

## UNDOING OR REDOING AN ACTION

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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.

### Undoing 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.



### Undoing 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.
- ❖ Click the actions that are to be undone.



### Redoing 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.