**2013 Excel Lesson 11 Guided Notes**

**Software Orientation**

1. Which tab allows you to use commands to protect your data?

**Securing Your Work Before Sharing it with Others**

1. What can you require prior to another user opening or using your workbook?

**Protecting a Worksheet**

1. What are the two random number functions in Excel?
2. Does RANDBETWEEN allow you to determine the beginning and ending numbers?
3. Does RAND require function arguments?
4. Can you specify the number of digits you want in the number returned by a RAND formula?

**Protecting a Workbook**

1. Can you require a password to open and review a workbook and another password to modify workbook data?
2. Are Excel passwords case sensitive?
3. What are the elements of a strong password?
4. How do you hide formulas that you do not want to be visible?

**Allowing Multiple Users to Edit a Workbook Simultaneously**

1. In Excel, can you create a workbook so that multiple users on a network can view and make changes at the same time?
2. What does the change history in a shared workbook contain?
3. How do you turn changes on or off?
4. By default, how long will changes made in the workbook be retained?

**Using the Document Inspector**

1. In Excel, what displays several different options that enable you to find and remove hidden data and personal information that is specific to Excel workbooks?

**Marking a Document as Final**

1. Which command makes a document read only and discourages changes to the document?
2. Can anyone who opens a workbook that has been marked as final edit the document? If so, how do they do that?

**Distributing a Workbook by Email**

1. What command makes the option to send a worksheet as an email message available?

**Tracking Changes to a Workbook**

1. When you turn on track changes, does the workbook automatically become a shared workbook?
2. What are the three ways you can turn on change tracking?

**Setting Track Change Options**

1. What are the four track change options found in the Advanced Tab of the Share Workbook dialog box?

**Inserting Tracked Changes**

1. On a network, when do you changes you and others make?
2. What happens when two users try to make changes that affect the same cell?

**Adding Comments to a Workbook**

1. How are comments marked and where is the mark located?