

**Course
&
Test Series**

Self-Made Assignment - Ms Word

Using Track Changes in Ms Word

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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