

**Course
&
Test Series**

Self-Made Assignment - MS Excel

Using Track Changes in MS Excel

Sr.No.	Subject	Max Marks	Obtain Marks	Practical Work	Total Marks
1	Hindi	100	75	15	
2	English	100	70	18	
3	Math	100	40	18	
4	Science	100	50	19	
5	S.S.T	100	60	16	
6	Sanskrit	100	65	17	
7	Punjabi	100	55	18	
8	History	100	50	20	
9	Pol. Sc.	100	75	18	
10	Physical	100	62	19	

1. Go to Review Tab
 - a. Track Changes
 - i. In Highlight Changes select When, Who and Where (All the marks Range)
 - ii. Click Ok
2. Make the Changes in the Dataset after clicking on Track Changes:
 - a. Max Marks from 100 to 90.
 - b. Obtain Marks:
 - i. English 70 to 78
 - ii. Sanskrit 65 – 76
 - iii. History 50 to 65
3. Fill the Total Marks Column by using sum function.

After making all the changes when you go on the cell (which change the data) . Information related to change the data will appear on the screen.
Like: date, time, cell name, from data to Change data (new data).

 **CBSE**

 **ICSE**

 **NTSE**

 **Banking & Insurance**

 **Central Govt. Service**

 **State Govt. Services**

 **LAW Entrance**

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...many more

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