

What is the process for undoing and redoing actions in Excel?

Authored by
stats writer

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The process of undoing and redoing actions in Excel involves using the "undo" and "redo" buttons located in the Quick Access Toolbar, or using the keyboard shortcuts "Ctrl + Z" for undo and "Ctrl + Y" for redo. These actions allow users to reverse or repeat previous actions taken in their Excel spreadsheet, such as deleting or formatting data. Additionally, the "undo" and "redo" buttons can be used multiple times to revert or repeat multiple actions in sequence. This feature is useful for correcting mistakes or trying out different formatting options without having to manually undo each step.

Excel Undo and Redo

Undo

The Undo function lets you reverse an action.

Undo is helpful if you regret an action and want to go back to how it was before.

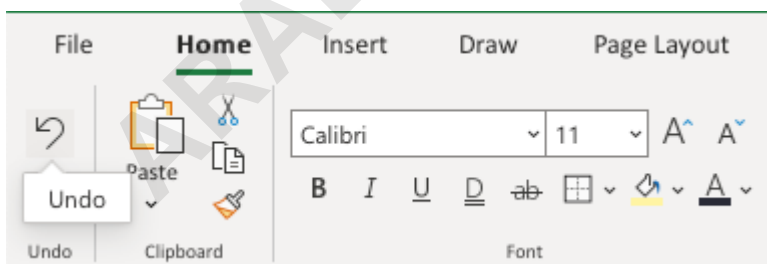
Examples of use

Undo deleting a formula
Undo adding a column
Undo removing a row

Note: You cannot Undo things that you do in the File Menu, such as deleting a sheet, saving a spreadsheet or changing the options. The thumb rule is that you can Undo things you do in your sheet.

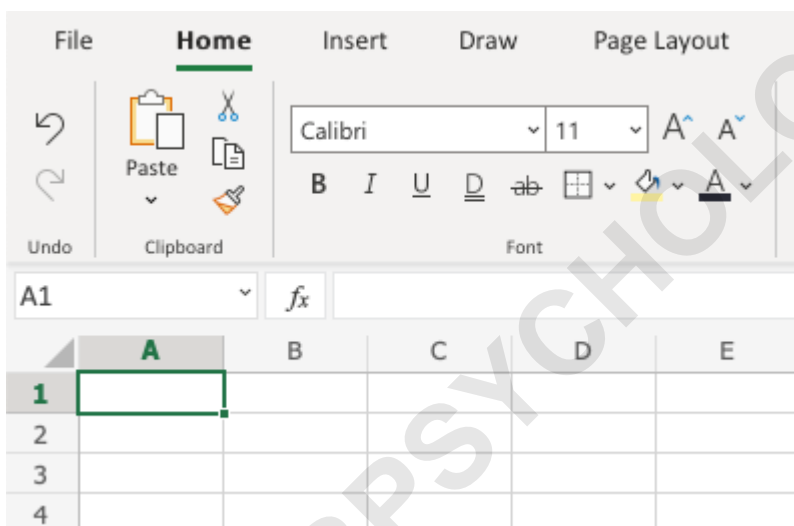
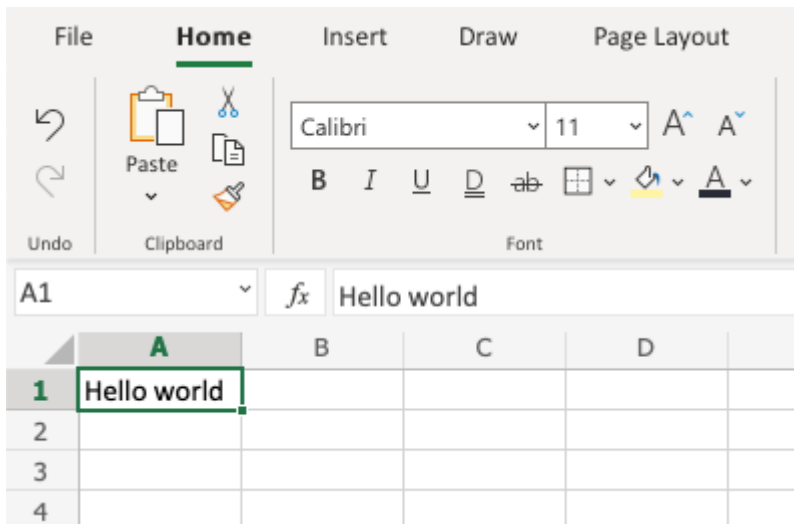
There are two ways to access the Undo command.

1) Pressing the Undo button in the Ribbon:



2) Using the keyboard shortcut CTRL + Z / Command + Z

Let's have a look at an example:



Note: It is recommended to practice using the keyboard shortcut. It saves you time!

Redo

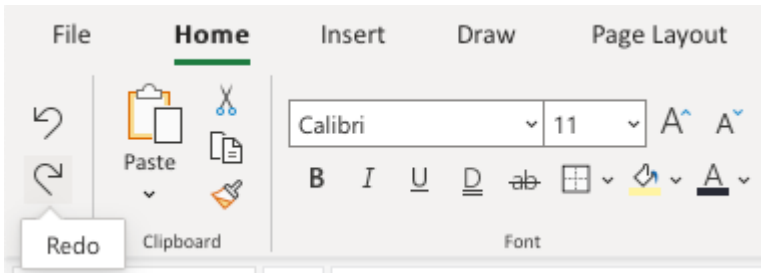
The Redo function has the opposite effect as Undo, it reverses the Undo action.

Redo is helpful if you regret using Undo.

Note: The Redo command is only available if you have used Undo.

There are two ways to access the Redo command.

1) Pressing the Redo button in the Ribbon:



2) Using the keyboard shortcut CTRL + Y / Command + Y

Tip: Practice for yourself to get familiar with Undo and Redo.

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