

UNDO OR REDO AN ACTION

The Undo button restores an action that was performed earlier, such as deleting a word or deleting an object. With Redo, an action that has been undone can be restored.

Undo One Action at a Time

- ✦ Click the **Undo** button on the **Quick Access Toolbar**.
- ✦ Continue to click the button until all actions have been undone.



Undo Multiple Actions

- ✦ Click the **drop-down** arrow next to the **Undo** button on the **Quick Access Toolbar**.
- ✦ A list of the most recent changes will be displayed.
- ✦ Move the mouse pointer down the list to select the actions that are to be undone.
- ✦ Click the left mouse button to undo the actions.

Redo One Action at a Time

- ✦ Click the **Redo** button on the **Quick Access Toolbar**.
- ✦ Continue to click the button until all actions have been redone.

NOTE: It is also possible to use the keyboard combination **CTRL + Z** to undo an action. Use **CTRL + Y** to redo an action.