

REVIEW TAB

Introduction to the Review Tab

The **Review Tab** is mainly used for:

- Checking mistakes
- Adding comments
- Protecting worksheets
- Tracking changes
- Collaborating with others

It is very useful in:

- Schools
- Offices
- Team projects
- Reports and documentation

Groups in the Review Tab

1. Proofing Group

This group helps users identify mistakes and improve worksheet accuracy.

Spelling

Checks spelling mistakes in worksheets.

Shortcut:

F7

Example:

Incorrect:

Studnt

Correct:

Student

Benefits:

- Reduces spelling errors
- Improves professionalism

Thesaurus

Provides synonyms for selected words.

Example:

Word:

Good

Synonyms:

- Excellent
- Nice
- Great

Uses:

- Improving report writing

Translate

Translates text into other languages.

Example:

English:

Hello

Telugu:

హలో

Useful for:

- Multilingual communication
- Educational projects

2. Accessibility Group

Check Accessibility

Checks whether the workbook is easy for everyone to use, including people with disabilities.

It identifies:

- Missing labels
- Difficult formatting
- Poor readability

Benefits:

- Makes worksheets user-friendly
- Supports inclusive learning

3. Comments Group

Used for communication and feedback.

New Comment

Adds comments to cells.

Example:

Cell contains marks:

85

Comment:

Excellent performance

Uses:

- Teacher feedback
- Office communication

Show Comments

Displays all comments.

Delete Comment

Removes comments from cells.

4. Notes Group

Notes are similar to comments but simpler.

New Note

Adds a small note to a cell.

Example:

Submit assignment tomorrow

5. Protect Group

One of the most important sections.

Protect Sheet

Protects worksheet data from changes.

Users can:

- View data
- Restrict editing

Example:

Protect student marks from accidental changes.

Protect Workbook

Protects workbook structure.

Prevents:

- Adding sheets
- Deleting sheets
- Renaming sheets

Allow Edit Ranges

Allows editing only in specific cells.

Example:

Teachers can edit marks, but students cannot.

Unprotect Sheet

Removes worksheet protection using password.

Real-Life Uses of Review Tab

Field	Usage
Education	Teacher comments and worksheet presentation
Banking	Protecting financial data
Business	Reviewing reports
Offices	Team collaboration
Projects	Feedback and Correction

VIEW TAB

Introduction to the View Tab

The **View Tab** controls how worksheets appear on the screen. It helps users:

- Zoom in and out
- Freeze rows and columns
- Open multiple windows
- Arrange worksheets
- Improve navigation

2. Show Group

Controls visibility of worksheet elements.

Ruler

Displays measurement ruler.

Gridlines

Shows or hides cell gridlines.

Benefits:

- Better readability

Without Gridlines:

Clean appearance

With Gridlines:

Easy cell identification

Formula Bar

Shows or hides Formula Bar.

Example:

=SUM(A1:A5)

Headings

Shows or hides:

- Column letters
- Row numbers

Examples:

- A, B, C
- 1, 2, 3

3. Zoom Group

Used to enlarge or reduce worksheet display.

Zoom

Zooms worksheet in or out.

Examples:

- 50%
- 100%
- 200%

Benefits:

- Easier reading
- Better presentation

100%

Returns worksheet to normal size.

Zoom to Selection

Zooms directly to selected cells.

Useful for:

- Large worksheets

4. Window Group

Manages multiple workbook windows.

New Window

Opens another window of the same workbook.

Useful for:

- Comparing data

Arrange All

Arranges multiple workbook windows.

Options:

- Vertical
- Horizontal
- Cascade

Freeze Panes

Very important feature.

Keeps selected rows or columns visible while scrolling.

Freeze Top Row

Keeps headings visible.

Example:

| Roll No | Name | Marks |

Even while scrolling down, headings remain visible.

Freeze First Column

Keeps first column visible.

Useful for:

- Student names
- Roll numbers

Keyboard Shortcuts

Function	Shortcut
Spelling Check	F7
Zoom Dialog Box	Alt +W +Q
New Comment	Shift+F2
Freeze Pans	Alt +W +F +F
Protect Sheet	Through Review Tab

Advantages of Review and View Tabs

Review Tab Advantages

- Improves worksheet accuracy
- Protects important data
- Helps teamwork
- Adds feedback and comments

View Tab Advantages

- Improves worksheet visibility
- Easier navigation
- Better print preview
- Helps manage large worksheets

Conclusion

The **Review Tab** helps users check spelling, add comments, protect worksheets, and collaborate effectively. The **View Tab** controls worksheet appearance, zoom settings, freezing panes, and workbook windows for better navigation and presentation.

Together, these tabs improve productivity, worksheet management, collaboration, and professional presentation in Microsoft Excel.