

Steps to use Track Changes in Excel

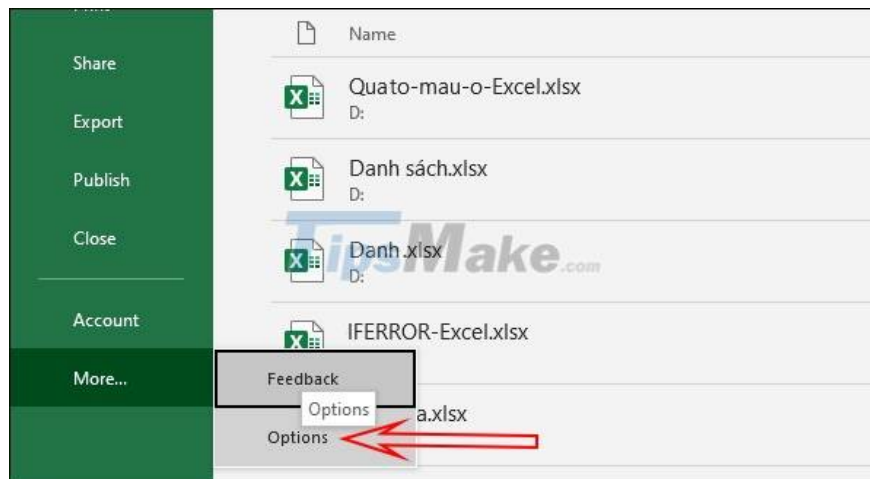
Track Changes in Excel will review the content editing history in Excel, highlight content changes and make notes in the data table so you can easily track.

All changes are marked separately so that users can clearly see what the changed content is. Basically, the Track Changes feature in Excel is quite similar to Track Changes in Word. The following article will guide you how to use Track Changes in Excel.

Instructions for using Track Changes in Excel

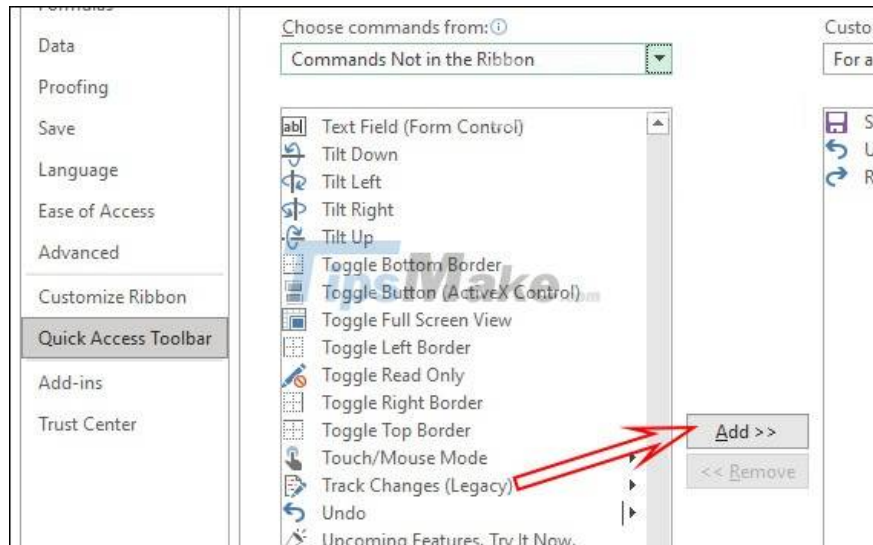
Step 1:

At the interface on Excel, click **File** and then look at the menu on the left of the interface, click **More.** and then select **Options** .



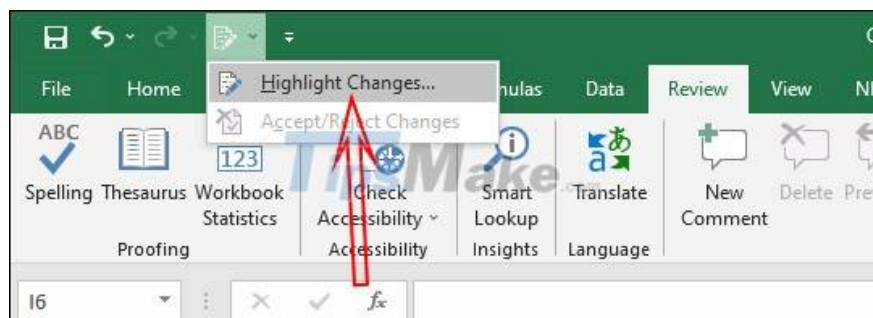
In the next list, click on **Quick Access Toolbar** in the list on the left side of the interface. Look at the interface next to switch to **Commands Note in the Ribbon mode** and then find **Track Changes** below the list and select **Add** and then click OK.

So the Track Changes tool has been added to the toolbar.

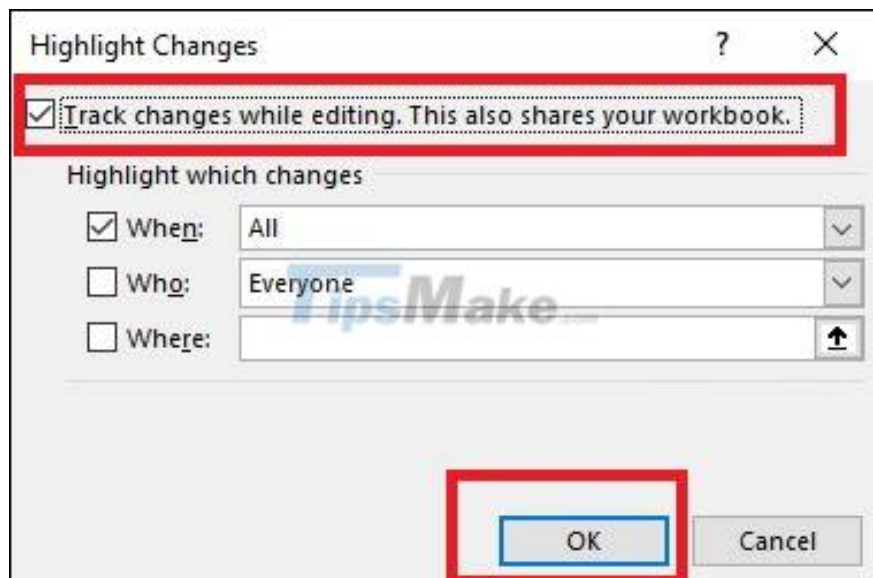


Step 2:

You click on **the Track Changes icon** at the top or click the Review tab and then select Track Changes. Then the user clicks on **Highlight Changes**.

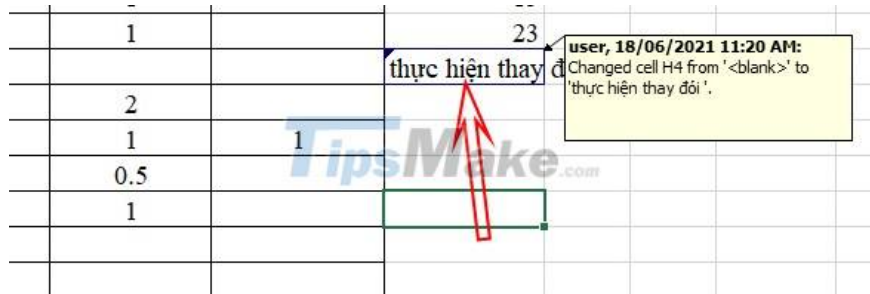


You will **select 2 contents** as shown below and then click OK to save. Then we will be asked to save the data table, click OK to save.



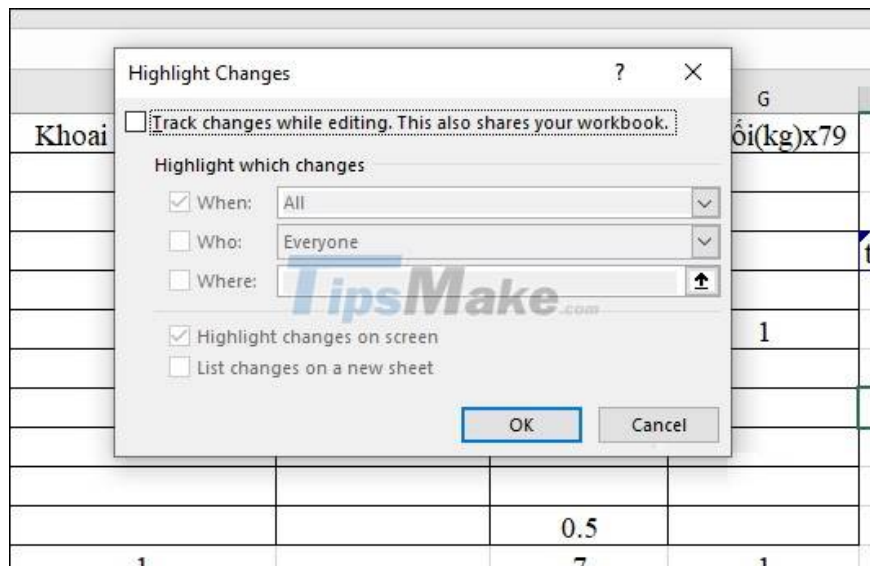
Step 3:

Now when you **enter changes** in the data table there will be a **small symbol in that cell** . When hovering, information about the changed content will be clearly displayed, including the change box as shown below.



Step 4:

In case you want to **turn off the Track Changes feature in Excel**, then click on the **Track Changes** feature on the **toolbar** and then **uncheck the 2 options** .



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