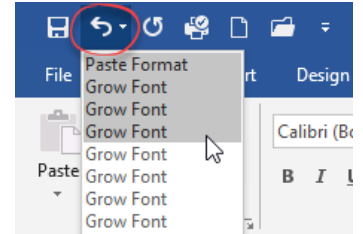# Undo

How can I undo an action?

It is possible to undo one or more of your previous actions (eg inserting table, typing etc).

1. Click the 'Undo' button in the quick access toolbar.

How do I undo more than one action?

1. Click the undo drop down menu button in the quick access toolbar to display a list of actions.
2. Highlight the steps to be undone.
3. Click to undo these actions.

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.