Excel® 2010 Advanced & Macros

Goal Seek

1. Select the formula cell.
2. Choose DATA, then WHAT-IF ANALYSIS, then GOAL SEEK.
3. In the SET CELL box, ensure the formula cell is specified.
4. In the TO VALUE box, specify what you would like the result of the formula to be.
5. In the BY CHANGING CELL box, specify which variable to change. [Click] OK.
6. When the result is found [Click] OK to accept the new result, or CANCEL to abandon it.

Saving Views

A custom view is a group of settings including window position/size, hidden rows/columns, view options such as zoom and gridlines, page setup, filters, and print setup.

1. Set up the worksheet in the way that you would like the view defined.
2. Choose VIEW, then CUSTOM VIEWS [Click] ADD.
3. Name the view, and specify options. [Click] OK.

Showing/Deleting a View:

1. Choose VIEW, then CUSTOM VIEWS
2. Select the view, and [Click] SHOW or DELETE.

Defining Scenarios

1. Choose DATA, then WHAT-IF ANALYSIS, SCENARIO MANAGER.
2. [Click] ADD. Name the scenario, specify which cells will change, and add comments. [Click] OK.
3. Enter values for the changing cells.
4. [Click] OK. Or to define more scenarios, [Click] ADD. The previous CHANGING CELLS are retained, modify if desired.
5. [Click] CLOSE to close the Scenario Manager.

Displaying a Scenario:

1. Choose DATA, then WHAT-IF ANALYSIS, then SCENARIO MANAGER.
2. Select the scenario name and [Click] SHOW.
3. When finished, [Click] CLOSE.

Hiding Columns, Rows or Sheets

1. Select the columns, rows or sheets to hide.
2. Choose HOME, then FORMAT, HIDE & UNHIDE, then select an option.

To make the columns, rows or sheets visible again:

1. Select an area that includes the hidden columns or rows. For sheets you do not need to select anything specific.
2. Choose HOME, then FORMAT, HIDE & UNHIDE, then select an option.

Restricting Cell Entry with Data Validation

1. Select the range you wish to restrict.
2. Choose DATA, Validation, then DATA VALIDATION.
3. On the SETTINGS tab, specify which values to allow into the cell by choosing the VALIDATION CRITERIA.
4. INPUT MESSAGE tab (optional): specify a message to appear when a cell with restrictions is selected.
5. ERROR ALERT tab (optional): specify a message to appear if an invalid entry is made. [Click] OK.

Highlighting Invalid Data

To circle cells that fail validation rules:

Choose DATA, Validation, then DATA VALIDATION, then CIRCLE INVALID DATA.

Clearing Data Validation Circles

Choose DATA, then Validation, then CLEAR VALIDATION CIRCLES.

Data Consolidation

Use data consolidation to combine values from several ranges using functions such as SUM, AVERAGE, MAX, etc.

1. [Click] in the top left corner of the area where the consolidated results are to be placed. Data in this area will be overwritten.
2. Choose DATA, CONSOLIDATE.
3. Specify which calculation to perform on the data by choosing from the FUNCTION list.
4. [Click] the REFERENCE box, and select the first range of data, moving to another sheet if necessary. To select cells from another open workbook, use the Windows Taskbar or choose VIEW, SWITCH WINDOWS.
5. [Click] ADD.
6. Select the next range of data, and [Click] ADD. Repeat this step for additional ranges as required.
7. To have changes in the source ranges automatically update the consolidated data, [Click] CREATE LINKS TO SOURCE DATA (Source and destination must be on different worksheets.)
8. [Click] OK.

To match data in different areas by headings:

1. To order or only include some headings, type them into the destination cells.
2. Follow steps 1-6 as above, making sure to include the headings of the data in your selection.
3. Indicate that the headings to match are in the TOP ROW and/or LEFT COLUMN. [Click] OK.

Conditional Formatting

1. Select the cells to format.
2. Choose HOME, then CONDITIONAL FORMATTING.
3. Select a conditional formatting type, then make a selection from commonly used rules. Or, select NEW RULE for all options.
    * Select the types DATA BARS, COLOR SCALE, or ICON SET to highlight cells based on their values.
    * For more options, such as hiding the data and only showing data bars or icons, select any formatting type, then MORE RULES.
4. If prompted, fill in specific settings, then [Click] OK.
5. To add more conditions and formats, repeat steps 1 to 4.

Clearing Conditional Formatting

1. Select the cells to be cleared.
2. Choose HOME, then CONDITIONAL FORMATTING, CLEAR RULES, then select an option.

Conditional Formatting Rules Manager

1. Choose HOME, then CONDITIONAL FORMATTING, then MANAGE RULES.
2. To see all conditional formatting on a worksheet, select the worksheet from SHOW FORMATTING RULES FOR.
3. Select a rule and [Click] EDIT or DELETE RULE as needed, or [Click] or to change the order in which the rules are applied.
4. Check STOP IF TRUE to prevent further conditional formatting if the rule is applied.

Creating a Workspace With Multiple Workbooks

To create a workspace which will load multiple workbooks in a specific window arrangement:

1. Open and arrange each workbook.
2. Choose VIEW, SAVE WORKSPACE.
3. Type the FILE NAME, choose a location, [Click] SAVE.
    * To open a workspace, open the saved workspace file like any workbook.

Protecting/Unprotecting Worksheets

Protecting a worksheet prevents editing of cells (unless they are unlocked), and can also prevent other commands from being used.

* Turn on protection by choosing REVIEW, PROTECT SHEET. Select specific actions to permit. A password is optional.
* To access the protected area, choose REVIEW, UNPROTECT SHEET.

To Lock/Unlock Cells:

By default, all cells are locked (protected) when worksheet protection is turned on. To lock/unlock cells:

1. Unprotect the worksheet if necessary.
2. Select the cells where users will be able to enter data.
3. Choose HOME, then FORMAT, then LOCK CELL.

Password Protecting Specific Cells

1. Choose REVIEW, Allow Users to Edit Ranges.
2. [Click] NEW.
3. Enter a TITLE, select the (locked) cells to protect, and type a RANGE PASSWORD.
4. To allow/deny specific users access to modify cells:
    a. [Click] PERMISSIONS, then ADD.
    b. Type in a user or group, [Click] CHECK NAMES.
    c. If the name matches multiple names, select from the presented list, then [Click] OK. (Note: Setting permissions for non-local users requires a domain controller.)
5. [Click] OK twice.
6. To add additional ranges, repeat steps 2-5, then [Click] OK when done.
7. Protect the worksheet (REVIEW, PROTECT SHEET).

Once the worksheet is protected, trying to edit a password protected cell will bring up a password prompt. Users specifically given access permissions will not get a password dialog box. Users specifically denied access require a password to edit the cells.

Keeping Part of a Worksheet Visible

Use freeze panes or splitting to keep parts of a worksheet visible while working on another part. You cannot have split and freeze panes on the same worksheet.

... Freeze Panes

Use freeze panes to keep top rows or left columns always visible:

To freeze the first row or column, choose VIEW, FREEZE PANES, then FREEZE TOP ROW or FIRST COLUMN.

Or,

1. Select the cell below and to the right of the rows & columns to be frozen.
    * To freeze only rows, select a cell in column A.
    * To freeze only columns, select a cell in row 1.
2. Choose VIEW, FREEZE PANES, then FREEZE PANES.

To remove freeze panes, choose VIEW, FREEZE PANES then UNFREEZE PANES.

... Split Panes

To create separate scrollable areas, use split panes.

1. Select a cell that will be below and to the right of the split lines, then choose VIEW, Split.

Or,

* To create a horizontal split, [Drag] the split box above the vertical scroll bar.
* To create a vertical split, [Drag] the split box to the right of the horizontal scroll bar.
2. [Drag] the split bar to reposition.
3. To scroll an area, select a cell in the area, then scroll as usual.

To remove a split, [Double Click] the split bar. Or, to remove all splits, choose VIEW, Split.

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Jianjun Gao

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