

Microsoft Excel - Track Changes



Track Changes

Track changes allows you to view changes others have made to the shared spreadsheet as well as your own changes.

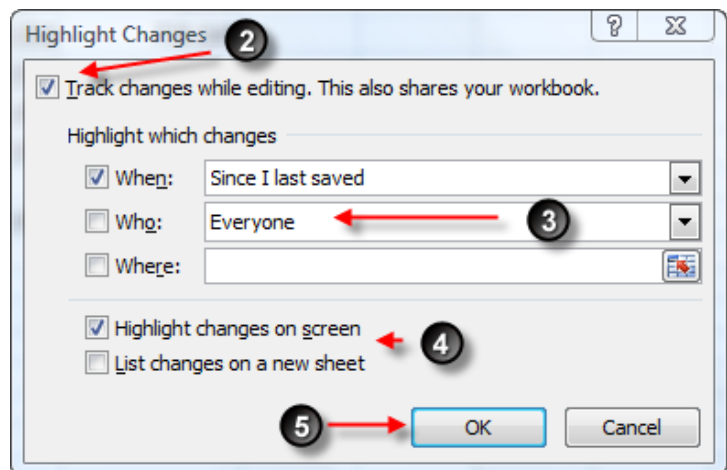
1. Click on the **Review** tab → **Track Changes** button → **Highlight Changes**.

2. Select **Track Changes while editing**.

3. Select **When, Who, and/or Where** check box. Select the require option.

4. Select or **clear the Highlight changes on screen** or **List changes on a new sheet**.

5. Click **Ok**.



Results.

	A	B	C	D	E
1	HP Motors		BERKSHIRE SALES		
2					
3					Q4
4	Sierra				16,700
5	Fiesta				17,000
6	Xantia	400,000	99,999	10,000	220,050
7	Escort	900,000	8,888,888	1,000,078	19,900
8	Astra	325,000	888,888	15,655	15,000
9	Skoda	100,000	100,000	100,067	160,000

A blue callout box with a white background and a blue border points to the cells in row 6, columns B, C, and D. The text inside the callout box reads "Cells that have been".

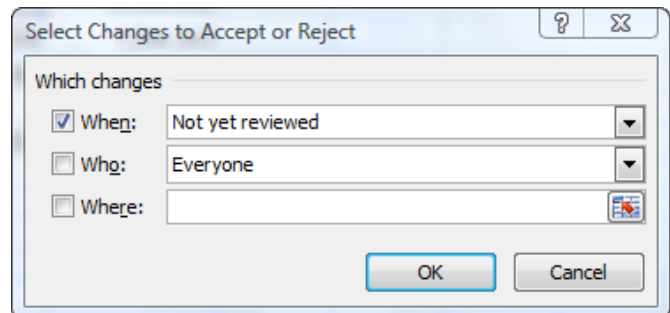
Accepting or Rejecting Changes.

Once you have reviewed your document you may wish to **Reject** or **Accept** the changes.

1. Click on the **Review** tab → **Track Changes** button → **Accept/Reject Changes**.

You may be prompted to save your workbook before you proceed, save the workbook.

2. **Select** the required tracking options.



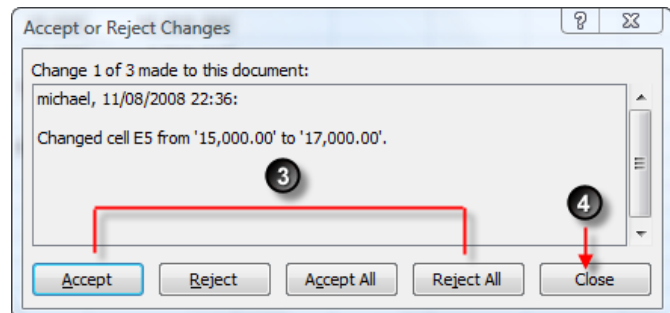
3. **Select** one of the following options:

Accept – Select individual cell change

Reject – Restore previous data.

Accept All – Accept all changes to the Worksheet.

Reject All – Reject all changes to the workbook.



4. Click **Close**.

