

**Course
&
Test Series**

Self-Made Assignment - Ms Excel

Using Track Changes in Ms Excel

| Id | Date | Customer Name | Product | Quantity | Price per Unit | Total Value | Sales Person |
|------|------------|---------------|----------|----------|----------------|-------------|---------------|
| 1001 | 2024-01-01 | John Smith | Widget 1 | 5 | 50 | 250 | Sarah Johnson |
| 1002 | 2024-01-02 | Mary Green | Widget 2 | 10 | 100 | 1000 | John Doe |
| 1003 | 2024-01-03 | James White | Widget 3 | 10 | 150 | 1500 | Sarah Johnson |
| 1004 | 2024-01-04 | Lisa Black | Widget 4 | 12 | 200 | 2400 | Emily Davis |
| 1005 | 2024-01-05 | Steve Brown | Widget 5 | 20 | 250 | 5000 | John Doe |

1. Enable Track Changes:

- Go to the Review tab in excel
- Click Track Changes > Highlight Changes
- Select Track Changes While editing
- Click ok

2. Make Edits to the dataset:

- Customer Name:
 - John Smith to John Doe
 - James White to James Black
- Quantity:
 - 1001- 7
 - 1005- 25
- Price per Unit:
 - 1001- 100
 - 1003- 2000
- Sales person:
 - Sarah Johnson - Smith Johnson
 - Emily Davis - Mary Davis

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).

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