

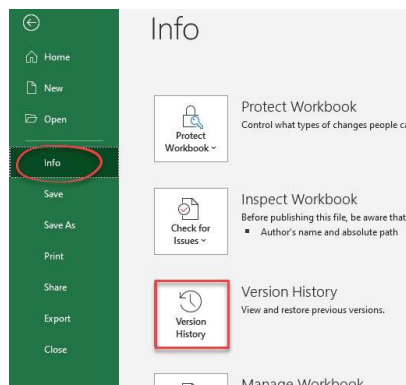


Workbooks - Previous Versions

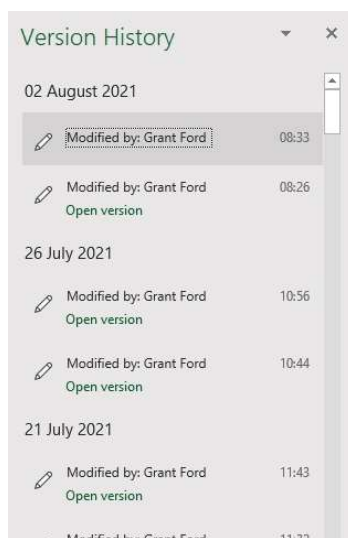
How do I restore an older version of a file?

There may be occasions when you save changes to a file and wish you hadn't! Word may still have a previous version of your file available. If not, contact ICT, we may be able to retrieve it from a backup. See the 'File Explorer - Lost/Deleted Files' for more information.

1. Open the document.
2. Click File.
3. Click Info.
4. Click 'Version History' to display the 'Version History' pane.



5. Click 'Open Version' next to the version of the file you wish to view.



How do I close the 'Version History' pane?

1. Click the cross in the panes top right hand corner.



For help and assistance call the ICT
Helpdesk: 0141-342 1570

Available during office hours. For critical support at other times refer to the out-of-hours phone list.



Part of the 'How do I...?' series of helpsheets. For more, visit ictsupport.key.org.uk