Creating a bank of generic feedback comments in Word 2010

The document text by choosing a look for the selected text. You can also format text directly by using the other commands so that you can always restore the look template used to coordinate with the overall look of your headers, footers, lists, cover pages, and other document diagrams, they also coordinate with your current

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What are Quick Parts?

The **Quick Parts Gallery** allows you to create a bank of comments or phrases that can be reused in your Word documents. The **Quick Parts Gallery** can be found on the **Insert tab** in the **Text group**.

To add a paragraph or comment to the **Quick Part Gallery**, follow these simple steps:

1. Highlight the piece of content you would like to add to the **Quick Part Gallery**.

2. Click on the **Insert** tab and then the **Quick Parts** command. From the menu that appears, click on ‘Save Selection to the Quick Part gallery...’ - this is located at the bottom of the menu. The **Create New Building Block** dialogue box should now be open – **Quick Parts** are stored as Building Blocks in Word 2010.

3. Fill out the information in the **Building Blocks** dialogue box. You will be asked for the following information:

   - **Name** – give the Quick Part a name.
   - **Gallery** – make sure the Quick Parts Gallery is selected.
   - **Category** – you have the option to create category for your feedback comments.
   - **Description** – give the Quick Part a description (optional).
   - **Save in** – make sure Building Blocks is selected.
   - **Options** – this is how the content will be inserted into the document. You have three options: Insert content only, Insert content in its own paragraph and Insert content in its own page.

4. Click **OK**, this now adds content to the Quick Part Gallery. You can check this by clicking on the **Quick Parts** command on the Insert tab. This will open the **Quick Parts Gallery**.

If you click on the **Quick Part** in the gallery, it will be displayed in your document as you specified when it was set up.
**Adding the Quick Parts Gallery to the Quick Access Toolbar**

The Quick Access Toolbar is designed to give you easy access to the most commonly used commands in Word. It is positioned in the top left hand corner of the Word document, just above the ribbon.

You can add the Quick Parts Gallery to the Quick Access Toolbar by following these simple steps:

1. Click on the Insert tab on the ribbon and locate the Text group.
2. Right-click on the Quick Parts command in the ribbon and click on Add to Quick Access Toolbar option from the menu that appears. This will add the command to the Quick Access Toolbar.

This means that you will be able to access the Quick Parts Gallery from anywhere within Word 2010 – you won’t have to go to the Insert tab every time you want to use that command.

**Using Quick Parts when adding Comments to students work**

The Comments feature in Microsoft Word 2010 is a simple and effective way to electronically mark and provide feedback on assignments submitted by students. To add a comment, click the Review tab on the Ribbon. In the Comments group, click the New Comment command. You will now be able to type your feedback into the balloon that appears at the side of the document.

You can also use the Quick Part Gallery you have setup. When you have created a new comment, you can go the Quick Access Toolbar and click on the Quick Part Gallery command. From the gallery that appears you can select the content you would like to appear in the comment balloon.
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