Microsoft Excel - Undoing and Repeat

Undoing and Repeat

Undo

Excel has an **Undo** feature that allows you to step back several steps.

You can undo most features like formatting, typing etc.

However there are some features like macros where you cannot undo, the Undo option will appear greyed out if it does not apply.

Select the **Undo** Icon from the **Quick Access toolbar**	

On the **Undo** button there is also a **downward arrow**, select this to view all the undo steps available. By default it will undo the previous step.

If an action cannot be undone the Undo command changes to **'Can't Undo'**

Repeat

Click the **Redo** button on **the Quick Access Toolbar** to restore your last undone action.

If the Redo button is not on the Quick Access Toolbar, please refer to the **'Getting Started'** section of this manual topic 'Quick Access Toolbar' for instruction how to add the icon.

Click the **Redo** button on the Quick Access Toolbar	

Click on the **Redo** button arrow on the Quick Access Toolbar to see actions that can be restore Click on the action you wish to restore. All action in the list shown above the one you wish to restore will also be restored.