

Using Undo

The *Undo* command on the Edit menu lets you undo, or reverse, the last action you performed. For the Undo command to work, you must choose it immediately after the action you want to cancel. For that reason, you cannot clear three cells, type some data, do some formatting, and then undo the cleared cells. If a command or action cannot be undone, the Undo command appears on the Edit menu in dimmed letters.

METHOD

To use the Undo command:

1. From the Edit menu, choose Undo.
or
1. On the Toolbar, click the Undo button.

EXERCISE

In the following exercise, you will use the Undo command to return the cleared data to row 11.

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| 1. From the Edit menu, choose Undo Clear | <i>The data returns to cells D11 through F11.</i> |
| 2. Select cell C11 | |
| 3. Type 9284 and press ENTER | <i>The value 9284 appears in cell C11.</i> |
| 4. From the File menu, choose Save | <i>The changes to the spreadsheet are saved.</i> |
| 5. From the File menu, choose Close | <i>The spreadsheet is closed.</i> |

END