

## TRACKING AND MANAGING 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.

To turn on Track Changes:

- ❖ Click **Tools** on the **Menu Bar**.
- ❖ Click **Track Changes** from the list of options.
- ❖ Click the **Highlight Changes** option.
- ❖ The **Highlight Changes** dialog box will appear.
- ❖ Click the check box for **Track changes while editing**.
- ❖ 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.
- ❖ Select the **Highlight changes on screen** check box to view any changes made to the file.
- ❖ 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
    - Hiding Rows or Columns
    - Redisplaying Rows or Columns
    - Changing worksheet names
    - Adding worksheets
    - Deleting worksheets
    - Adding or changing comments
    - Changes to dependent cells
- ❖ A message will appear saying that the workbook is going to be saved.
- ❖ Click **OK** to save the workbook with the changes.
- ❖ Click **Cancel** to return to the workbook without saving the changes.

