

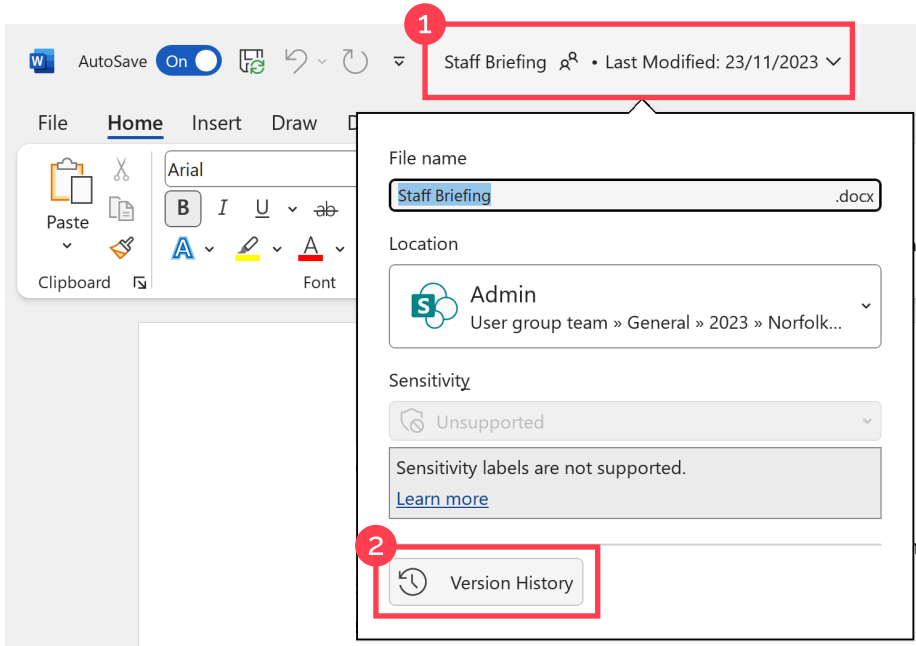
Restoring Previous File Versions

in Word, Excel and PowerPoint.

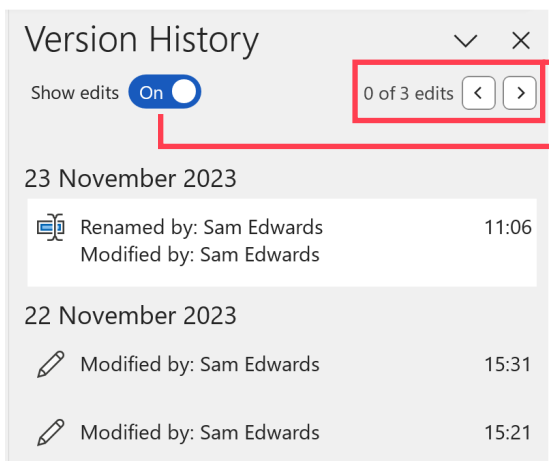
Version History is an easy way to restore previous versions of a document, as well as being able to see what changes have been made.

How To

At the top of your Word, Excel or PowerPoint app, click on the file name, and then version history.



A read-only version of the document will open and your version history will show on the right side.

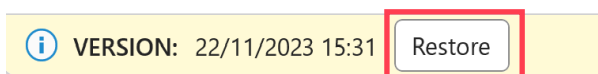


You can scroll through the various edits.

Edits will also appear on the document if you have the Show edits toggle on. Example:

~~enter last due to possibly limited~~have restricted view seating reserved on the back row.

You will also see edits by other users.



A yellow banner below the ribbon will indicate which version of the document you have open. If you would like to restore a previous version, click the Restore button.