

The Review Tab

The last tab we will explore in this section is the Review tab. This tab offers commands to make sure everything in your workbook is spelled correctly, translation services for international readers, the ability to add and manage comments, and the ability to prevent others from making unauthorized changes to your document.

(Excel features one more tab, the View tab, which we will explore in Section 5.)

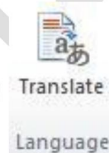
Proofing Commands

The Proofing group offers commands for spell checking, the ability to do online research (search engine access, periodical searching, etc.), and use a thesaurus.



Language Commands

The Language group lets you run your worksheet through an online translation service.



Comments Commands

Excel lets you add comments to a worksheet just as you might add yellow sticky notes to a book or blueprint. These comments are useful to remind yourself of something you should add or to remind others to check consistency, accuracy, or formatting. Use the Comments group to create, browse, and manage comments.



Changes Commands

The Microsoft Office suite of programs is designed with interconnectivity in mind. This means that you are able to share your work with others and make changes to a document as a team. However, although you may need to share your work with others, you might also want to lock down your document to prevent accidental (or intentional!) modification/deletion of your worksheet.

The Changes group allows you to protect a single worksheet or an entire workbook, as well as share the workbook with others. You can also allow others to edit only certain sections of your workbook, and track every change that is made.

