nhận tất cả những thay đổi và dừng đánh dấu



Reject

Reject – từ chối thay đổi

Reject and Move to Next

Reject Change

Reject All Changes Shown

Reject All Changes

Reject All Changes and Stop Tracking

Reject and Move to Next – Từ chối thay đổi này và đi đến thay đổi kế tiếp,

Reject Change – Từ chối thay đổi này,

Reject All Changes – Từ chối tất cả những thay đổi,

Reject All Changes and Stop Tracking – Từ chối tất cả những thay đổi và dừng đánh dấu

Previous

Previous – trở về điểm đánh dấu liền trước,

Next

Next – đi đến điểm đánh dấu kế tiếp