

## EXCEL REVIEW TAB

The review tab is used to insert comments into cells in a worksheet. It is also possible to protect the document using this tab, as well as checking the spelling, and tracking changes. The table below provides a list and description of the button for each of the groups under this tab.



Groups/Buttons	Descriptions
<b>Proofing Group</b>	
<b>Spelling</b>	To check the spelling of text in the workbook or worksheet, click this tab.
<b>Research</b>	Click this button to open the <b>Research Task Pane</b> . With this task pane, it is possible to search online dictionaries and encyclopedias, as well as other research materials.
<b>Thesaurus</b>	To search for words which are similar to the selected one, click this button. The <b>Research Task Pane</b> will display with the <b>Thesaurus</b> listed as the option.
<b>Translate</b>	This option is used to translate selected text within a worksheet into a different language. When this item is selected, the <b>Research</b> task pane will display.
<b>Comments Group</b>	
<b>New/Edit Comment</b>	Click this button to add a new comment to a cell in the worksheet. When a comment is added to a cell in the worksheet, a red triangle will appear in the cell indicating that a comment has been added. Once a comment has been added, clicking on the comment will change the button to the <b>Edit Comment</b> button.
<b>Delete</b>	To delete a selected comment in the worksheet, click this button.
<b>Previous</b>	This button is used to move from the currently selected comment to the previous comment in the worksheet.
<b>Next</b>	Click this button to move from the currently selected comment to the next comment in the worksheet.
<b>Show/Hide Comment</b>	Once a comment has been added to a cell, clicking this button will either show or hide the comment from view. In order for this button to be activated, the insertion point must be in the cell that contains the comment.
<b>Show All Comments</b>	This button is used to show all the comments in a worksheet. This is a toggle button. When the button is clicked the first time, all the comments will be displayed. When it is clicked the second time, all the comments will be hidden.
<b>Show Ink</b>	Click this button to show or hide any ink annotations on the worksheet.

<b>Changes Group</b>	
<b>Protect Sheet</b>	In order to prevent changes to data in a worksheet, click this button. The <b>Protect Sheet</b> dialog box will display where criteria for protecting the sheet can be specified.
<b>Protect Workbook</b>	This button is used to restrict access to the workbook by preventing new sheets from being added or from data being changed in the workbook. With this feature, it is possible to restrict accessibility to the workbook to specific people.
<b>Share Workbook</b>	To allow multiple people to work on the workbook at the same time, click this button. When this feature is used, the workbook needs to be saved to a common network folder. If tables have been inserted into the workbook, the workbook cannot be shared.
<b>Protect and Share Workbook</b>	Click this button to share the workbook and protect it with a password at the same time. Protecting the workbook with a password will prevent others from turning off the tracking feature.
<b>Allow Users to Edit Ranges</b>	This button is used to specify a range of cells that can be edited by specified people. In order for this feature to work, the computer must be joined to a Microsoft Windows domain.
<b>Track Changes</b>	To track all changes made to a workbook, click this button. When this feature is activated, it is possible to track changes to insertions of data, deletions of data, and formatting changes.