

REVIEW AND ACCEPT/REJECT CHANGES

When collaborating with a number of users in producing or editing a document, 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. For information on how to turn the Track Changes feature on, click the link for Tracking and Managing Changes on the Excel Web page. Once changes have been made in a workbook by others, it is possible to accept or reject those changes.

- ❖ Make some changes to the data in the in a worksheet.
- ❖ Click **Tools** on the **Menu Bar**.
- ❖ Click **Track Changes** from the list of options.
- ❖ Click the **Accept or Reject Changes** option from the next list.
- ❖ The **Select Changes to Accept or Reject** dialog box will appear.
- ❖ Select the changes that are to be viewed:
 - **When**
 - Click the check box for this option to review all changes made to the workbook.
 - To highlight only changes made at certain time periods, click the When drop-down arrow and choose the option **Since date** and then specify a date.
 - **Who**
 - To review all changes made to the workbook; do not click this check box.
 - To review only changes made by a specific person, click the check box for this option, and then select the person's name by clicking the drop-down arrow for the Who box.
 - **Where**
 - To review changes to the entire workbook, do not click this check box.
 - To review changes within a specific area of a worksheet, click this check box, and then enter the range address of that area in this box.
- ❖ After all the options have been selected, click the **OK** button.
- ❖ The **Accept or Reject changes** dialog box will appear.
- ❖ The first change will be specified in this dialog box.
 - Click **Accept** to input the change.
 - Click **Reject** to reject (undo) the change.
 - Click **Accept All** to accept all the changes made to the document at one time.
 - Click **Reject All** to reject all the changes made to the document.
- ❖ Continue this process until all changes to the workbook have been accepted or rejected.

