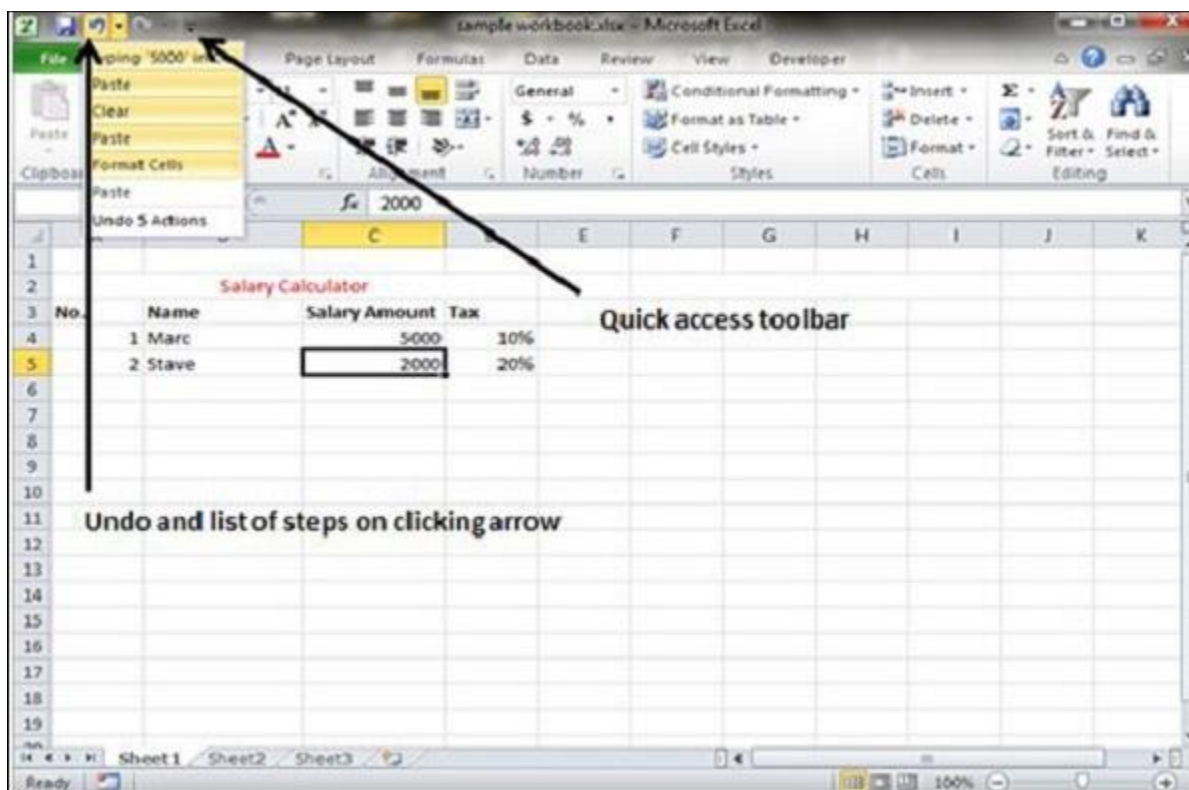


Undo Changes in M.S Excel 2010

You can reverse almost every action in Excel by using the Undo command. We can undo changes in following two ways.

- From the Quick access tool-bar » Click Undo.
- Press Control + Z.



You can reverse the effects of the past 100 actions that you performed by executing Undo more than once. If you click the arrow on the right side of the Undo button, you see a list of the actions that you can reverse. Click an item in that list to undo that action and all the subsequent actions you performed.

Redo Changes

You can again reverse back the action done with undo in Excel by using the Redo command. We can redo changes in following two ways.

- From the Quick access tool-bar » Click Redo.
- Press Control + Y.

The screenshot shows the Microsoft Excel interface with the 'Format Cells' context menu open. The menu options are: Format Cells, Cancel, and Redo. The 'Redo' button is highlighted with a black arrow. The spreadsheet contains a table titled 'Salary Calculator' with the following data:

No.	Name	Salary Amount	Tax
4	Marc	5000	10%
5	Stave	2000	20%

Annotations in the image include: 'Quick access toolbar' pointing to the top-left toolbar area, and 'Redo the undone actions' pointing to the 'Redo' button in the context menu.