

SHARING A WORKBOOK

When working in Microsoft Excel, it is possible to make the workbook available to your colleagues so that they can make changes to the workbook.

- ❖ Open the workbook that is to be shared with others.
- ❖ Click **Tools** on the **Menu Bar**.
- ❖ Select **Share Workbook** from the list of options.
- ❖ The **Share Workbook** dialog box will display.
- ❖ Click the **Editing** tab.
- ❖ Select **Allow changes by more than one user at the same time**.
- ❖ Click the **Advanced** tab to look at the other changes that may be made in this dialog box. These are:
 - **Track Changes** – There are two different options available under this category:
 - **Keep change history for ____ days** – Click this option button to specify for how long the changes are to be saved.
 - **Don't keep changed history** – Clicking this option button tells the program that there isn't to be any change history saved.
 - **Update Changes** – There are two options available under this category:
 - **When file is saved** – When the item is selected, the changes to the workbook will be made every the file is saved.
 - **Automatically every ____ minutes** – This selection is used to specify how often changes should be made. There are two additional options under the selection. They are:
 - Save my changes and see others' changes
 - Just see other users' changes
 - **Conflicting changes between users** – There are two selections available under this option:
 - **Ask me which changes win** – When this option button is clicked, a message will appear whenever a change is made to the workbook.
 - **The changes being saved win** – This option is used to allow changes to the workbook whenever the file is saved.
 - **Include in personal view** – The two options under this category are:
 - **Print settings** – Clicking this check box will allow others to view the print settings for the workbook.
 - **Filter settings** – To allow others to view the filter settings, click this check box.
- ❖ Click **OK** to accept the changes and to exit the dialog box.
- ❖ A message will appear saying, **This action will now save the workbook. Do you want to continue?**
- ❖ Click **OK** to save the workbook.

