

Monitoring changes in a shared Excel sheet

A. Turning-on Track Changes

1. On the ribbon, click the "**Review**" tab and then select "**Track Changes**". From the drop-down menu in the "**Track Changes**", click the "**Highlight Changes**" button.



2. In the dialogue box that opens, check the box next to "Track Changes while editing".

93	1 - 19 -	(° -) -	;	Book1	- Microso	ft Excel			
9	Home	Insert	Page Layout	Formulas	Data	Review	View		
ABC Spellin	کې 🛍 Rese کې Thes مړۍ Tran	earch aurus slate C	New omment to 5	Protect Sh Protect W	ieet orkbook * rkbook	gil Protect : gil Allow U)) Track Ch	and Share \ sers to Edit hanges *	Workbook Ranges	
	Proofing		Comments			Changes			
	A1	•	Highlight C	hanges				?⊻	
	А	В	Track chan	ges while editing	. This also st	nares your w	orkbook,		1
1			Highlight w	hich changes —					
2			🔽 Wher	<u>n</u> : All				~	
3			Who:	Everyone				~	
4			When	re:					
5				· · · · · · · · · · · · · · · · · · ·					
7			🗹 Highli	ght changes on s	screen				
8			List c	hanges on a new	sheet				
9					(ОК	Ca	ncel	
10									

3. Check the box next to "When" to determine when Excel should track changes. Select one from the list in the drop-down menu.

0) = (° =	=		Book1	- Micros	oft Excel		
	Hom	ne Inse	ert	Page Layout	Formulas	Data	Review	View	
Al Spe	BC S F	Research Thesaurus Translate	N Con	lew	Protect Sh Protect W Distance Wo	eet orkbook * rkbook	Protect	and Share sers to Edi nanges *	Workbook t Ranges
	A1		- (Highlight Ch	nanges				? 🗙
	А	В		🗹 <u>T</u> rack chang	ges while editing	. This also s	hares your w	orkbook.	1
1]		Highlight w	hich changes —				
2				🔽 When	<u>r</u> 📶				~
3			_	🔲 Wh <u>o</u> :	Since I last	saved			<u>^</u>
4 5				📃 Whe <u>r</u>	e: Not yet rev	iewed			
6				V Hiablid					~
7				List ch	anges on a new	sheet			
8					-				
9				-			ОК		ancel
10									

4. Check the box next to "Who" to determine which users' changes should be tracked. Select one from the list in the drop-down menu.

Home	e Insert	Page Layout	Formulas	Data	Review	View	
ABC 🕄 Re Spelling af Tr	esearch lesaurus anslate C	New Comment 🖄 🗇	Protect Sh Protect Wo Share Wor	eet orkbook * 'kbook	g과 Protect a g과 Allow Us)) Track Ch	nd Share W ers to Edit I anges *	/orkbook Ranges
Proofin	g j	Comments			Changes	6	
A1	•	Highlight Ch	nanges				21
A	В	Track chang	ges while editing.	This also st	nares your wo	rkbook.	
1		Highlight w	hich changes —				
2		🔽 When	c All				~
3		V Who:	Everyope				
4			Everyone				
5			e: Everyone b	ut Me			
5		🔽 Hiablid	aht d				
7		List ch	hand				1.0
3		Latory wit					
Ð					ОК	Can	cel

5. Check the box next to "Where" to specify the range of cells wherein changes will be tracked. Highlight cells to automatically input the range of cells to be tracked.

C) ∓	Book1 -	Microso	ft Excel		
Home Inser	t Page Layout	Formulas	Data	Review	View	
ABC Spelling ag Translate	New Comment 2 5	Protect She	eet orkbook * kbook	I Protect	and Share Workbo sers to Edit Ranges nanges *	ok
A1	🗸 (Highlight Cl	hanges			? 🛛	
A B	Irack chan	ges while editing.	This also st	nares your w	orkbook.	1
1	Highlight w	hich changes —				
2	Vher	<u>ı</u> : All			~	
3	Who:	Everyone			~	-
5	Vhe <u>r</u>	e: \$1:\$104857	6			
6		abt changes on st	reen			1
7	List d	hanges on a new	sheet			
8						
9				ОК	Cancel	
10						

6. Check or uncheck the "Highlight Changes on screen" option, depending on whether or not to let others know that changes are being tracked. After you have made your selections, click the "OK" button.

Highlight Chan	ges ? 🔀	Highlight Changes
✓ Track changes	while editing. This also shares your workbook.	Irack changes while editing. This also shares your workbook.
Highlight which	changes	Highlight which changes
✓ When:	All	When: All
🗹 Wh <u>o</u> :	Everyone	Who: Everyone
🔽 Where:	\$1:\$1048576	✓ Where: \$1:\$1048576
Highlight	changes on screen	Highlight changes on screen
	OK Cancel	OK Cancel

B. Accepting the Changes in the Shared Spreadsheet

- Monitoring Changes on a shared excel sheet [Shared] Microsoft Excel H 5 - 22 Ga 0 Home Insert Formulas Data View _ 🗇 X Page Layout Review 🚉 Research ABC 🔄 Delete 🛛 🔄 Show/Hide Comment Protect Shared Workbook 🔊 Thesaurus 🕼 Allow Users to Edit Ranges 🔄 Previous 🛛 🖓 Show All Comments Spelling New Protect Protect Share Comment 🔛 Next a Translate Show Ink Sheet Workbook - Workbook 🎲 Track Changes -Proofing Comments Changes f_x ¥ G4 **-** (] В С D А F F POPULATION AREA 1 rmrivera, 10/10/2012 6:47 PM: 2 Area1 2,322,345 Changed cell B2 from '<blank>' to 2,322,345.00'. 3 Area2 235,656,986 4 Area3 9,679,898 5 Area4 46,577,665
- 1. Click on a cell that has been changed, a pop-up window will show you the new value, the old value, and the time that the value was changed.

2. Click on "Track Changes" again and select "Accept/Reject Changes".

9	Home Inse	ert Pag	e Layout	Formulas Data	a Re	eview	View			0	- 1
ABC Spelling	الله Research آله Thesaurus مج Translate Proofing	New Comment	Delete	Show/Hide Col Show All Comn Show Ink	mment nents	Protect Sheet	Protect Workbook	Share • Workbook Cha	Allow I	Shared Wor Users to Edit Changes	kboo Rang es
	G4	- ()	f_{x}						Acce	pt/Reject Ch	ange
		А			В			С	D	E	
1		AREA		P	OPULA	TION					
2		Area1			2,322,	345					
3		Area2		:	235,656	i,986					
4		Area3			9,679,	898					
5		Area4			46,577	,665					

3. After clicking Accept/Reject Changes, click the "**Ok**" button in the pop-up window.

()		anges on a shared ex	cel sheet [Shared] - Microsoft Excel 💷 📼 🛪
Home Inse	ert Page Layout	Formulas Data	Review View 🔘 – 🕫 🗙
ABC Spelling a) Translate Proofing	New Comment Next	Show/Hide Comme s low All Comment Show Ink Imments	ent ts Protect Protect Share Sheet Workbook Workbook Workbook
B1	\bullet f_x	Select Changes to	Assent as Paiest
1 POPU 2 2,32 3 235,6 4 9,67 5 46,5 6 7	B LATION 22,345 556,986 79,898 77,665	Which changes When: Not yet Who: Everyon Where: \$1:\$10	t reviewed

4. Another pop-up window will appear, select the changes that should be accepted or rejected. Select "Accept" or "Reject" for every change that was made or simply select "Accept All" or "Reject All".

AI Spe	C C Research Thesaurus a Translate Proofing	New Comment	Delete	Show/ us C Show/ Show I omments	Hide Commer All Comments Ink	Protect Sheet	Protect Workbook	Share • Workbool	Allow Track (anges	t and Share Users to Edit Changes T	Workl t Rang
	B2	- (•	f_{x}	2322345							
		А				В		С	D	E	
1		AREA			POPU	JLATION					
2		Area1			2,3	22,345					
3		Area2			235	656 986					
4		Area3		Accept or	Reject Cha	anges				? 🔀	
5		Area4		Change 1 of	f 1 made to thi	is document:					
6				rmrivera, 1	0/10/2012 6:5	51 PM:					
7				Chapged of	all B2 from ' <b< td=""><td>lanks' to '2 '</td><td>322 345 00'</td><td></td><td></td><td></td><td></td></b<>	lanks' to '2 '	322 345 00'				
8				Changeale			22,313.00.				
9											
10											_
11				L							
12				Accept	<u>R</u> eje	ect i	Accept All	Reject All		ose	
13											

5. Click on the "Track Changes" drop-down menu again; select the "Highlight Changes" options. Check the box next to "List Changes" to generate the list of changes in a new sheet.

) 🛛 🔊 - (° -	🗧 Moni	toring C	hanges on a sha	red exce	l sheet [Sha	ared] - Micr	osoft Excel				×
	Home Inse	ert Page Layout	Form	nulas Data	Review	View				(0 - 🗖	x
AI Spe	BC Research S Thesaurus a Translate Proofing	New Delete I	Previous	Next Show	Hide Comi All Comme Ink	ents Prote	ct Protect et Workbook	Share Workbool	Allow Track on Diges	t Shared Wor Users to Edit Changes *	kbook Ranges	
	B1		POPUL	LATION								≈
		А			В		С	D	E	F	G	
1		AREA		POP	ULATION	1						
2		Area1		2,3	322,345							
3		Area2		Highlig	ht Chang	29			2	2		- 11
4		Area3			in enang							- 11
5		Area4		✓ <u>Track</u>	changes w	hile editing. T	nis also shares	your workboo	ok.			- 11
6				Highli	ght which a	hanges —				-		_
7					When:	Since I last sa	ved		~			_
8					Who:	Evervone			~	ī		- 11
9					Where	*1.*1040576						- 11
10					where:	\$1:\$1040576				<u>u</u>		-111
11					Highlight ch	hanges on <u>s</u> cri	en			_		
12					List change	es on a new sh	eet					
13												- 1
14								ок	Cancel			-11
15								-		-		-11

6. Then, click "Ok" button to display the list of changes in a new sheet. To save the changes, click the save icon on the upper left side of the window.

C	1 - 1 -	- (° -) =					Monito	ring Changes d	on a share	d excel she	eet [Shar	ed] - Micros	oft Excel	
C	Home	Insert	Page Layo	ut Form	iulas Data	Review	v View							
	Cut	c	alibri	- 11	• A A		\$\$/**	Wrap Text تر	Ger	neral	*			
Pi	ste 🛷 Form	iat Painter	BIU			臣吾君	律律	Merge & Cen	ter * \$	* % *	00. 0.∻ 0.≼ 00.	Conditional Formatting *	Format as Table =	Cell Styles -
	Clipboard	煏		Font	R		Alignme	nt	Tie .	Number	Fx _		Styles	
	Q16	• (Ŷ.	f _x										
	Δ	B	C	D	F	E	G	U	1	1	V	1	6.4	
1000	-	U	U U	0	L.	28.0	0	п	1	1	1	-	IVE	
	Action			0	L.	T	0	New	Old	Action	Losing	L		
1	Action Number	Date 💌	Time 🔽	Who 💌	Change 💌	Sheet 💌	Range 💌	New Value	Old Value	Action Type	Losing Action	•	IVI	
1	Action Number 💌 1	Date •	Time 7	Who 💌	Change 💌	Sheet 💌	Range 💌	New Value T AREA	Old Value <blank></blank>	Action Type	Losing Action	•	IVI	
1 2 3	Action Number 💌 1 2	Date Date 10/10/2012 10/10/2012	Time 9:58 AM 9:58 AM	Who Trmrivera	Change Cell Change	Sheet - Sheet1 Sheet1	Range 💌 A1 B1	New Value AREA POPULATION	Old Value <blank> <blank></blank></blank>	Action Type	Losing Action	•		
1 2 3 4	Action Number 💌 1 2	Date Date Date Date Date Date Date Date	Time 9:58 AN 9:58 AN	Who value wheel wh	Change Cell Change Cell Change	Sheet Sheet1 Sheet1	Range 💌 A1 B1	New Value AREA POPULATION	Old Value 💌 <blank> <blank></blank></blank>	Action Type	Losing Action	<u>*</u>		
1 2 3 4 5	Action Number • 1 2 The history	Date 10/10/2012 10/10/2012 ends with t	Time 2 9:58 AM 2 9:58 AM	Who view with the wit	Change Cell Change Cell Change n 10/10/2012	Sheet Sheet1 Sheet1 Sheet1 at 9:58 Af	Range 💌 A1 B1 //.	New Value AREA POPULATION	Old Value <blank> <blank></blank></blank>	Action Type	Losing Action	V		