Exercise: Managing workbook properties

Note: You can pass this course and all graded assessments without access to the downloadable version of Excel.

How to complete this exercise

To complete this exercise, you will need access to Microsoft 365 Excel.

Note: Keep in mind that if you are using free Office for the web or another version of the Microsoft 365 Excel application some features covered in this exercise may not be available.

Free Office for the web

If you do not have access to Microsoft 365 Excel, you can use Free Office for the web. This version of Office allows you to view and edit files in apps like Word, Excel, and PowerPoint. This free service is available to anyone with a Microsoft account.

Access Microsoft Account

[Log in to your Microsoft account.](#) ⧉ Type the email, phone number, or Skype sign-in that you use for other services (Outlook, Office, etc.), then select Next. If you don't have a Microsoft account, you can select No account? Create one!

Let's get started!

You need to send the commissions report to the accounting department for payment. The department requires that the properties information is completed for their record keeping. You also need to inspect the document to remove any comments that may have been added.
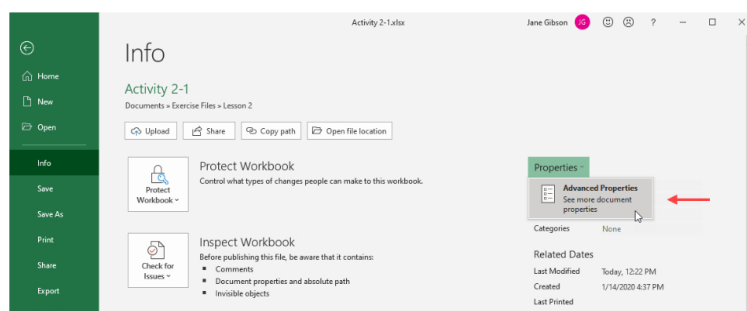
1. Click on the link below to open the Microsoft Excel exercise document you can use to complete this exercise.

[Exercise: Managing Workbook Properties](#) ⧉

2. Hover your mouse over cell **I19** and note the comment:

3. To open the Properties dialog box, click on **File → Info → Properties → Advanced Properties**:

4. The Properties dialog box will be opened. Click to select the **Summary** tab:

5. Type "**Sales Commissions and Bonuses – January 2019**" inside the **Title** field:

6. Type **your name** in the **Author** field:

7. Type "**Acme Widgets**" in the **Company** field:

8. Inside the **Category** field, type "**Commissions**:"

9. Click **OK** to update the properties:
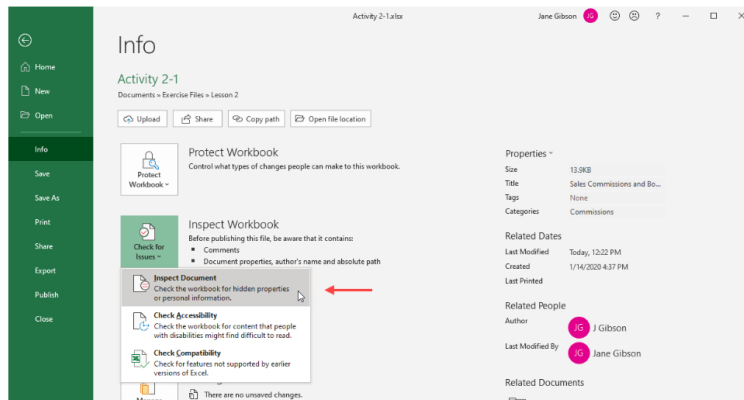

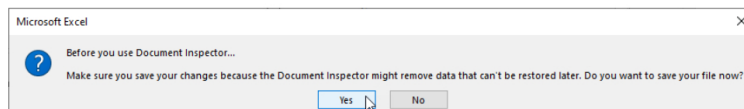10. You will now see the updated properties on the right side of the Info category:
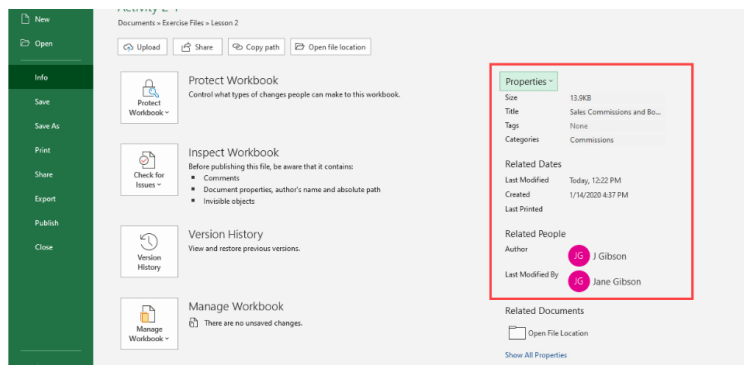
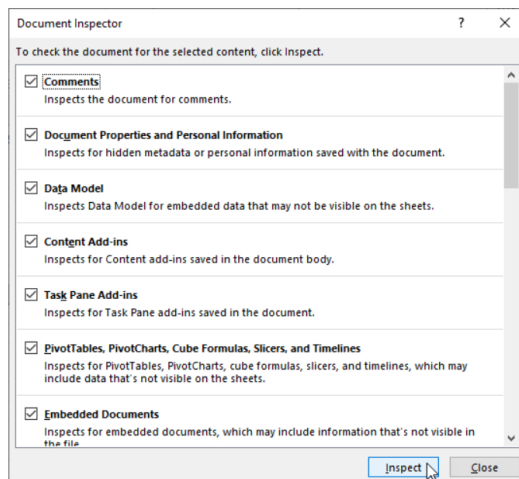11. Now click on **Check for Issues → Inspect Document**:
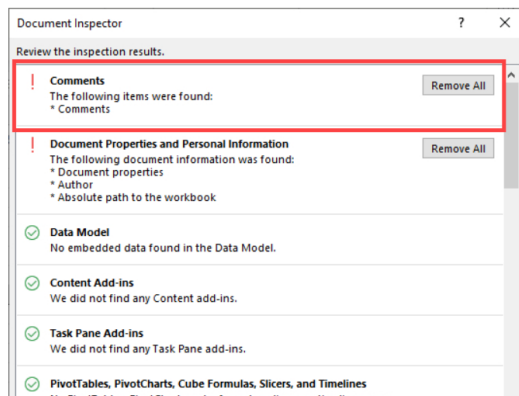

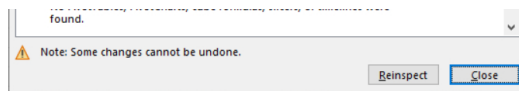
12. Click **Yes** to save the document:

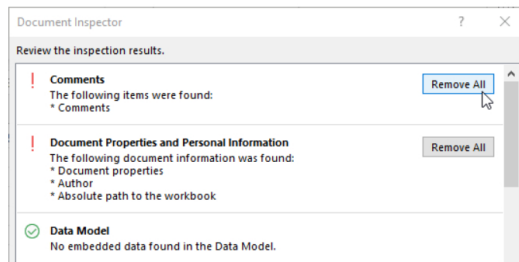13. Click **Inspect** to start the inspection:

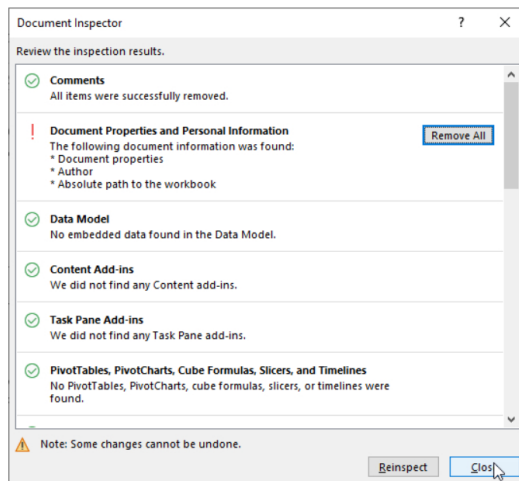14. Once complete you will note that there were comments found:

15. There were also document properties found, but you want to keep them. Click the **Remove All** button in the comments field to remove the comments:

16. You can now click **Close** to return to the workbook:

17. Note that the comment in cell I19 has been removed:

18. Save the current workbook as **Activity 2-1 Complete** and then close Microsoft Excel 365 to complete the activity.

17. Now, you can check out an example of a completed document in the link below:

Completed exercise: Managing Workbook Properties ⧉

Mark as completed

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