Unit 2: Electronic Spreadsheet (Advanced)
Chapter 7: Share and Review a Spreadsheet

1. Sharing a Spreadsheet

Sharing a spreadsheet allows multiple users to collaborate by editing the same document.

1.1 Setting Up a Spreadsheet for Sharing

Steps:

1. Open your spreadsheet in LibreOffice Calc.
2. Go to **Tools > Share Spreadsheet**
3. In the dialog box, check **Share this spreadsheet with other users**.
4. Click **OK**.
5. The file is now in shared mode and ready for collaboration.

Note: In shared mode, some features like cell merging and drawing tools may be disabled.

1.2 Opening a Shared Spreadsheet

Steps:

1. Open LibreOffice Calc.
2. Go to **File > Open** and select the shared spreadsheet file.
3. Changes made by others will be visible and marked for review.

1.3 Saving a Shared Spreadsheet

Steps:

1. Simply press **Ctrl + S** or go to **File > Save**.
2. If another user has modified the file:
    - You will be prompted to **merge** or **resolve conflicts**.
    - Review the changes and select the appropriate action.

2. Recording Changes

Recording changes allows tracking of edits made by different users for review and collaboration.

Steps to Record Changes:

1. Go to **Edit > Track Changes > Record**.
2. Now, any insertion, deletion, or edit will be highlighted.
3. You can also enable **Show Changes** to display all changes visually.

3. Add, Edit, and Format Comments

Adding comments is useful for giving feedback or suggestions without changing the data.

Steps to Add a Comment:

1. Right-click on a cell.
2. Select **Insert Comment**.
3. Type your comment in the comment box.

Steps to Edit a Comment:

1. Right-click on the commented cell.
2. Choose **Edit Comment**.
3. Make the necessary changes.

Steps to Format a Comment:

1. Click on the comment box border.
2. Use **right-click > Insert Comment→Format Comment** to change font, color, size, etc.

4. Reviewing Changes

You can accept or reject changes made in a shared or tracked spreadsheet.

Steps:

1. Go to **Edit > Track Changes > Manage Changes**.
2. A dialog box appears listing all changes.
3. Select a change and click:
    - **Accept** to keep the change.
    - **Reject** to discard it.
4. Click **Close** when done.

5. Comparing Versions of a Document

This feature helps identify differences between two versions of the same file.

Steps:

1. Open the newer version of the spreadsheet.
2. Go to **Edit > Track Changes > Compare Document**.
3. Browse and select the older version.
4. LibreOffice will highlight all differences.
5. Use **Manage Changes** to accept or reject them.

6. Merging Versions

Merging allows integrating changes from multiple edited versions into one final file.

Steps:

1. Open the primary version of the spreadsheet.
2. Go to **Edit > Track Changes > Merge Document**.
3. Select the document to merge.
4. A list of changes will appear.
5. Use **Accept** or **Reject** as required to finalize the merged document.