

Monitoring Changes in a Shared Excel Sheet

Monitoring changes in a shared Excel sheet can be tedious and time consuming. Through the use of **Track Changes Function** of MS Excel, you can quickly and easily identify the updates made on your shared spreadsheet file.

[Click here](#) to monitor changes in an Excel sheet.

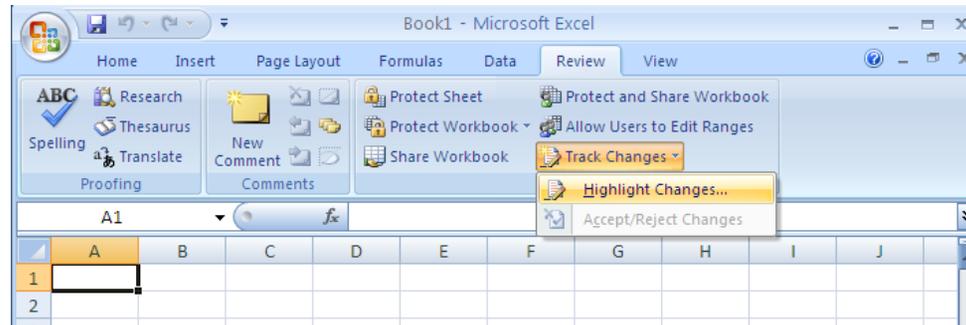


Prepared by Information Security and IT Governance Division of ICT.
Productivl.T.y showcases tips & tricks on various office and branch applications.

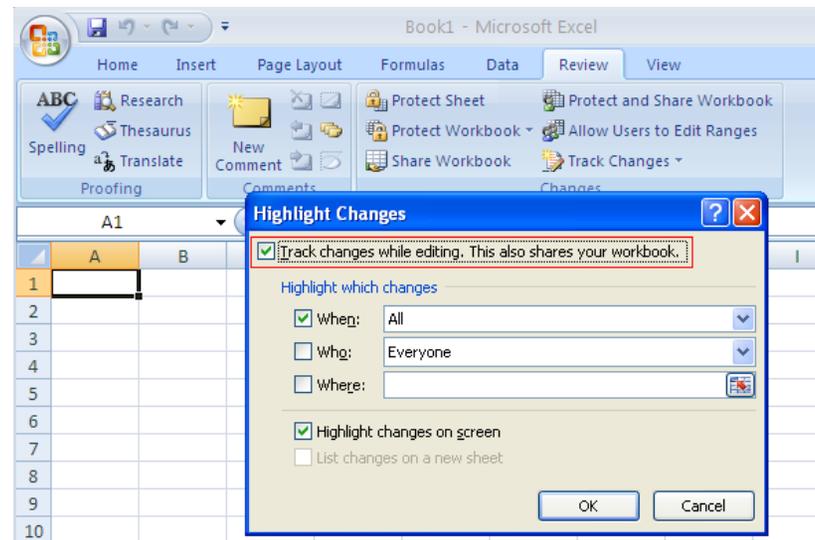
Monitoring changes in a shared Excel sheet

A. Turning-on Track Changes

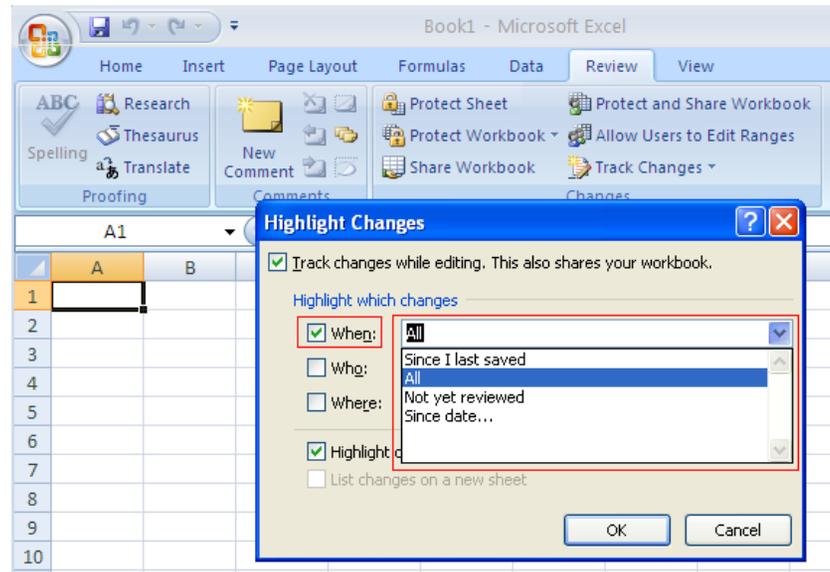
1. On the ribbon, click the “Review” tab and then select “Track Changes”. From the drop-down menu in the “Track Changes”, click the “Highlight Changes” button.



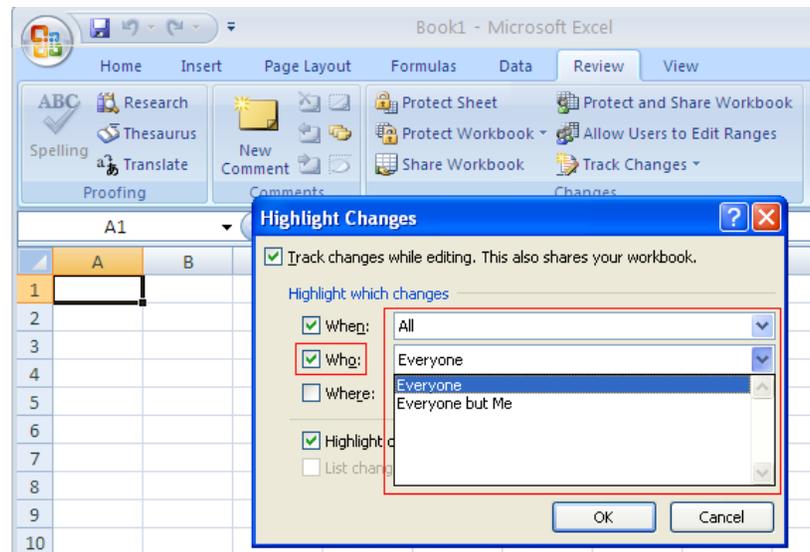
2. In the dialogue box that opens, check the box next to “Track Changes while editing”.



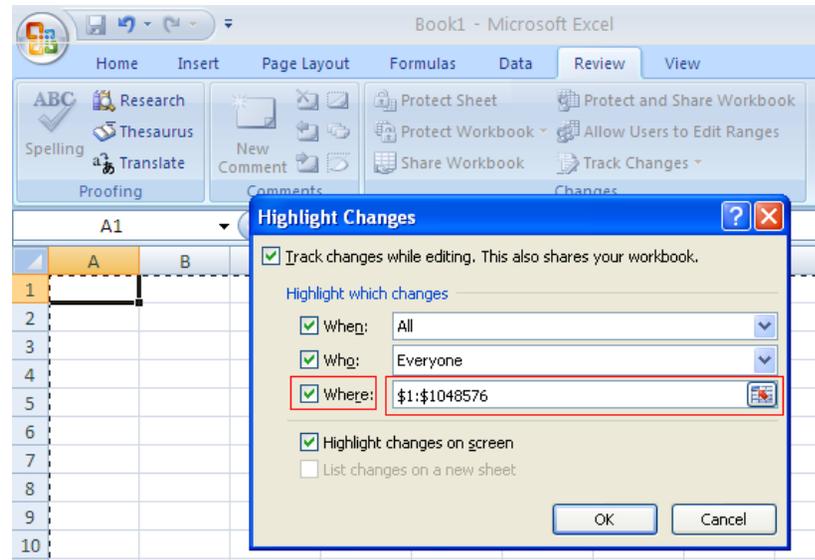
3. Check the box next to “When” to determine when Excel should track changes. Select one from the list in the drop-down menu.



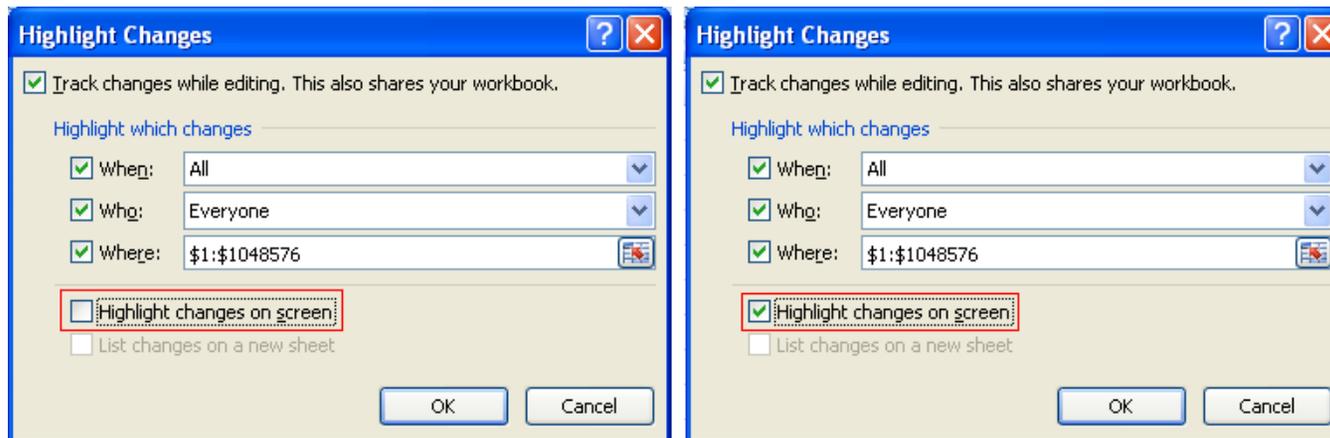
4. Check the box next to “Who” to determine which users’ changes should be tracked. Select one from the list in the drop-down menu.



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.

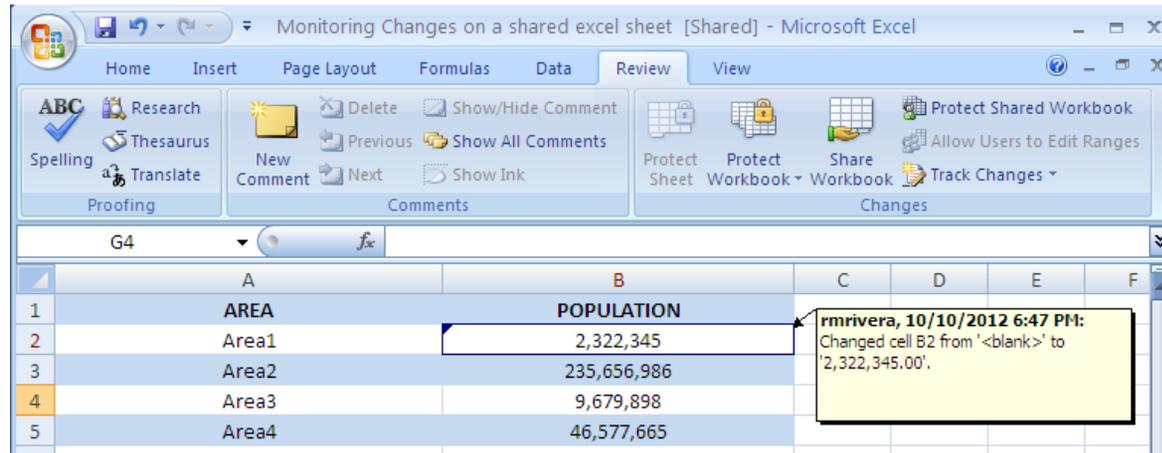


6. Check or uncheck the “Highlight Changes on screen” option, depending on whether or not to let others know that changes are being tracked. After you have made your selections, click the “OK” button.

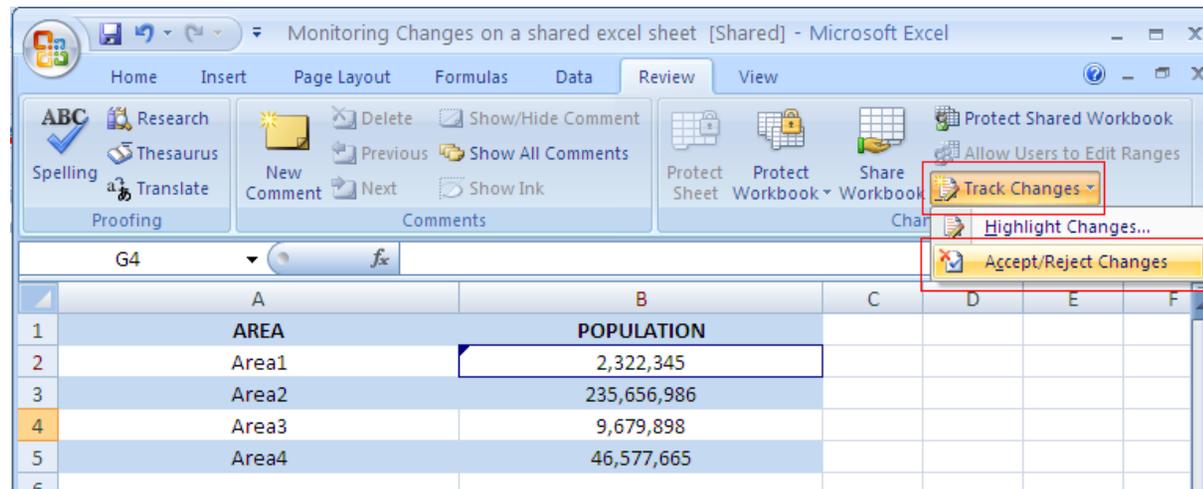


B. Accepting the Changes in the Shared Spreadsheet

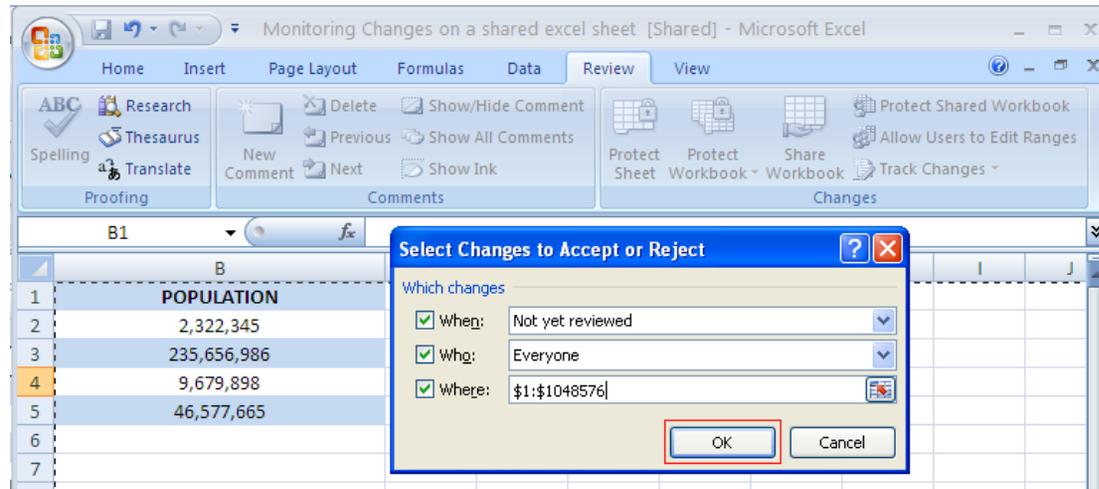
1. Click on a cell that has been changed, a pop-up window will show you the new value, the old value, and the time that the value was changed.



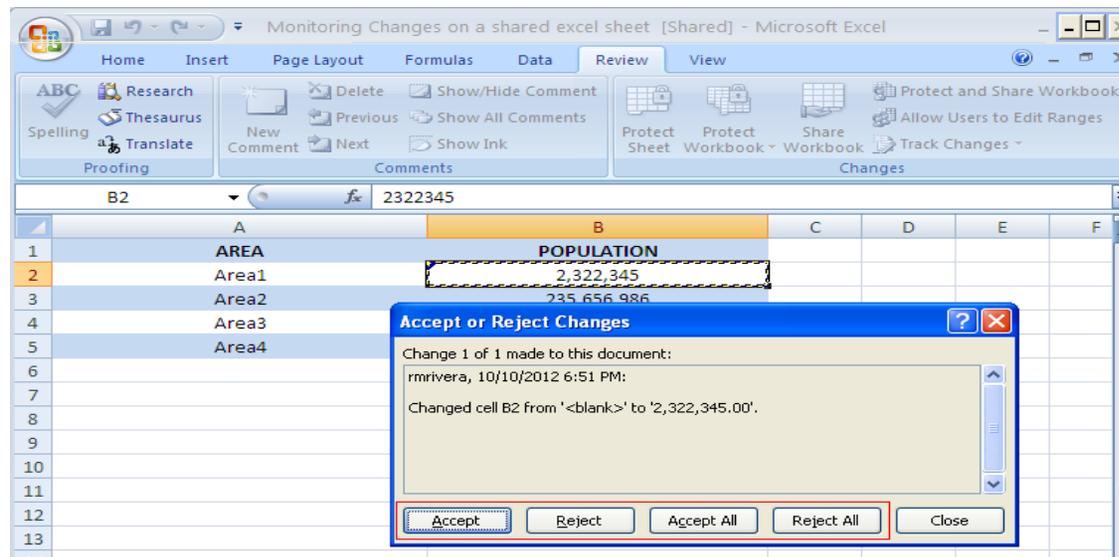
2. Click on “Track Changes” again and select “Accept/Reject Changes”.



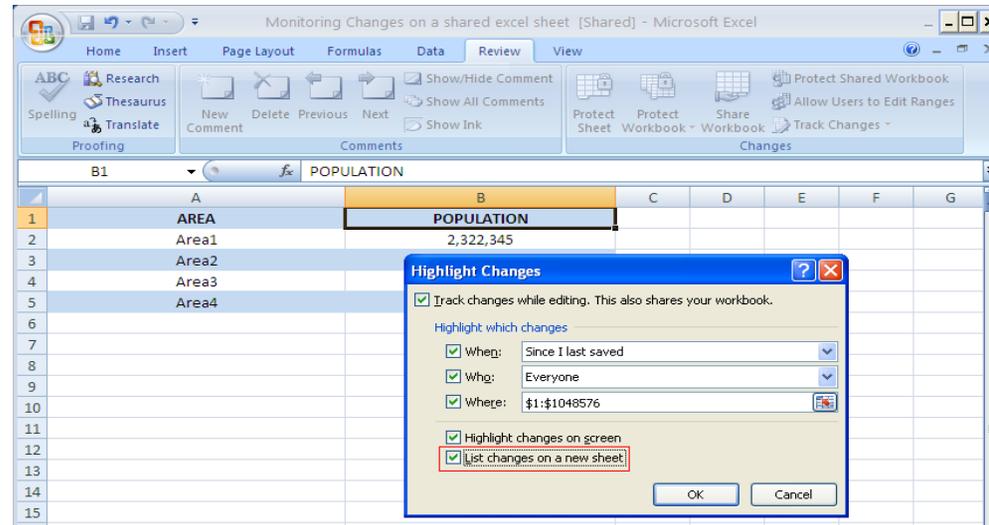
3. After clicking Accept/Reject Changes, click the “Ok” button in the pop-up window.



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”.



- 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.



- 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.

