

# MatterSphere - Check Compare Track

## Course Description

Compare one document against another or a new version against a previous version to check for changes, amendments.

Suitable for all MatterSphere users of any level.

## Learning Outcomes

By the end of the course, attendees will be able to:

- Compare 2 documents/versions
- Work with Track Changes & accept/reject changes
- Save as new document or version

## Course Duration

The course should last approximately 1 hour.

## Prior Knowledge

- **Essential knowledge of:** MatterSphere

## Course Content

- Compare
  - Use the built in MatterSphere compare tool
  - Correctly identify current or original documents
  - View any changes made
- Track changes
  - Change Tracking views
  - Accept and Reject Changes
  - Add Further Changes
- Saving
  - Save the compared document
    - As New Document
    - As New Version
  - Save a Clean Version

## Course Delivery Format

The session will be delivered in person by a trainer(s).

Maximum dependant on room size if demonstration only. A maximum of 6 if classroom style.

The format of the training delivery will be classroom workshop or demonstration led for the duration of the course. (Dependent upon Client facilities)