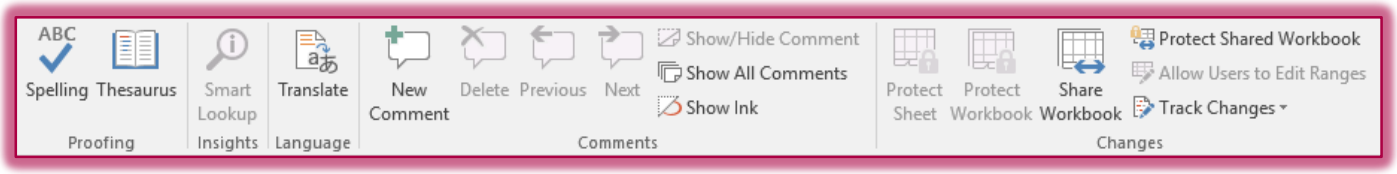
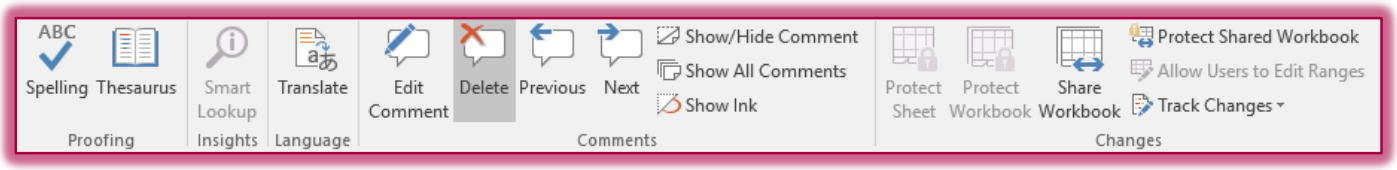
EXCEL REVIEW TAB

The review tab is used to insert comments into cells in a worksheet. It is also possible to protect the document using this tab, as well as checking the spelling, and track changes. The table below provides a list and description of the buttons for each of the groups under this tab.



Review Tab – No Comment in Worksheet



Review Tab –Comment in Worksheet

Groups/Buttons	Descriptions
Proofing Group	
Spelling	To check the spelling of text in the workbook or worksheet, click this tab.
Thesaurus	To search for words which are similar to the selected one, click this button. The **Thesaurus Task Pane** will display with the **Thesaurus** listed as the option.
Insights Group	
Smart Lookup	Use this button to learn more about selected text by seeing definitions, images, and other results from varions online sources.
Language Group	
Translate	This option is used to translate selected text within a work-sheet into a different language. When this item is selected, the **Research** task pane will display. Select the language into which the text is to be translated.
Comments Group	
New/Edit Comment	Click this button to add a new comment to a cell in the worksheet. When a comment is added to a cell in the worksheet, a red triangle will appear in the cell indicating that a comment has been added. Once a comment has been added, clicking on the comment will change the button to the **Edit Comment** button.
Delete	To delete a selected comment in the worksheet, click this button.
Previous	This button is used to move from the currently selected comment to the previous comment in the worksheet.
Next	Click this button to move from the currently selected comment to the next comment in the worksheet.

Groups/Buttons	Descriptions
Show/Hide Comment	Once a comment has been added to a cell, clicking this button will either show or hide the comment from view. In order for this button to be activated, the insertion point must be in the cell that contains the comment.
Show All Comments	This button is used to show all the comments in a worksheet. This is a toggle button. When the button is clicked the first time, all the comments will be displayed. When it is clicked the second time, all the comments will be hidden.
Show Ink	Click this button to show or hide any ink annotations on the worksheet.
Changes Group	
Protect Sheet	In order to prevent changes to data in a worksheet, click this button. The **Protect Sheet** dialog box will display where criteria for protecting the sheet can be specified.
Protect Workbook	This button is used to restrict access to the workbook by preventing new sheets from being added or from data being changed in the workbook. With this feature, it is possible to restrict accessibility to the workbook to specific people.
Share Workbook	To allow multiple people to work on the workbook at the same time, click this button. When this feature is used, the workbook needs to be saved to a common network folder. If tables have been inserted into the workbook, the workbook cannot be shared.
Protect and Share Workbook	Click this button to share the workbook and protect it with a password at the same time. Protecting the workbook with a password will prevent others from turning off the tracking feature.
Allow Users to Edit Ranges	This button is used to specify a range of cells that can be edited by specified people. In order for this feature to work, the computer must be joined to a Microsoft Windows domain.
Track Changes	To track all changes made to a workbook, click this button. When this feature is activated, it is possible to track changes to insertions of data, deletions of data, and formatting changes.