Save the \_Activity\_Answers.docx file on your OneDrive to enable Version History.

Show provenance of assignment development: Turn on **R**eview > Track Chan**g**es

A screenshot of a computer

Description automatically generated

The markup can get annoying. Change to Simple Mark-up or No Markup to hide it.

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Change "Show Markup" to exclude Formatting  
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Hover the mouse pointer over the change to see this:

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Save early, save often. (Ctrl+S)

. Add citations in a Word document (Microsoft, n.d.)

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Reference**s** > **B**ibliography > ReferencesA screenshot of a computer

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[Use versioning with Word](https://support.microsoft.com/en-us/office/use-versioning-with-word-46b4d23f-b032-4837-94ab-746de8fbe6ec) (Microsoft, n.d.) See the guided video (Microsoft, n.d.)

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Before submission, show Version History, screen snip the history (WinKey + Shift + S), close the Read Only window, return to the original document, and paste at end of assignment submission.

Professor can see the progression of work by showing All Markup and hovering their mouse pointer over things at beginning, middle and end of your document.

References (click here to update)

Microsoft. (n.d.). *Add citations in a Word document*. Retrieved 06 25, 2024, from Microsoft Support: https://support.microsoft.com/en-us/office/add-citations-in-a-word-document-ab9322bb-a8d3-47f4-80c8-63c06779f127

Microsoft. (n.d.). *Create a bibliography, citations, and references*. Retrieved 06 25, 2024, from icrosoft Support: https://support.microsoft.com/en-us/office/create-a-bibliography-citations-and-references-17686589-4824-4940-9c69-342c289fa2a5

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