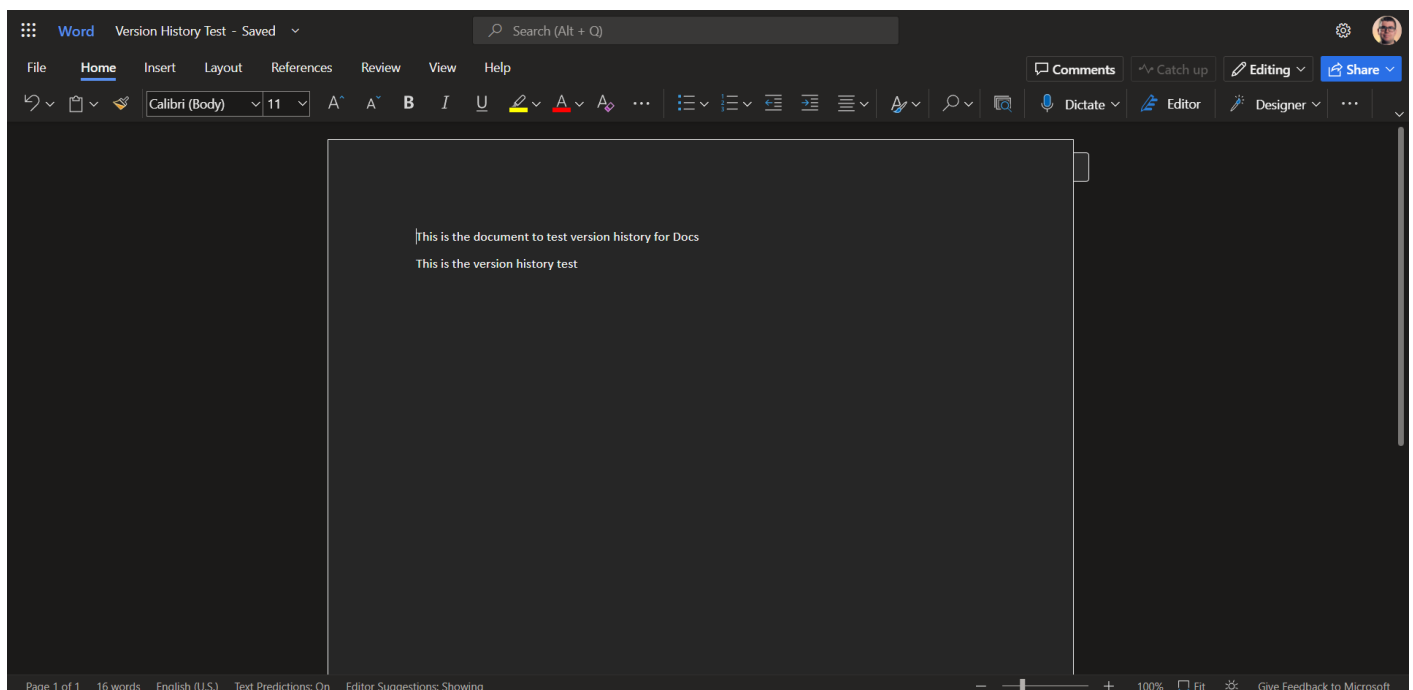


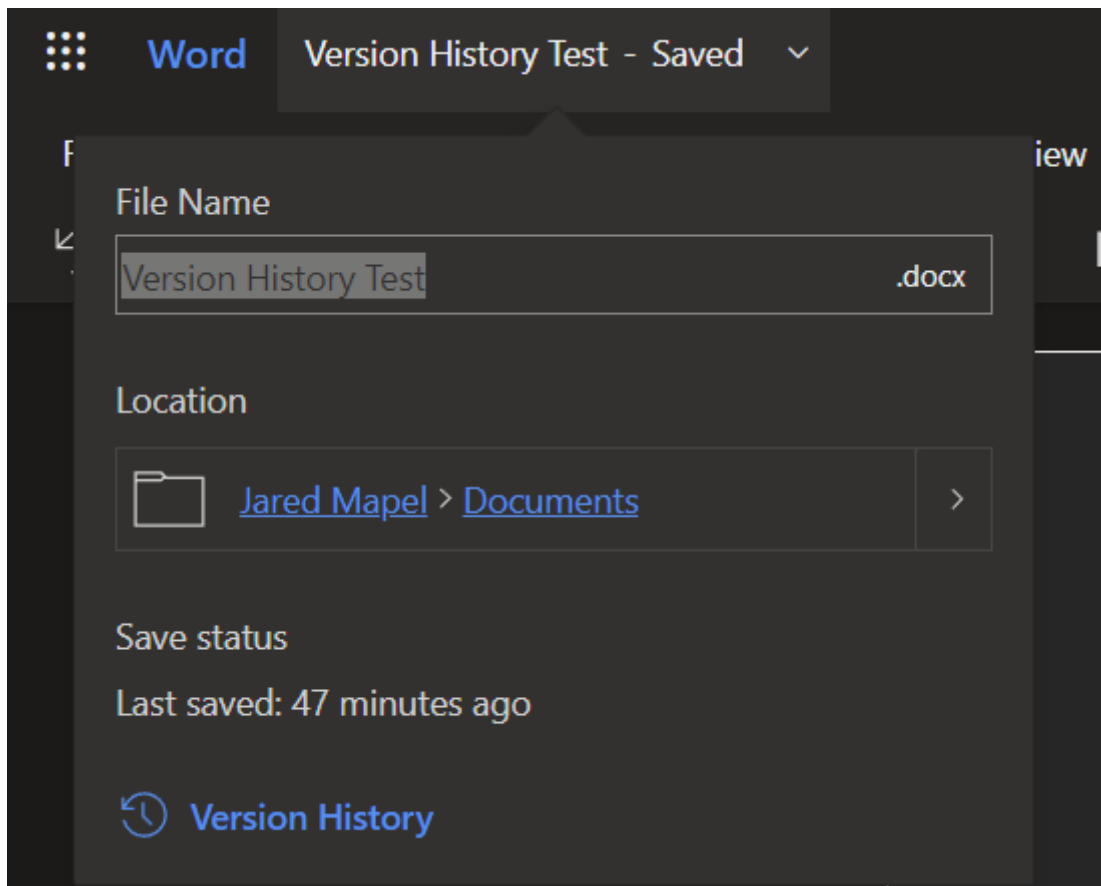
Restoring Previous Versions of a Document

The online version of most Office products allows for files that are consistently updated to the cloud. If your system crashes or even if you run out of battery, Microsoft will have backed up a recent version of your document. In this page I'll show you how to recover previous versions of projects you've been working on.

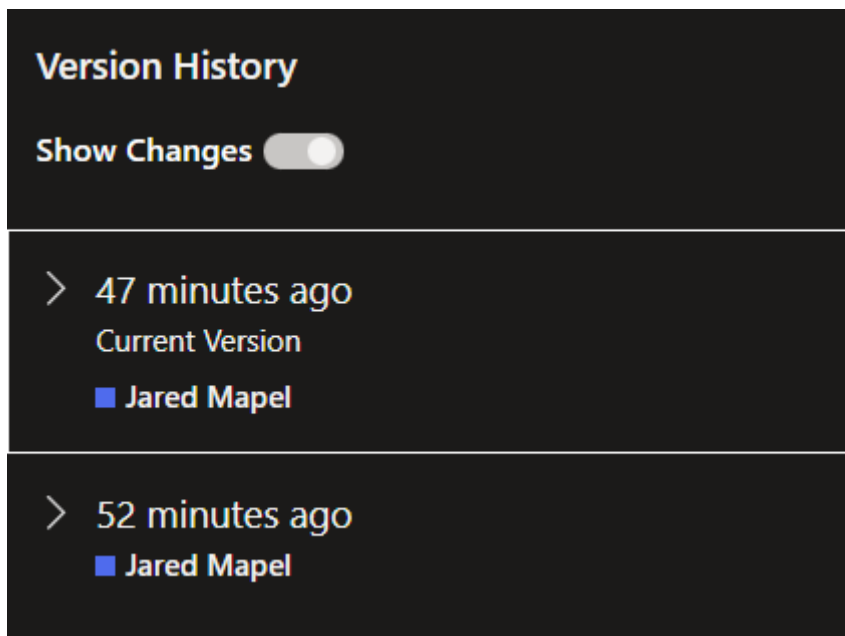
Your first step is to open the document that you were working in, even if it's the wrong version.



Next, click on the name of your document in the top left hand corner of your screen and go to version history. In this example, the name of the document is "Version History Test"



Once you do that, you can then locate and view all the different versions that your worksheet has had.



Once you're viewing the right document, just click on restore!

