

# 11 Securing Workbooks

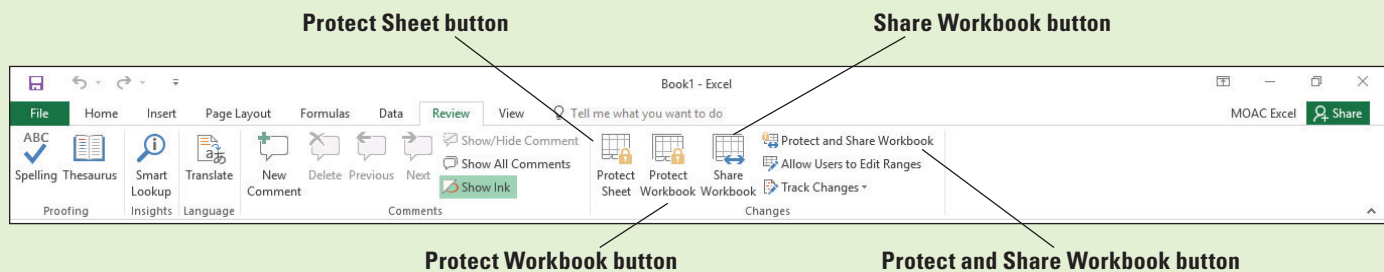
## LESSON SKILL MATRIX

Skills	Exam Objective	Objective Number
Securing Your Work	Inspect a workbook for hidden properties or personal information.	1.5.6

## SOFTWARE ORIENTATION

### The Review Tab

Microsoft Excel provides several layers of security and protection that enable you to control who can access and change your Excel data. Commands on the Review tab (Figure 11-1) enable you to protect an entire workbook file so that only authorized users can view or modify your data (the highest level of protection). You can also protect certain worksheet or workbook elements to prevent users from accidentally or deliberately changing, moving, or deleting important data. Data protection is especially important when files are shared and edited by multiple users.



**Figure 11-1**

The Review tab

Use this illustration as a reference throughout this lesson as you learn to share and edit files using Excel's security and protection options.

## SECURING YOUR WORK

A **password** is text that must be entered before a user can access a workbook, worksheet, or worksheet elements. You can secure an entire workbook by restricting who can open and/or use the workbook data and by requiring a password to view and/or save changes to the workbook. You can also provide additional protection for certain worksheets or workbook elements with or without applying a password.

### Protecting a Worksheet

In a work environment, workbooks are frequently used by more than one employee. When you create a worksheet that is accessed by multiple users, you often need to protect it so that a user does not accidentally or intentionally change, move, or delete important data. In the next exercise, you use the RAND and RANDBETWEEN functions to create unique ID numbers.

Excel has two random number functions: RAND and RANDBETWEEN. RAND does not require function arguments, so you cannot specify the number of digits you want in the number returned by a RAND formula. In contrast, RANDBETWEEN allows you to determine the beginning and ending numbers.

## STEP BY STEP

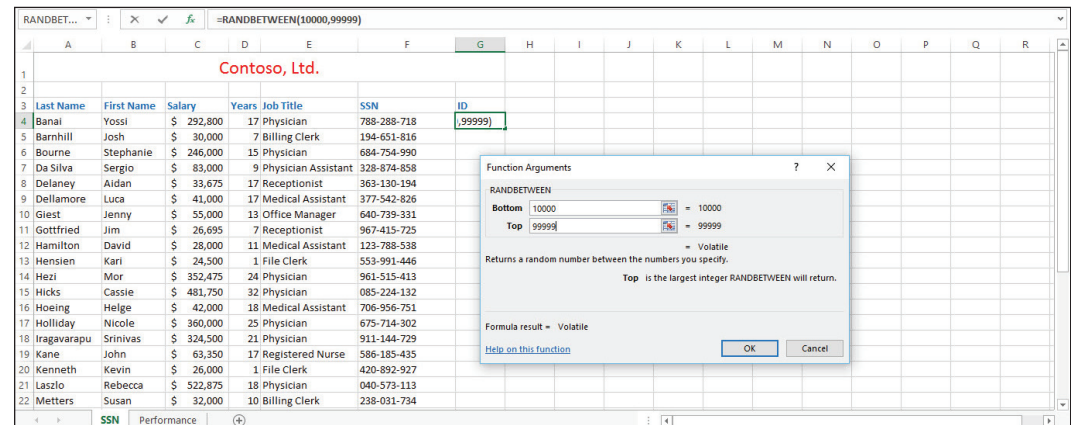
### Protect a Worksheet

**GET READY. LAUNCH** Excel.

1. **OPEN** *11 Contoso Employees* from the data files for this lesson. **SAVE** the workbook in your Excel Lesson 11 folder as *11 Payroll Data Solution*.
2. On the SSN worksheet, select cell **G4**.
3. Click the **Formulas** tab, choose **Math & Trig**, and then select **RANDBETWEEN**. This formula creates a random number for each employee that can be used for identification purposes.
4. In the *Function Arguments* dialog box, in the Bottom box, type **10000** and in the Top box, type **99999**, as shown in Figure 11-2. Click **OK**. As one of the first steps in information security, employees are usually assigned an Employee ID number that can replace Social Security numbers for US employees, Social Insurance numbers for Canadian employees, and National Insurance numbers for UK employees on all documents.

**Figure 11-2**

Using RANDBETWEEN to generate a five-digit random number



5. Double-click the fill handle in cell **G4** to copy the range to G5:G33. Each employee is now assigned a random five-digit ID number.
6. With the range **G4:G33** already selected, click the **Home** tab, and then click **Copy**. Click the **Paste** arrow, and then click **Paste Values**.



## Troubleshooting

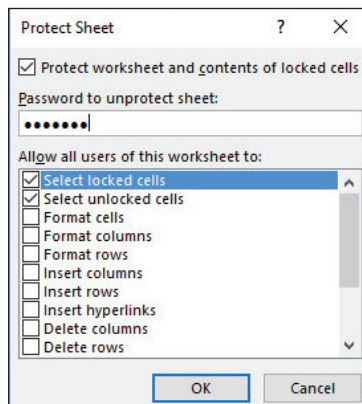
The RANDBETWEEN formula generates a new random number each time a workbook is opened or modified. To retain the Employee ID numbers created by the function, you must replace the formulas with the values.

7. With **G4:G33** selected, on the Home tab, click **Format** and then select **Format Cells**. Click the **Protection** tab and verify that **Locked** is checked. This prevents employee ID numbers from being changed when the worksheet has been protected. Click **OK**.
8. With **G4:G33** selected, on the Home tab, click the **Sort & Filter** button and then select **Sort Smallest to Largest**. In the *Sort Warning* dialog box, select **Continue with the current selection**, and then click **Sort**.
9. Select cells **C4:D33**. On the Home tab, click **Format**. Notice that the **Lock Cell** command appears selected, meaning the cells are locked by default. Click **Lock Cell** to turn off the protection on these cells to allow these cells to change.
10. Click the **Review** tab, and in the Changes group, click **Protect Sheet**.

11. In the Password to unprotect sheet box, type **L11!e01**. The password is not displayed in the Password to unprotect sheet box. Instead, solid circles are displayed, as shown in Figure 11-3. Click **OK**.

**Figure 11-3**

The Protect Sheet dialog box



12. You are asked to confirm the password. Type **L11!e01** again and then click **OK**. You have just created and confirmed the password that will lock the worksheet. Passwords are meant to be secure. This means that all passwords are case sensitive. Thus, you must type exactly what has been assigned as the password—uppercase and lowercase letters, numbers, and symbols.

13. **SAVE** and **CLOSE** the workbook.

**PAUSE. LEAVE** Excel open for the next exercise.

**Take Note** Workbook and worksheet element protection should not be confused with workbook-level password security. Element protection cannot protect a workbook from users who have malicious intent.

## Protecting a Workbook

Assigning a password is an effective way to prevent any user who does not know the password from opening a workbook. To protect an entire workbook, you can require a password to open and view the workbook. You can also require one password to open and view the workbook and a second password to modify workbook data. Passwords that apply to an entire workbook provide optimal security for your data.

Currently, the 11 Payroll Data Solution workbook you saved in the previous exercise can be viewed by anyone who has access to the computer system. You restricted the modification of the file, but you did not restrict access to the data. In this exercise, you will limit access to the workbook by requiring a password to open the document.

Excel passwords can contain up to 255 letters, numbers, spaces, and symbols. Passwords are case sensitive, so you must type uppercase and lowercase letters correctly. If possible, select a strong password that you can remember so that you do not have to write it down. A **strong password** is one that combines uppercase and lowercase letters, numbers, and symbols—consider the example password of **L11!e01** that you used in the previous exercise. A password that uses 14 or more characters, however, is considered to be more secure. Passwords that use birthdates, house numbers, pet names, and so on provide little protection for anyone who can look up this information on social networks or the Internet.

**Take Note** It is vitally important that you remember passwords assigned to workbooks or worksheets. If you forget your password, Microsoft cannot retrieve it. If necessary, write down passwords and store them in a secure place away from the information you want to protect.

When you protect a worksheet, you can hide any formulas that you do not want to be visible in the formula bar. Select the cells that contain the formulas you want to hide. Then, on the Protection tab of the Format Cells dialog box, select the Hidden check box.

## STEP BY STEP

### Protect a Workbook

**GET READY. OPEN** the **11 Payroll Data Solution** workbook that you saved and closed in the previous exercise.

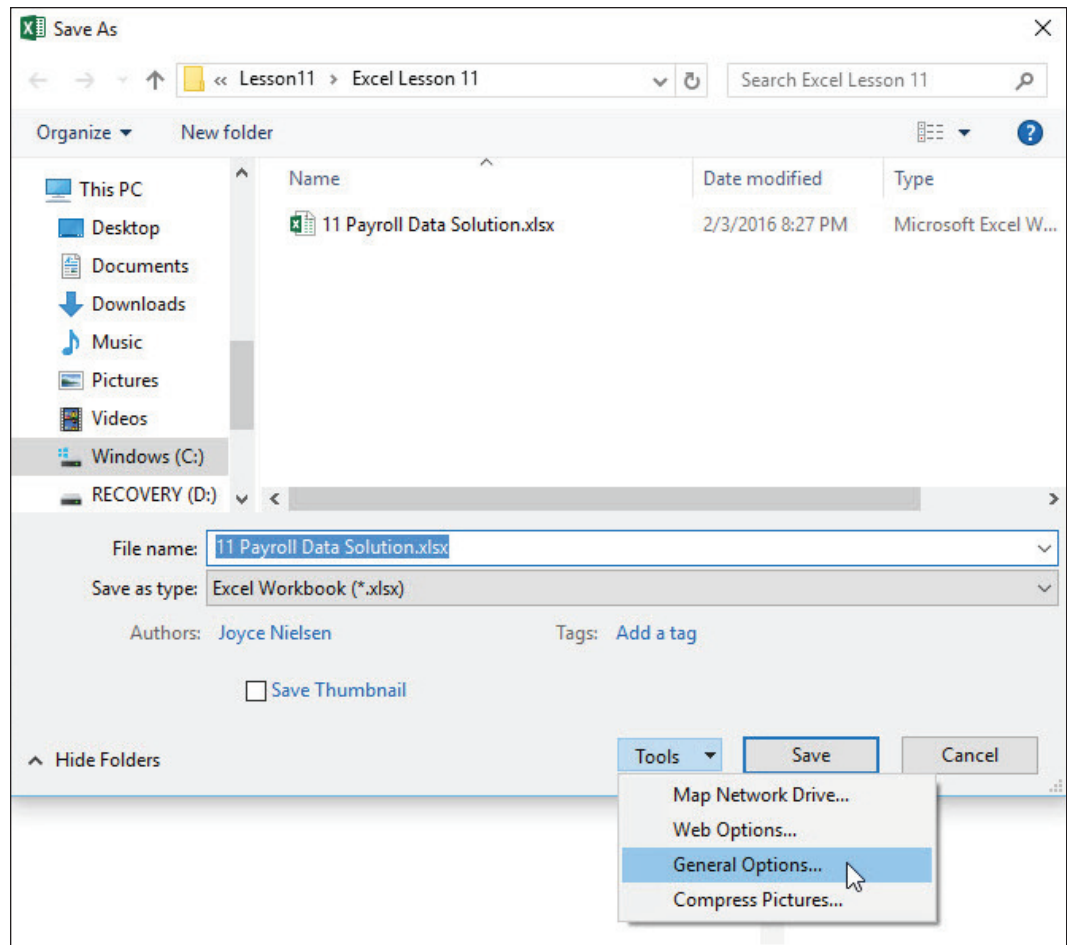
1. Click cell **G11** and try to type a new value in the cell. A dialog box informs you that you are unable to modify the cell because the worksheet is protected. Click **OK** to continue.
2. Click cell **D4** and change the number to **1**. You can make changes to cells in columns C and D because you unlocked the cells before you protected the worksheet. Click **Undo** to reverse the change.
3. Click the **Performance** worksheet tab and then select cell **D4**.
4. On the Home tab, in the Cells group, click the **Delete** arrow, and then click **Delete Sheet Rows**. Dr. Bourne's data is removed from the worksheet because this worksheet was left unprotected.
5. Click **Undo** to return Dr. Bourne's data.
6. Click the **SSN** worksheet tab. Click the **Review** tab, and in the Changes group, click **Unprotect Sheet**.
7. Type **L11!e01** (the password you created in the previous exercise) and then click **OK**.
8. Click cell **D11**. Type **8**, press **Tab** three times, and then type **17000**. Press **Tab**.
9. On the Review tab, in the Changes group, click **Protect Sheet**. In the two dialog boxes, type the original password for the sheet **L11!e01** to again protect the SSN worksheet.
10. On the Review tab, in the Changes group, click **Protect Workbook**. The *Protect Structure and Windows* dialog box opens. Select the **Protect workbook for Structure** check box in the dialog box, if it isn't already selected.
11. In the Password box, type **L11&E02** and then click **OK**. Confirm the password by typing it again and then click **OK**.

**Take Note** The workbook password is optional, but if you do not supply a password, any user can unprotect the workbook and change the protected elements.

12. To verify that you cannot change worksheet options, right-click the **Performance** worksheet tab and notice the dimmed commands.
13. Press **Esc** and then click the **File** tab. Select **Save As** and then click the **Browse** button.
14. In the *Save As* dialog box, click the **Tools** button. The shortcut menu opens (see Figure 11-4).
15. Select **General Options**. The *General Options* dialog box opens. In the *General Options* dialog box, in the Password to open box, type **L11&E02**. Solid circles appear in the text box as you type. Click **OK**.
16. In the *Confirm Password* dialog box, reenter the password, and then click **OK**. You must type the password exactly the same each time.
17. Click **Save** and then click **Yes** to replace the document. As the document is now saved, anyone who has the password can open the workbook and modify data contained in the Performance worksheet because that worksheet is not protected. However, to modify the SSN worksheet, the user must also know the password you used to protect that worksheet in the first exercise.

**Figure 11-4**

Use the Tools options in the Save As dialog box to restrict access to the workbook.



### Troubleshooting

When you confirm the password to prevent unauthorized viewing of a document, you are reminded that passwords are case-sensitive. If the password you enter in the Confirm Password dialog box is not identical to the one you entered in the previous dialog box, you will receive an error message. Click OK to close the error message and reenter the password in the Confirm Password dialog box.

**18.** **CLOSE** the workbook and then **OPEN** it again.

**19.** In the Password box, type **111** and then click **OK**. This is an incorrect password to test the security. You receive a dialog box warning that the password is not correct. Click **OK**.

**PAUSE. LEAVE** Excel open for the next exercise.

When you saved the 11 Payroll Data Solution workbook in the first exercise in this section, it could be viewed by anyone with access to your computer system or network. As you saw when you opened the file in this exercise, the workbook could be viewed, but the SSN worksheet could not be modified except for the cells that were unlocked. If you saved the file with a different name, that file also would be protected, and you could not alter the data without the password that protects that worksheet.

Protecting the structure of a workbook prevents users from viewing worksheets that you have hidden; inserting new worksheets; or moving, deleting, hiding, or changing the names of worksheets. Selecting the Windows check box on the Protect Structure and Windows dialog box prevents the user from changing the size and position of the windows when the workbook is opened.

## Using the Document Inspector

Before you share an important document with colleagues or individuals outside your organization, you should always spell check, proofread, and review the contents to ensure that everything is correct and the document does not contain anything you do not want to share with others. You should also review the document for hidden data or personal information that might be stored in the workbook or in the document properties. In Excel, the Document Inspector displays several different options that enable you to find and remove hidden data and personal information that is specific to Excel workbooks. The Document Inspector also locates custom XML data, hidden worksheets, and invisible content.

Several types of hidden data and personal information can be saved in an Excel workbook. This information might not be immediately visible when you view the document, but it still may be possible for others to view or retrieve the information. This information includes the following:

- **Comments and annotations:** This information enables other people to see the names of people who worked on your workbook, their comments, and changes that were made to the workbook.
- **Document properties and personal information:** Document properties include the author, subject, and title, as well as the name of the person who most recently saved the workbook and the date the workbook was created.
- **Headers and footers:** Headers and footers can include the author's name, the date the file was created, and so on.
- **Hidden rows, columns, and worksheets:** Columns can be hidden to protect salary and social security (US), social insurance (Canada), or national insurance (UK) data. Before removing hidden rows or columns, be sure that their removal will not change calculations in your worksheet.

### STEP BY STEP

#### Use the Document Inspector

**GET READY. OPEN** *11 Contoso Employee IDs* from the files for this lesson.

1. Click the **File** tab, click **Save As**, click **Browse**, and then navigate to the Excel Lesson 11 folder. In the File name box, type *11 Employee ID Doc Inspect Solution* to save a copy of the workbook. Click the **Save** button.



#### Troubleshooting

It is a good idea to perform an inspection on a copy of your workbook because you might not be able to restore hidden content that you remove in the inspection process. If you attempt to inspect a document that has unsaved changes, you will be prompted to save the document before completing the inspection.

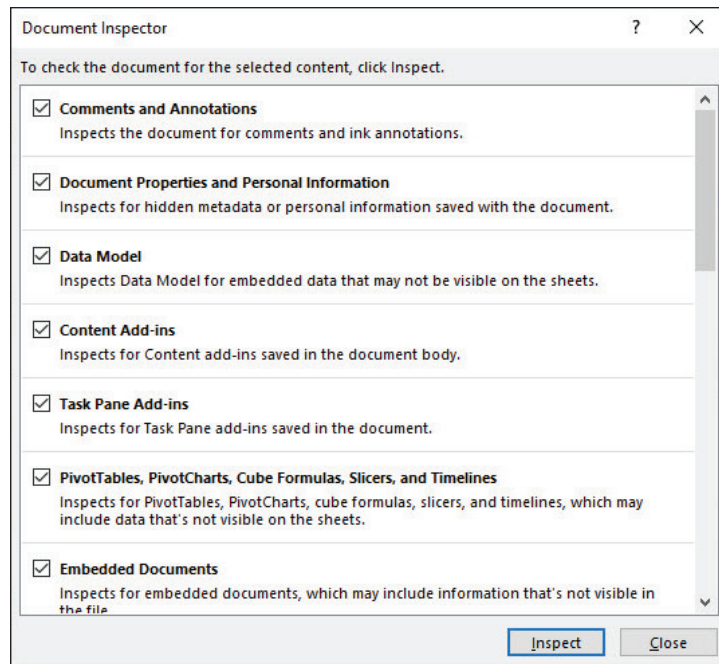
2. Click the **File** tab. Then, with **Info** selected, click the **Check for Issues** button in the middle pane of the Backstage view. Next, click **Inspect Document**. The *Document Inspector* dialog box opens, as shown in Figure 11-5.
3. Click **Inspect**. The Document Inspector changes to include some Remove All buttons.
4. Click **Remove All** for Comments and Annotations.

**Take Note** You must remove each type of hidden data individually. You can inspect the document again after you remove items.



**Figure 11-5**

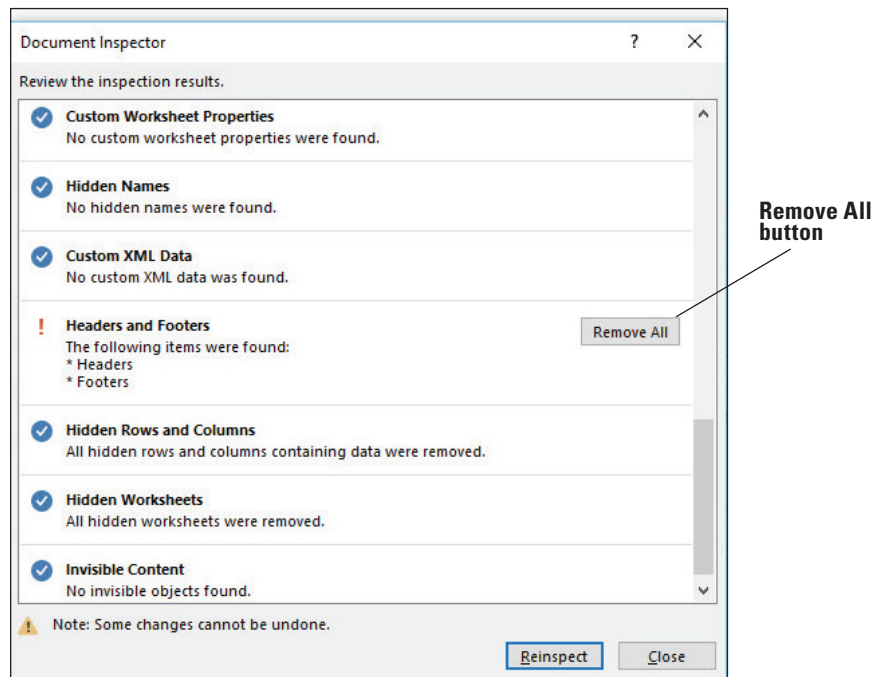
Document Inspector dialog box



- Click **Remove All** three times for Document Properties and Personal Information, Hidden Rows and Columns, and Hidden Worksheets. Headers and Footers should be the only hidden item remaining (see Figure 11-6).

**Figure 11-6**

Remove All button for Headers and Footers



- Click the **Close** button to close the *Document Inspector* dialog box.

- SAVE** the workbook.

**PAUSE. CLOSE** the workbook.

When you opened the file in this exercise, it contained hidden columns as well as other information that you didn't want to share with others. You first created a copy of your original workbook because it is not always possible to restore data that the Document Inspector removes. For that reason, you removed sensitive information from the copy; the complete data is retained in the original workbook. If the original workbook was protected, the copy would also be protected, and some of the items in the workbook would not be able to be changed through the Document Inspector. You would have to unprotect the workbook first to run the Document Inspector.

## Marking a Document as Final

Before you share a workbook with other users, you can use the Mark as Final command to make the document read-only and discourage changes to the document. Marking a document as final communicates that you are sharing a completed version of the document, and it helps prevent reviewers or readers from making inadvertent changes to the document.

### STEP BY STEP

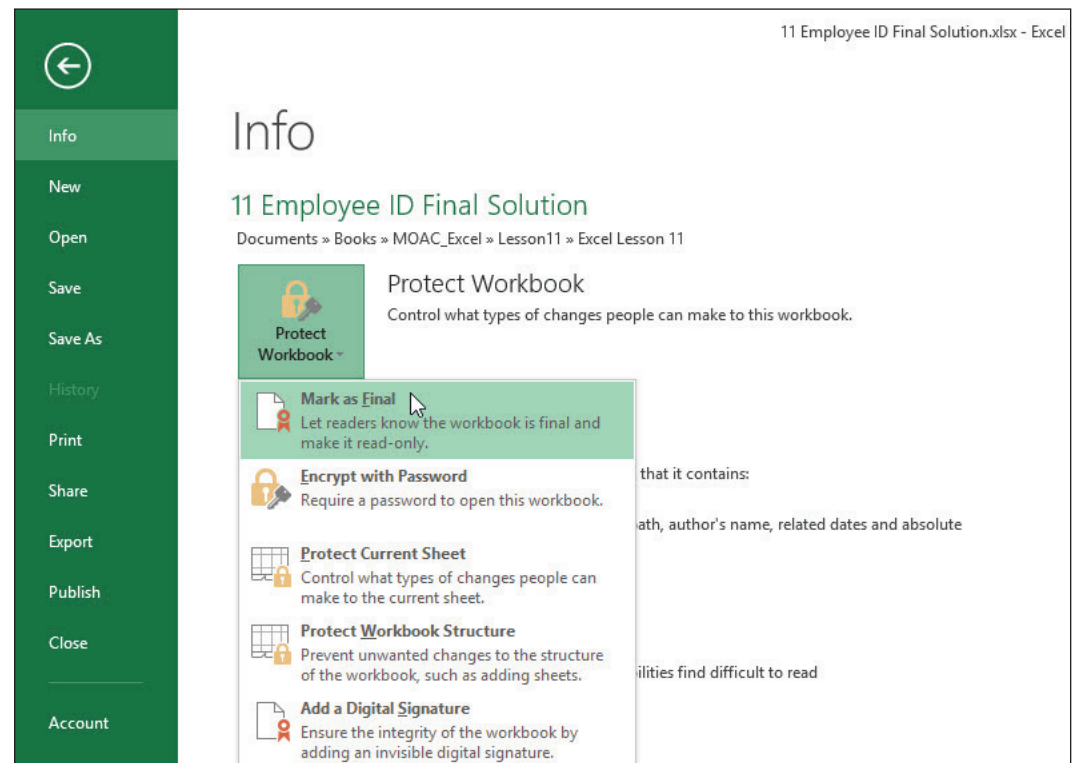
### Mark a Document as Final

**GET READY. OPEN** *11 Contoso Employee IDs* from the files for this lesson.

1. **SAVE** the workbook in the Excel Lesson 11 folder as *11 Employee ID Final Solution*.
2. Click the **File** tab and in Backstage view, click the **Protect Workbook** button (see Figure 11-7). Click **Mark as Final**.

**Figure 11-7**

Mark as Final command



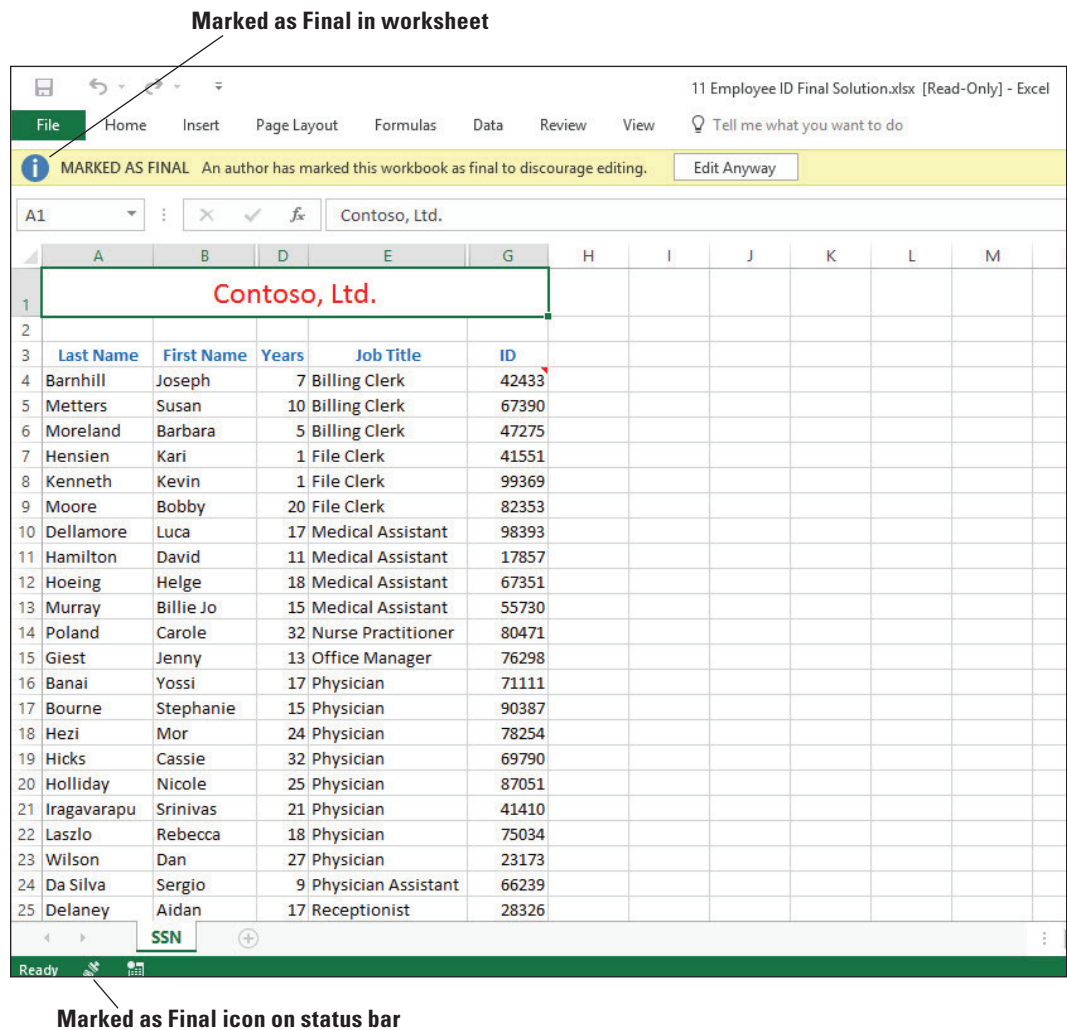
3. An Excel message box opens, indicating that the workbook will be marked as final and saved. Click **OK**.
4. Another Excel message box explains that the document has been marked as final. This also means that the file has become read-only, meaning you can't edit it unless you click the Edit Anyway button. Click **OK**. Notice the MARKED AS FINAL information bar above the worksheet. A Marked as Final icon also appears in the status bar (see Figure 11-8).

**PAUSE. CLOSE** the workbook.



**Figure 11-8**

Marked as Final indicators



The Mark as Final command is not a security feature. Anyone who opens a workbook that has been marked as final can edit the document by removing the Mark as Final status from the document by clicking the Edit Anyway button.

## TRACKING CHANGES TO A WORKBOOK

**Tracking changes** is the ability to mark who makes what changes in a workbook. The ability to track changes is especially helpful in a workbook that is shared and modified by multiple users. When you turn on Track Changes, the workbook automatically becomes a shared workbook. You can customize the Track Changes feature to track specific types of changes, you can allow the feature to be turned on and off at will by various users, or you can specify a password to protect the changes. You also can decide whether to accept or reject changes to your original workbook data. When you turn off change tracking, the workbook is no longer a shared workbook.

### Turning Track Changes On and Off

You can turn on change tracking using the Track Changes command, the Share Workbook command, or the Protect and Share Workbook command (all located on the Review tab). The Protect and Share Workbook command provides the highest level of security because you can add a password. When workbooks are shared, it is often important to know what changes were made by each user. The owner (creator) of the workbook can use change-tracking functions to manage the data in a shared workbook. The owner can use the change history record to manage the shared workbook by adding or removing users and resolving conflicting changes. In the next exercise, you will learn to track changes.

**STEP BY STEP****Turn Track Changes On and Off**

**GET READY. OPEN** the **11 Contoso Assignments** workbook for this lesson.

1. **SAVE** the workbook as **11 Assignments Solution** in the Excel Lesson 11 folder.
2. Click the **Review** tab, and then in the Changes group, click the **Protect and Share Workbook** button. The *Protect Shared Workbook* dialog box opens.
3. In the dialog box, click **Sharing with track changes**. When you choose this option, the Password text box becomes active. You can assign a password at this time, but it is not necessary. Click **OK**.
4. Click **OK** when asked if you want to continue and save the workbook. You have now marked the workbook to save tracked changes.

**PAUSE. LEAVE** the workbook open for the next exercise.

You can turn change tracking off by clicking the Unprotect Shared Workbook button, which was named Protect and Share Workbook before you completed the preceding exercise.

**Take Note** Turning off Track Changes removes the change history and removes the shared status of the workbook, but changes already shown in the document will remain until you accept or reject them.

**Setting Track Change Options**

The Advanced tab of the Share Workbook dialog box allows you to customize the shared use of the workbook. These options are normally set by the workbook author before the workbook is shared. In this exercise, you modify these options.

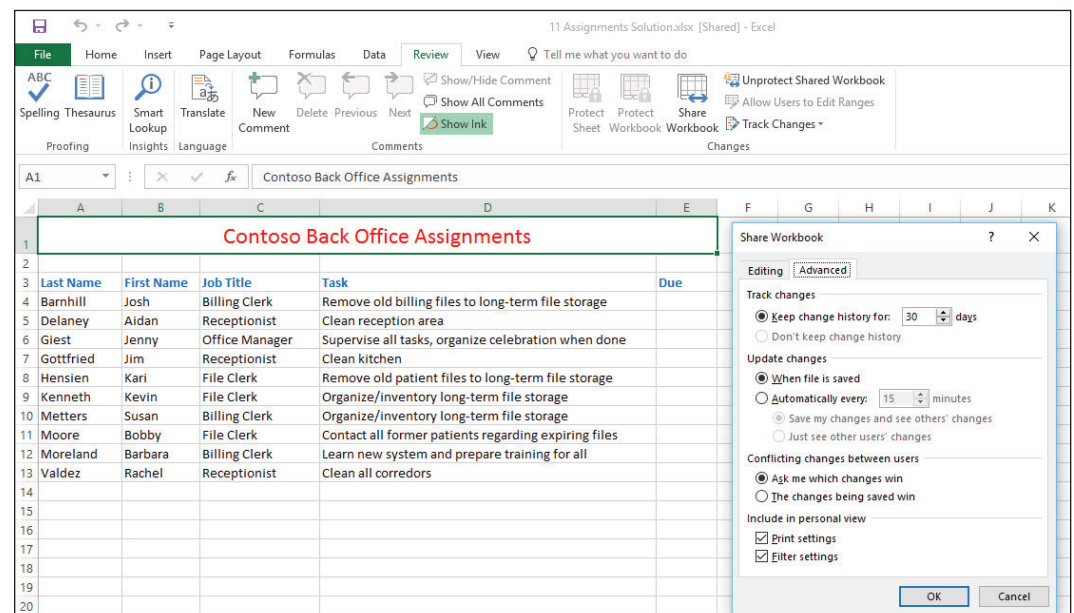
**STEP BY STEP****Set Track Change Options**

**GET READY. USE** the workbook from the previous exercise.

1. On the **Review** tab, in the Changes group, click **Share Workbook**. The *Share Workbook* dialog box opens.
2. Click the **Advanced** tab (see Figure 11-9).

**Figure 11-9**

Advanced tab in the Share Workbook dialog box



3. In the Keep change history for box, click the **scroll arrow** to display 35.
4. Click the **Automatically every** option button so the file automatically saves every 15 minutes (the default for this setting).
5. Click **OK** to accept the default settings for the remainder of the options.

**PAUSE.** **SAVE** the workbook and **LEAVE** it open for the next exercise.

## Inserting Tracked Changes

When you open a shared workbook, Track Changes is automatically turned on. In most cases, the workbook owner has entered a password to prevent a user from turning off Track Changes. Thus, any text you type in the workbook is tracked.

### STEP BY STEP

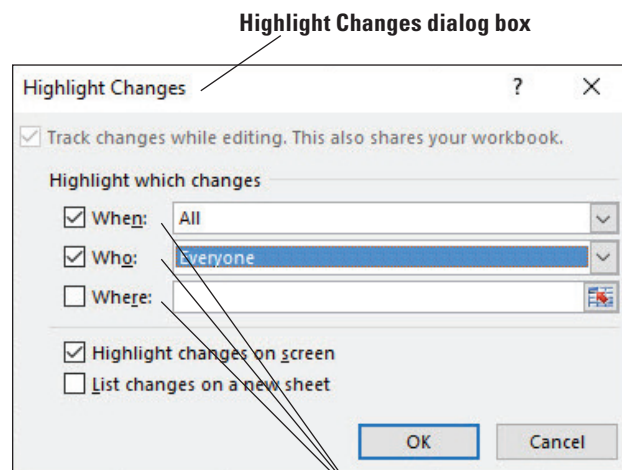
### Insert Tracked Changes

**GET READY.** **USE** the workbook from the previous exercise.

1. On the **Review** tab, in the Changes group, click **Track Changes**. In the drop-down list that appears, click **Highlight Changes**. The *Highlight Changes* dialog box appears.
2. The Track changes while editing box is selected, but inactive because Track Changes was activated when you shared the workbook. In the When drop-down box, click the **down arrow**, and then click **All**. In the Who check box and drop-down list, check the box and then select **Everyone**. The dialog box should appear as shown in Figure 11-10.

**Figure 11-10**

Inserting tracked changes



Track Changes options

3. The Highlight changes on screen option is already selected. Click **OK**. If a warning box appears, click **OK** to accept.
4. Click the **File** tab and then click **Options**. The *Excel Options* dialog box opens.
5. In the General category, under Personalize your copy of Microsoft Office, in the User name box, type **Luca Dellamore**. Click **OK**. You have changed the document user name that will be listed in the Track Changes.

**Take Note** Make a note of the name that you remove. You will restore the original user name at the end of this lesson.

6. Click cell **A14** and type the following information in each of the columns:  
**Dellamore**      **Luca**      **File Clerk**      **Redo mailboxes**

7. As you enter these changes, a colored triangle and comment box appear for each entry made. This makes it easy to view the changes later.
8. On the Quick Access Toolbar, click **Save** to save the changes you made under the user name Luca Dellamore.
9. Click the **File** tab and then select **Options**.
10. In the **User name** box, type **Billie Jo Murray**. Click **OK**. You are once again changing the user name and applying it to the document.
11. Click cell **A15** and type the following information in each of the columns:  
**Murray Billie Jo Receptionist Remove all old contacts**
12. Move the mouse pointer to cell D15. The person's name who made the change, the date and time of the change, and the change itself appear in a ScreenTip as shown in Figure 11-11.

**Figure 11-11**

Tracked changes in a worksheet

	A	B	C	D	E	F	G	H	I
1	<b>Contoso Back Office Assignments</b>								
2									
3	<b>Last Name</b>	<b>First Name</b>	<b>Job Title</b>	<b>Task</b>	<b>Due</b>				
4	Barnhill	Josh	Billing Clerk	Remove old billing files to long-term file storage					
5	Delaney	Aidan	Receptionist	Clean reception area					
6	Giest	Jenny	Office Manager	Supervise all tasks, organize celebration when done					
7	Gottfried	Jim	Receptionist	Clean kitchen					
8	Hensien	Kari	File Clerk	Remove old patient files to long-term file storage					
9	Kenneth	Kevin	File Clerk	Organize/inventory long-term file storage					
10	Metters	Susan	Billing Clerk	Organize/inventory long-term file storage					
11	Moore	Bobby	File Clerk	Contact all former patients regarding expiring files					
12	Moreland	Barbara	Billing Clerk	Learn new system and prepare training for all					
13	Valdez	Rachel	Receptionist	Clean all corridors					
14	Dellamore	Luca	File Clerk	Redo mailboxes					
15	Murray	Billie Jo	Receptionist	Remove all old contacts					
16									
17									
18									

Tracked change with comment

13. Look at the ScreenTips for the other cells in rows 14 and 15.

**PAUSE. SAVE** the workbook and **LEAVE** it open for the next exercise.

On a network, you do not see changes made by other users until both they and you save your changes. Note that when you work in a network environment, you can click **Share Workbook** in the **Changes** group and see a list of other users (on the **Editing** tab) who have the workbook open.

Sometimes conflicts occur when two users edit a shared workbook and try to save changes that affect the same cell. When the second user tries to save the workbook, Excel displays the **Resolve Conflicts** dialog box. Depending on the options established when the workbook was created and shared, you can either keep your change or accept the change made by the other user.

You can also display a list that shows how past conflicts have been resolved. These can be viewed on a separate worksheet that displays the name of the person who made the change, when and where it was made, what data was deleted or replaced, and how conflicts were resolved.

## Deleting Your Changes

As noted previously, the changes you make in a shared workbook are not visible to other users until you save your work. Changes become a part of the change history only when you save. If you change your mind before saving, you can edit or delete changes. Changes must be saved before you can accept or reject them. When you have saved your workbook and you want to delete a change, you can either enter new data or reject the change you made before saving.

**STEP BY STEP****Delete Your Changes**

**GET READY.** USE the workbook from the previous exercise.

1. Click the **File** tab and then click **Options**.
2. In the **General** category, under Personalize your copy of Microsoft Office, in the User name box, type **Erin Hagens**. Click **OK**. You have again changed the user of the workbook for change tracking purposes.
3. Select cell **A16** and type the following information in each of the columns:  
**Hagens Erin Receptionist Clean all corridors**
4. Click cell **D13**, and then edit the cell so corridors is spelled correctly. Change corridors to corridors.
5. On the Review tab, click **Track Changes**, and then from the drop-down menu that displays, click **Accept/Reject Changes**. Excel displays a message box confirming that you want to save the workbook. Click **OK**. The *Select Changes to Accept or Reject* dialog box opens.
6. In the *Select Changes to Accept or Reject* dialog box, click the **Who** drop-down arrow, select **Erin Hagens**, and then click **OK**. You have just asked Excel to return only the tracked changes made by Erin Hagens. Excel highlights row 16 with green dashes where Hagens' information is typed in.

**Take Note** The order of the accept or reject changes may appear differently. Accept the change in D13 but reject all other changes.

7. Click **Reject**. All four entries are removed.
8. When cell D13 is selected for the correction of the spelling of corridors, click **Accept**.

**PAUSE.** SAVE the workbook and **LEAVE** it open for the next exercise.

If you replace another user's data and you want to restore the original data, you should reject your change. If you instead delete text you entered as a replacement for other text, you will leave the cell or range blank. Rejecting your change restores the entry that you replaced.

### Accepting Changes from Another User

After a shared workbook has been edited, you can easily identify which cells have been changed and determine whether you want to keep or reject the changes. You can choose to accept or reject all changes at one time without reviewing each change, or you can accept or reject them individually. In the following exercise you will learn how to accept changes from other users.

**STEP BY STEP****Accept Changes from Another User**

**GET READY.** USE the workbook from the previous exercise.

1. Click the **File** tab and then click **Options**.
2. In the **General** category, under Personalize your copy of Microsoft Office, in the User name box, type **Jim Giest**. Click **OK**.
3. Click **Track Changes** and then select **Accept/Reject Changes** from the drop-down list.
4. Not yet reviewed will be selected by default. In the Who box, select **Luca Dellamore**. Click **OK**. The *Accept or Reject Changes* dialog box is displayed.
5. Click **Accept** to accept each of the changes Luca made. The *Accept or Reject Changes* dialog box closes when you have accepted all changes made by Luca Dellamore.

**PAUSE.** SAVE the workbook and **LEAVE** it open for the next exercise.



You can also click the Collapse Dialog button in the Where box on the Select Changes to Accept or Reject dialog box and then select the cells that contain changes. You can then accept or reject the changes in their entirety. In this exercise, some changes were highlighted by cell and others were highlighted by row, and you could accept or reject changes to the selected cell or range.

## Rejecting Changes from Another User

As the owner of the Assignments workbook, the office manager in the following exercise has the authority to accept or reject changes by all users. Rejecting changes, however, does not prohibit a user from changing the data again. When all users have made the necessary changes, the owner can remove users and unshare the workbook.

### STEP BY STEP

#### Reject Changes from Another User

**GET READY. USE** the workbook from the previous exercise.

1. Click **Track Changes** and then click **Accept/Reject Changes**.
2. On the right side of the Where box, click the **Collapse Dialog** button.
3. Select the data in row **15** and then click the **Expand Dialog** button. Click **OK** to close the *Select Changes to Accept or Reject* dialog box. The *Accept or Reject Changes* dialog box is displayed.
4. Click **Reject All**. A dialog box will open to ask you if you want to remove all changes and not review them. Click **OK**. The data is removed and row 15 is now blank.
5. **SAVE** the workbook in the Excel Lesson 11 folder as **11 Assignments Edited Solution**.

**PAUSE. LEAVE** the workbook open for the next exercise.

When you have the opportunity to work with a shared workbook that is saved on a network, you will likely encounter conflicts when you attempt to save a change that affects the same cell as another user's changes. In the Resolve Conflicts dialog box, you can read the information about each change and the conflicting changes made by another user. The options set on the Advanced tab of the Share Workbook dialog box determine how conflicts are resolved.

## Removing Shared Status from a Workbook

Before you stop sharing a workbook, make sure that all other users have completed their work and that you have accepted or rejected all changes. Any unsaved changes will be lost when you stop sharing and the history worksheet is deleted. Thus, before you remove the shared status from a workbook, you should print the history worksheet and/or copy it to another workbook. In this exercise, you remove shared status from a workbook.

### STEP BY STEP

#### Remove Shared Status from a Workbook

**GET READY. USE** the workbook from the previous exercise.

1. On the **Review** tab, in the Changes group, click **Track Changes** and then click **Highlight Changes**.
2. In the When box, All is selected by default. This tells Excel to search through all tracked changes made to the worksheet.
3. Clear the Who and Where check boxes if they are selected.
4. Click the **List changes on a new sheet** check box. Click **OK**. A History sheet is added to the workbook.
5. On the History worksheet, in the corner of the worksheet adjacent to the first column and first row, click the **Select All** button. Click the **Home** tab, and then in the Clipboard group, click the **Copy** button.



6. Press **Ctrl+N** to open a new workbook.
7. In the new workbook, on the Home tab, in the Clipboard group, click **Paste**.
8. **SAVE** the new workbook as **11 Assignments History Solution**. **CLOSE** the workbook.
9. In the shared workbook, click on the **Review** tab, click **Unprotect Shared Workbook** and then click **Share Workbook**. The *Share Workbook* dialog box is displayed. On the Editing tab, make sure that Jim Giest (the last user name changed in File Options) is the only user listed in the Who has this workbook open now list.
10. Clear the **Allow changes by more than one user at the same time** check box. Click **OK** to close the dialog box.
11. A dialog box opens to prompt you about removing the workbook from shared use. Click **Yes** to turn off the workbook's shared status. The word Shared is removed from the title bar and the History worksheet is deleted.
12. **SAVE** and **CLOSE** the workbook.

**PAUSE. LEAVE** Excel open for the next exercise.

When shared status has been removed from a workbook, changes can be made like they are made in any workbook. You can, of course, turn change tracking on again, which will automatically share the workbook.

## ADDING COMMENTS TO A WORKBOOK

In Excel, you can add a note to a cell by inserting a comment. You can also edit the text in comments and delete any comments that you no longer need. Comments are marked by a red triangle in the upper-right corner of the cell. When you point to this triangle, the comment appears in a box next to the cell, along with the name of the user logged on to the computer at the time the comment was created.

### Inserting a Comment

Comments are a useful technique for calling attention to important or significant data and providing insights from the user that explain more about the data. For example, say that Contoso's employees are evaluated on three performance measures. The manager uses comments to note incidents related to these measures. In this exercise, you learn how to insert comments.

#### STEP BY STEP

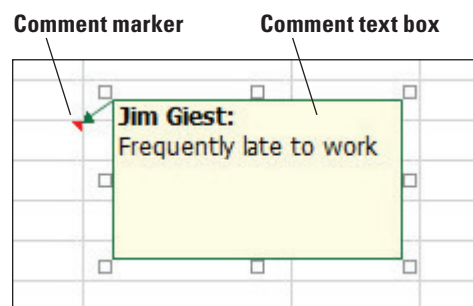
#### Insert a Comment

**GET READY. OPEN** the **11 Contoso Personnel Evaluations** file for this lesson.

1. Select cell **E11**. On the **Review** tab, in the Comments group, click **New Comment**. The comment text box opens for editing.
2. Type **Frequently late to work** as shown in Figure 11-12.

**Figure 11-12**

New comment text box



3. Click cell **D8**. Press **Shift+F2** and type **Currently completing Masters degree program for additional certification**. Click outside the comment box. The box disappears and a red triangle remains in the upper-right corner of the cell the comment was placed in.
4. Click cell **E4**. Click **New Comment** and type **Adjusted hours for family emergency**.
5. Click cell **F10**. Click **New Comment** and type **Consider salary increase**.
6. **SAVE** the file as **11 Evaluations Solution**.

**PAUSE.** **SAVE** the workbook and **LEAVE** it open for the next exercise.

Contoso, Ltd. conducts an annual employee performance review. In this workbook, the manager uses comments to note events or actions that he wants to recall when he conducts employees' annual reviews. When you add comments, Excel automatically displays the name that appears in the Name box under General Office settings in the Excel Options dialog box. If you don't want to use a name, you can select it in the comment and then press Delete.

### Viewing a Comment

When you rest your pointer over the red triangle that indicates that a cell has a comment attached to it, the comment is displayed. You can keep selected comments visible as you work, or you can display all comments using commands in the Comments group on the Review tab. The Show/Hide Comment and Show All Comments commands allow you to display or hide comments as needed. The Previous and Next commands allow you to move from one comment to another without selecting the cells.

## STEP BY STEP

### View a Comment

**GET READY.** **USE** the workbook from the previous exercise.

1. Click cell **F10** and on the Review tab, in the Comments group, click **Show/Hide Comment**. Note that the comment remains visible when you click outside the cell.
2. Click cell **E4** and then click **Show/Hide Comment**. Again, the comment remains visible when you click outside the cell.
3. Click cell **F10** and then click **Show/Hide Comment**. The comment is hidden.
4. In the Comments group, click **Next** twice to navigate to the next available comment. The comment in cell E11 is displayed.
5. In the Comments group, click **Show All Comments**. All comments are displayed.
6. In the Comments group, click **Show All Comments** again to hide all comments and make sure they are no longer displayed.

**PAUSE.** **SAVE** the workbook and **LEAVE** it open for the next exercise.

### Editing a Comment

Comments can be edited and formatted as needed. You can format a comment using most of the formatting options on the Home tab in the Font group. However, the Fill Color and Font Color buttons on the Home tab are not available for comment text. To edit a comment, select the cell containing the comment and then click Edit Comment.

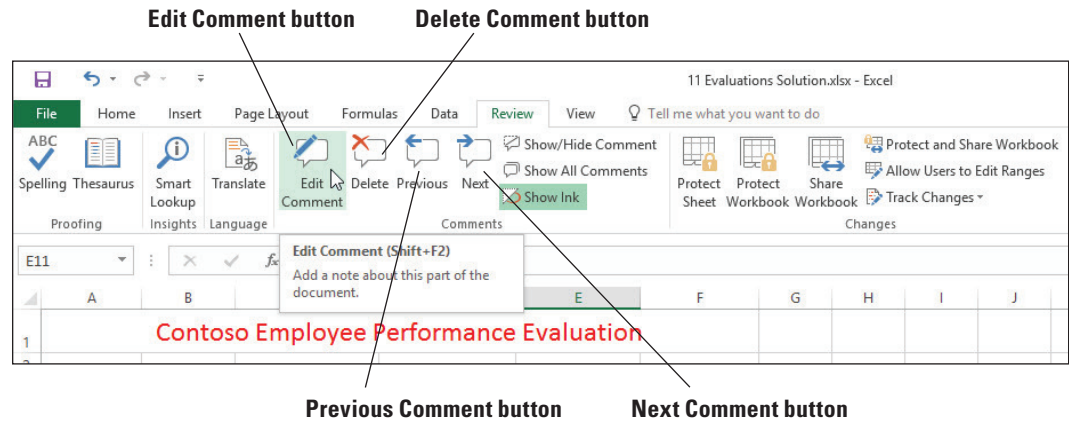
**STEP BY STEP****Edit a Comment**

**GET READY.** USE the workbook from the previous exercise.

1. Click cell **E11** and then move the mouse pointer to the Edit Comment button on the Review tab. The ScreenTip also shows Shift+F2 as an option, as shown in Figure 11-13.

**Figure 11-13**

Edit Comment button and ScreenTip



2. Click the **Edit Comment** button.
3. Following the existing comment text, type a . (period) followed by a **space** and then **Placed on probation**. Then click any cell between F4 and D8.
4. Click **Next**. The comment in D8 is displayed.
5. Select the existing comment text in D8 and type **MA completed; can now prescribe medications**.
6. Click cell **E4** and then click **Edit Comment**.
7. Select the text in the comment attached to E4. On the **Home** tab, click **Bold**.
8. Click cell **E11**, click the **Review** tab, and then click **Edit Comment**.
9. Select the name and the comment text. Click the **Home** tab and notice that the Fill Color and Font Color options are dimmed. **Right-click** on the selected text and select **Format Comment**.
10. In the *Format Comment* dialog box, click the arrow in the **Color** box and then click **Red**. Click **OK** to apply the format and close the dialog box. There is no fill option for the comment box.

**PAUSE.** **SAVE** the workbook and **LEAVE** it open for the next exercise.

## Deleting a Comment

Of course, you can delete comments from a workbook when they are no longer needed. Unless the workbook is protected, any user can delete comments, so you should consider protecting a workbook that contains sensitive or confidential information. In this exercise, you learn to delete a comment.

**STEP BY STEP****Delete a Comment**

**GET READY.** USE the workbook from the previous exercise.

1. Click cell **E4**. The comment for this cell is displayed.
2. Click the **Review** tab, and then in the Comments group, click **Delete**.
3. Display the *Excel Options* dialog box and restore the original entry in the **User name** box.

**PAUSE.** **SAVE** and **CLOSE** the workbook. **CLOSE** Excel.

## Knowledge Assessment

### Multiple Choice

Select the best response for the following statements.

1. Adding, deleting, and viewing comments are performed from the commands on which ribbon tab?
  - a. Comments
  - b. Review
  - c. File
  - d. View
2. The Protect Workbook button is on which ribbon tab?
  - a. Comments
  - b. Review
  - c. File
  - d. View
3. Which of the following is *not* an option in the Comments group?
  - a. New Comment
  - b. Delete
  - c. Track Changes
  - d. Edit Comment
4. Which of the following can *not* be used to turn on track changes?
  - a. The Track Changes button
  - b. The Share Workbook button
  - c. The Protect Sheet button
  - d. The Protect and Share Workbook button
5. Which of the following is *not* on the Review tab?
  - a. Track Changes button
  - b. Share Workbook button
  - c. Protect Cells button
  - d. Protect and Share Workbook button
6. Which of the following would be considered the strongest password?
  - a. 02Feb2016 (your dog's birthdate)
  - b. DenVer (the city in which you were born, with odd capitalization)
  - c. 679KrDj! (the last three digits of your social security or social insurance number and first names of each of your siblings with an exclamation point)
  - d. BruinsO6 (your high school mascot and year you graduated using the letter O for a zero)
7. In Excel, a password can *not* be required for which of the following?
  - a. Opening a file
  - b. Formatting cells, columns, and rows on a worksheet
  - c. Adding a new worksheet, deleting a worksheet
  - d. Deleting a file
8. Which of the following functions allows you to have Excel place a random number between 10000 and 99999 in a cell?
  - a. RAND()
  - b. RANDBETWEEN(10000,99999)
  - c. BYCHANCE(10000,99999)
  - d. RANDOM(10000,99999)
9. Which of the following actions can *not* be performed with comments?
  - a. You can format the text using a different color.
  - b. You can change the background comment box color.
  - c. You can prevent the disclosure of the name of the user who made the comment.
  - d. You can hide the comment.

10. Which of the following keyboard shortcuts can be used to add a note to a cell?
- Shift+F2
  - Ctrl+N
  - Alt+Shift+C
  - Ctrl+F9

## Projects

### Project 11-1: Protecting a File with a Password

In this project, the Office Manager has asked you to create an inventory of company credit cards and then save the file with a password.

**GET READY. LAUNCH** Excel if it is not already open.

- OPEN** a Blank workbook and type **Contoso Credit Card Inventory** in cell **A1**.
- Type and format the information shown in Figure 11-14. The title in cell A1 is merged and centered, with the Heading 1 cell style applied. The labels in row 3 are centered, with the Heading 3 cell style applied.

**Figure 11-14**

Creating the Credit Cards workbook

	A	B	C	D	E	F
1	<b>Contoso Credit Card Inventory</b>					
2						
3	<b>Issuer</b>	<b>Name on Card</b>	<b>Exp Date</b>	<b>Card</b>	<b>CVC</b>	
4	MasterCard	Jenny E. Giest	1/1/2019	9806-7415-9741-7237	274	
5	MasterCard	Cassie A. Hicks	12/31/2020	7491-8877-4743-3608	798	
6	MasterCard	Dan A. Wilson	1/1/2017	9512-1164-4689-8911	703	
7	MasterCard	Mor O. Hezi	1/2/2017	1925-4341-8239-4914	787	
8	MasterCard	Nicole I. Holliday	5/9/2019	9357-8825-4945-3995	614	
9	Visa	Rebecca E. Laszlo	2/6/2019	8283-1378-3595-8119	569	
10	Visa	Srinivas R. Iragavarapu	4/25/2018	1259-3980-3012-4877	661	
11	Visa	Stephanie T. Bourne	7/21/2017	2716-2332-2847-3247	142	
12	Visa	Yossi O. Banai	12/26/2018	1621-4398-6763-2687	918	
13						
14						
15	MasterCard Customer Service 1-800-732-9194					
16	Visa Customer Service 1-800-537-7783					
17						

- SAVE** the file as **11 Credit Cards Solution** for use in the next exercise.
- Click the **File** tab and Info is automatically selected; click **Protect Workbook** and then choose **Encrypt with Password**.
- In the *Encrypt Document* dialog box, type **11P1!s5** and then reenter the same password in the *Confirm Password* dialog box.
- SAVE** and **CLOSE** the workbook.

**LEAVE** Excel open for the next project.

## Project 11-2: Adding Comments to a File

In this project, you will add comments to a file.

**GET READY. LAUNCH** Excel if it is not already open.

1. **OPEN** the **11 Credit Cards Solution** file you created in the first project. Use the password you created in Project 11-1.
2. **SAVE** the file as **11 Credit Cards Comments Solution**.
3. In cell **B4**, type a new comment **Initial E will be removed on next card**.
4. In cell **D9**, type a new comment **Card lost – need to cancel if not found by tomorrow**.
5. In cell **B12**, type a new comment **Yossi will be leaving at the end of the quarter – make sure to cancel card**.
6. Edit the comment in **D9** to say **Card lost and found [today's date]**.
7. Make sure all comments are hidden.
8. **PRINT** the worksheet.
9. **SAVE** and **CLOSE** the workbook.

**CLOSE** Excel.

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