MICROSOFT WORD'S REVIEW TOOLS

INTRODUCTION

Technology plays a prominent role in our daily lives and allows us to complete tasks more effectively. As college students we use technology for educational purposes all the time whether it be for online learning or report writing. One of the most common tasks across all courses is report writing; which would include peer review. I have surveyed students at The University of Texas Rio Grande Valley on their preferences when reviewing a peer's paper and on their proficiency with Microsoft Word's review tools.

The specific tools I was researching were the Track Changes and Annotations features. Both of these tools can help students more efficiently review a peer's paper. Rather than printing a hard copy, the paper can be edited digitally without editing the contents of the document. This is also a time-saver as the student will just need to email their paper to their peer.

QUESTIONS

1. **How would you describe your overall proficiency with Microsoft Word?**
   Answer Choices:
   Beginner
   Intermediate
   Advanced

2. *How would you describe your* **proficiency with Microsoft Word's Review tools? The Review tools include: Track Changes, Annotations, Spelling & Grammar, Smart Lookup, Thesaurus, and Permissions)**
   Answer Choices:
   Beginner
   Intermediate
   Advanced
   Not Applicable

3. *When proofreading another person's paper do you prefer to edit it digitally or on paper?*
   Answer Choices:
   Digitally
   On Paper

4. **When proofreading another person's paper digitally do you use the Annotations feature in Word?**
Answer Choices:
Yes, I use it all the time
Yes, I've only used it a few times
No, I don't use Annotations
No, I don't review papers digitally

5. **When proofreading another person's paper digitally do you use the Track Changes feature in Word?**
Answer Choices:
Yes, I use it all the time
Yes, I've only used it a few times
No, I don't use Track Changes
No, I don't review papers digitally

6. **Annotations allows the reviewer to add comments without changing the text of the document. If you knew how to use Annotations how likely would you use it?**
Answer Choices:
Very Likely
Somewhat Likely
Neutral
Not Very Likely
Not at All Likely

7. **Track Changes allows the reviewer to edit the paper while keeping a history of all edits. If you knew how to use Track Changes how likely would you use it?**
Answer Choices:
Very Likely
Somewhat Likely
Neutral
Not Very Likely
Not at All Likely

8. **Were you aware that Word had a built in Research/Smart Lookup Tool?**
Answer Choices:
Yes, I use it all the time;
Yes, I've only used it a few times
Yes, but I've never used it
No, I didn't know Word had a built in Research/Smart Lookup Tool

9. **Complete the Statement: I believe it is more effective to review a paper _____:**
Answer Choices:
Digitally
On Paper

10. **Would you be interested in learning how to effectively review papers digitally?**
    Answer Choices:
    Yes
    No

HYPERLINKS

SURVEY: https://www.surveymonkey.com/r/ZSDN5YY

SURVEY RESULTS: https://www.surveymonkey.com/results/SM-PZJSHPPQ/

SUMMARY

After analyzing the results, we can see that of the students surveyed a majority of them have an intermediate proficiency with Microsoft Word and the Review tools. These students stated that they did not use Track Changes and Annotations, but after a short description of the features a majority said they would be more likely to use them. Another important piece of information is that while a majority of students prefer and think it's more effective to edit reports on paper, they would be interested in learning how to effectively review papers digitally. The Web-Based Training Module will need to include detailed steps on how use Track Changes and Annotations to review and edit a peer's paper.