

How teachers and students can exchange, edit and correct homework assignments

Students and the teachers exchange a lot of documents through the Internet in MSWord format. These documents have the suffix *.docx* in their file names. If you don't have MSWord on your computer, you can get it for free because you are a student at Seijo University. Ask the staff at the MNC how to get it on your computer. There is also a free office software package called [Libre Office](#). You can download and install it easily and write *.docx* files with it.

When you send homework to me as an MSWord file, I will make corrections in it. In the file that I send back to you as an attachment file, you will see the corrections in **red font**. I make these corrections by clicking on the **Review Tab** (校閲), then I click on the **Track Changes Tab** (変更履歴の記録) and I start recording changes. The changes appear in **red font**. I choose to show **All Changes/Comments** (すべての変更履歴/コメント). When you receive the document, you should look at all the corrections in red font and try to understand your mistakes. If you want to keep a record of these corrections, save the file with a new name. Next, close that new file and re-open the first file. Click on **Accept Changes** (承諾) and choose **Accept All Changes** (すべての変更を反映). When you do this, the mistakes will be gone and all the corrections will turn into black font. You will now have the corrected version of your document.

If you don't understand this explanation, consult the MSWord Help Files or search for explanations by googling. In any case, you have to learn how to use these basic functions of word processing software.

Of course, you should also use the *spell check* and *grammar check* features of MSWord.

