

## **Week of January 30 – February 3, 2012**

### **Lesson 12 Sharing Documents**

#### **Monday – Thursday Objectives**

1. Track changes and add comments.
2. Merge revisions form multiple documents.
3. Review and accept or reject changes.
4. Compare documents.
5. Restrict access to a document.
6. Inspect documents to prepare for electronic distribution.
7. Attach a digital signature to a document.
8. Upload files to the Web.

#### **Complete:**

1. Step-by-Steps 1-13
2. Vocabulary Review and Review Questions
3. Projects 1-5
4. Critical Thinking 1-2
5. Text page 123-159

#### **Friday**

Exam View Test over Lesson 13