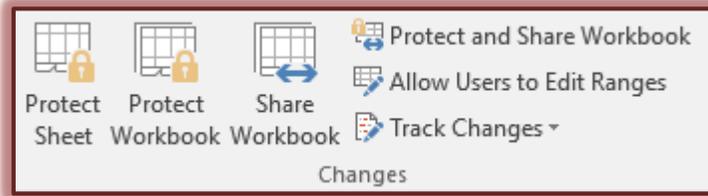


## TRACK AND MANAGE CHANGES

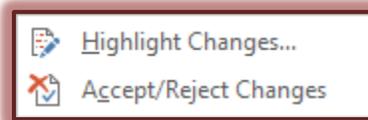
When collaborating with a number of users in producing or editing a workbook, you should consider tracking the changes each user makes. When this option is turned on, any changes made to the workbook are highlighted in a color assigned to the user who makes the changes.

To turn on Track Changes:

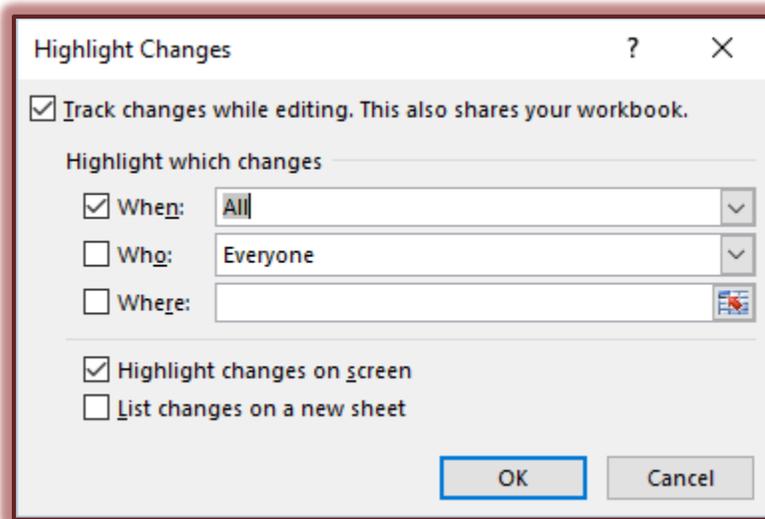
- 1. Click the **Review Tab**.
- 2. In the **Changes Group**, click the **Track Changes** button.



- 3. Click the **Highlight Changes** option.



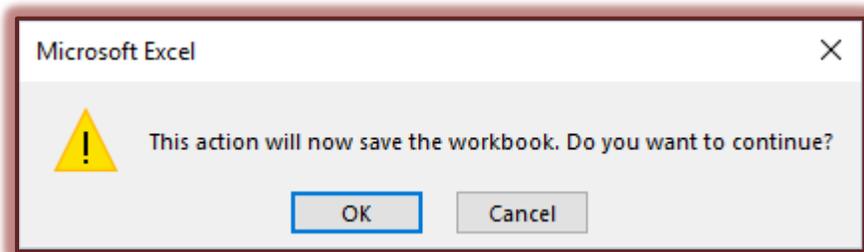
- 4. The **Highlight Changes** dialog box will appear.



- 5. Click the check box for **Track changes while editing**.
- 6. Click the changes you want to highlight from the options below:
  - \* **When**
    - ▲ Click the check box for this option to highlight all changes made to the workbook.
    - ▲ To highlight only changes made at certain time periods, click the When drop-down arrow and choose a time option.
  - \* **Who**
    - ▲ Click the check box for this option to highlight all changes made to the workbook.
    - ▲ To highlight only changes made by a specific person, select the person's name by clicking the drop-down arrow for the Who box.

**\* Where**

- ▲ Click the check box for this option to highlight changes to the entire workbook.
- ▲ To highlight changes within a specific area of a worksheet, enter the range address of that area in this box. Click the red arrow at the end of the box to select the range to which Track Changes is to be applied.
- 🖥 Select the **Highlight changes on screen** check box to view any changes made to the file.
- 🖥 To list all the changes on a separate sheet in the workbook, click the **List changes on a new sheet** check box.
- 🖥 Click **OK** to exit the **Highlight Changes** dialog box.
- \* Cells that have been changed are highlighted with a dark outline.
- \* You can continue to make changes; cells where changes are made will also be highlighted.
- \* There are certain changes that are not highlighted on-screen. These include the following:
  - Formatting
  - Redisplaying Rows or Columns
  - Adding worksheets
  - Adding or changing comments
  - Hiding Rows or Columns
  - Changing worksheet names
  - Deleting worksheets
  - Changes to dependent cells
- 🖥 The message as shown in the illustration below will display if the workbook has not been saved.



- 🖥 Click **OK** to save the workbook with the changes.
- 🖥 Click **Cancel** to return to the workbook without saving the changes.