



It's a useless tool, but I assure you, it's a vital weapon. It's not a tool that must be used with everything you write.

Find out how to make edits and track changes in Word through this handy guide. I'll also show you how to display any type of markup for your edits.

Does Word Have an Edit Mode?

Sure does! Microsoft Word has an Edit Mode that lets you enable editing to the Word file. To enable the feature, all you need to do is click Review, then Restrict Editing. A Restrict Editing pane will appear. Make sure to uncheck all the items on the box.

Another way to edit a document in Protected view is by clicking File then Info. Then, choose Protect Document. Finally, select Enable Editing.

How Do You Enable Editing on Word Using the Keyboard?

Yes, you can turn it on by clicking Ctrl + Shift + E.

Can You View the Editing History of a Word Document?

Yes, a Word Edit History feature lets you see previous versions of a file. If you're using Microsoft 365 on a Mac device, select Browse Version History.

For Word 2016 and 2019 users, choose File, then Browse Version History. Choose a version you want to check, then open it.

How to Use Track Changes in Word

The Track Changes option can be found on the drop-down menu option of Microsoft Word. It's under the Review Tab, next to Mailings and View.

If you use the old version of Word, this menu appears in a little yellow icon, but the new version has a paper and pen icon.

How To Edit In Word

Shasha Hu



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