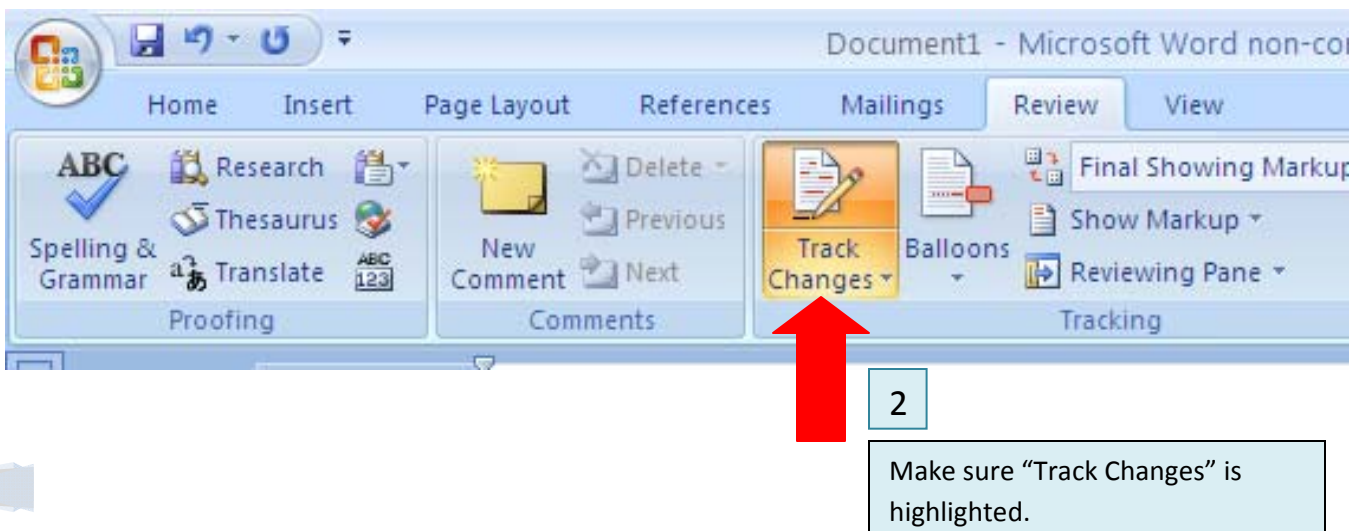
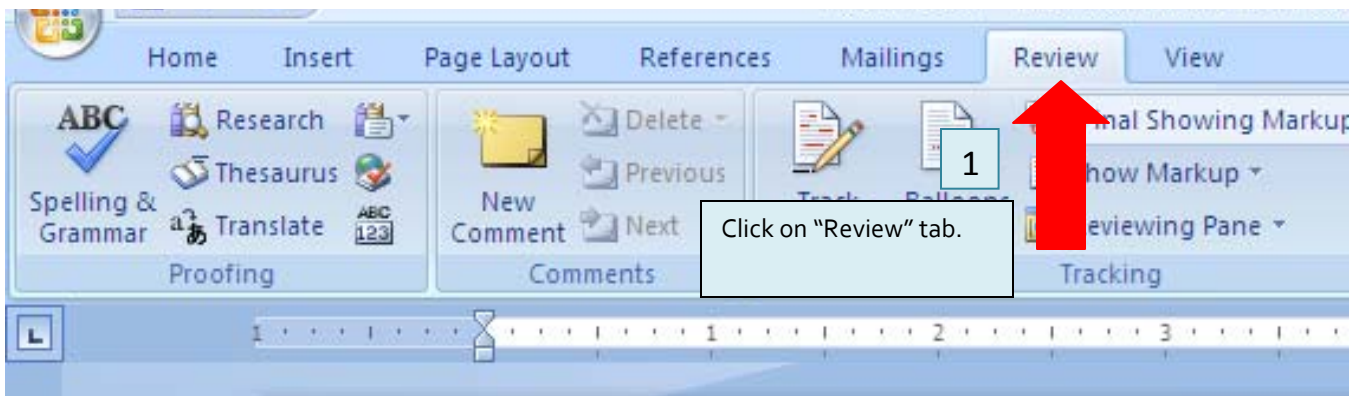
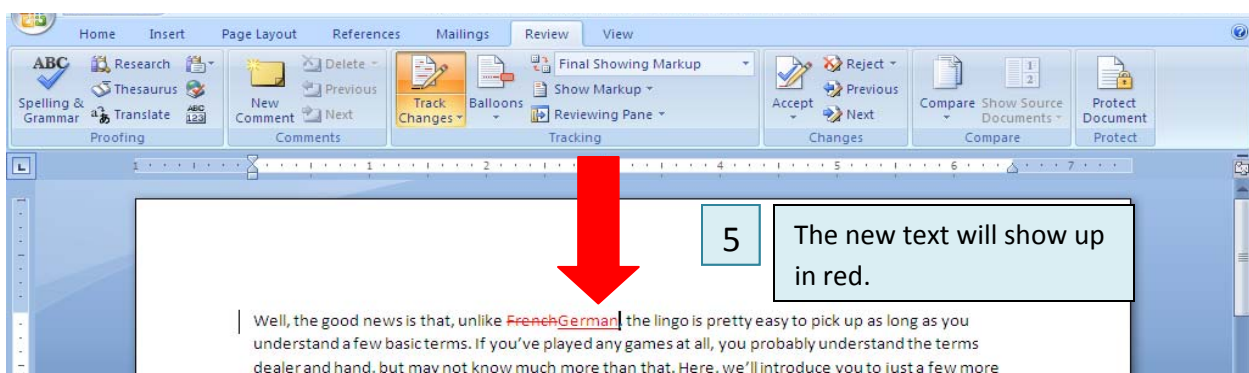
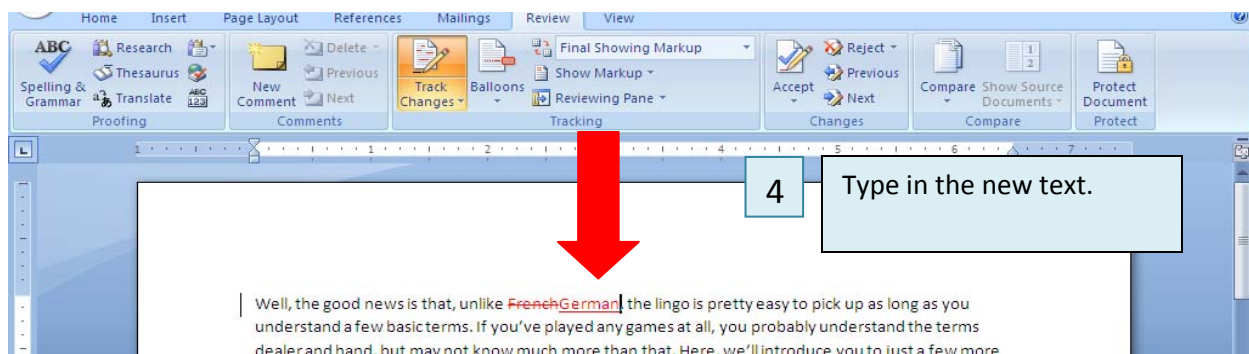
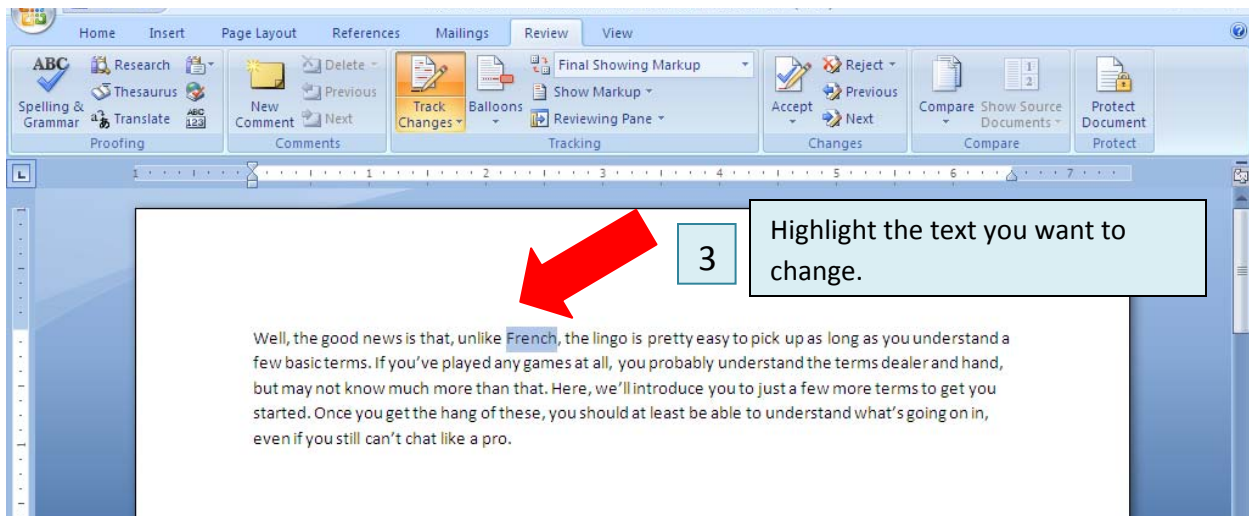


STEPS OVERVIEW:

1. Click on the "**REVIEW**" tab on the top of the worksheet.
2. Check that "**TRACK CHANGES**" is highlighted.
3. Highlight the text you want to change.
4. Type in the new text.
5. These changes will show up in red in the text
6. Highlight the text in which you want to change the format.
7. Choose the new format (in this example we choose "**BOLD**").
8. These changes will show up as notes in the margin.



1



2

