

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. [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, then 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:

1. Choose DATA, then DATA VALIDATION  then CLEAR INVALID DATA.

Clearing Data Validation Circles

1. Choose DATA, then DATA 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 1-5 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 type 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 CELLS.

Password Protecting Specific Cells

1. Choose REVIEW, then  ALLOW USERS TO EDIT RANGE.
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 FREEZE 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 bar above the vertical scroll bar .

- To create a vertical split, [Drag] the split bar 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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**Beezix Software Services, Inc, Beezix,
Inc Staff**



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Effective Data Visualization Stephanie D. H. Evergreen, 2016-04-22 Written by sought after speaker designer and researcher Stephanie D H Evergreen Effective Data Visualization shows readers how to create Excel charts and graphs that best communicate data findings This comprehensive how to guide functions as a set of blueprints supported by research and the author s extensive experience with clients in industries all over the world for conveying data in an impactful way Delivered in Evergreen s humorous and approachable style the book covers the spectrum of graph types available beyond the default options how to determine which one most appropriately fits specific data stories and easy steps for making the chosen graph in Excel

An Introduction to Excel VBA Programming Guojun Gan, 2017-05-08 Excel Visual Basic for Applications VBA can be used to automate operations in Excel and is one of the most frequently used software programs for manipulating data and building models in banks and insurance companies An Introduction to Excel VBA Programming with Applications in Finance and Insurance introduces readers to the basic fundamentals of VBA Programming while demonstrating applications of VBA to solve real world problems in finance and insurance Assuming no prior programming experience and with reproducible examples using code and data this text is suitable for advanced undergraduate students graduate students actuaries and financial analysts who wish to learn VBA Features Presents the theory behind the algorithms in detail Includes more than 100 exercises with selected solutions Provides VBA code in Excel files and data to reproduce the results in the book Offers a solutions manual for qualified instructors

Accessible Instructional Design Dave L. Edyburn, 2015-12-07 This volume will examine issues of accessibility and how designers can improve the quality of educational materials by embedding supports that anticipate the special learning needs of diverse learners

Practical Accounts and Bookkeeping in easy steps Alex Byrne, 2012-06-12 Practical Accounts and Bookkeeping in easy steps provides assistance for anyone unfamiliar with accounts either already in the business world or waiting for that crucial moment to enter it From understanding accounts and why they are important the legal documents required when preparing accounts what happens if accounts are not submitted in time and when accounts need to be sent to authorities to the more complex scenarios of creating a balance sheet using sales ledgers purchase ledgers and nominal ledgers this book shows you how in easy to follow steps This book will help you make sense of the daunting accounts world It will help you to spot problems in the accounts and explain them to others using the correct terminology It will show you how to get to grips with Double Entry bookkeeping and its importance together with how computer software has been designed to simplify the processes This book is certain to help the non accountant understand businesses finances assisting in making your company as successful as possible

Microsoft Excel 2010 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card) Beezix Software Services, Inc, Beezix, Inc Staff, 2010-05-01 Laminated quick reference card showing step by step instructions and shortcuts for how to use Microsoft Office Excel 2010 This guide is suitable as a

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Guidelines for Laboratory Exercises for a Course in Sensory Evaluation of Foods edited by one of the co authors Heymann
This book will provide additional materials from the second author Lawless as well as other instructors in a uniform format that can be easily adopted for course use Most importantly the lab exercises will complement the flagship textbook in the field Sensory Evaluation of Foods Principles and Practices 2E also by Lawless and Heymann and published by Springer
Possible course adoption of the main text along with the lab manual should enhance the sales of these materials

Engineering and Contracting, 1914 PC Mag, 1993-01-12 PCMag com is a leading authority on technology delivering Labs based independent reviews of the latest products and services Our expert industry analysis and practical solutions help you make better buying decisions and get more from technology **Moody's OTC Industrial News Reports**, 1995-06 *Microsoft Excel 2010 Advanced and Macros Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)* Beezix, Inc Staff, 2011-03-08 Laminated quick reference guide showing step by step instructions and shortcuts for how to use advanced features and macros in Microsoft Office Excel 2010 This guide is suitable as a training handout or simply an easy to use reference guide for any type of user The following topics are covered Goal Seek Saving Views Defining Scenarios Hiding Columns Rows or Sheets Restricting Cell Entry with Data Validation Highlighting Invalid Data Clearing Data Validation Circles Data Consolidation Conditional Formatting Clearing Conditional Formatting Conditional Formatting Rules Manager Creating a Workspace With Multiple Workbooks Protecting Unprotecting Worksheets Password Protecting Specific Cells Keeping Part of a Worksheet Visible Freeze Panes Split Panes Macros Showing the Developer Tab Macro Names Recording a Macro Running a Macro Renaming a Macro Automatic Macro Execution Relative vs Absolute Recording Assigning to the Quick Access Toolbar Creating a Macro Without Recording Documenting a Macro Calling Another Macro Setting Macro Security Getting Help on Visual Basic Saving a Macro Enabled Worksheet Creating a Custom Ribbon Group Adding a Macro to the Ribbon Creating a Function Procedure Using a Function Procedure This guide is one of several titles available for Excel 2010 Excel 2010 Introduction Excel 2010 Tables PivotTables Sorting Advanced Charts Functions Formulas Geographical Names as a Part of the Cultural Heritage Peter Jordan, 2009 Forthcoming Books Rose Army, 1997 **Excel 2011 for Mac** Beezix, 2011-02-22 Laminated quick reference card showing step by step instructions and shortcuts for Microsoft Excel 2011 for Mac This guide is suitable as a training handout or simply an easy to use reference guide for any type of user The following topics are covered Beginning a New Workbook Opening an Existing Document Page Layout vs Normal View Entering New Data Entering Data into a Selected Range Replacing the Contents of a Cell Undo or Redo an Action Editing the Contents of a Cell Clearing Cells or Ranges of Cells Inserting Rows or Columns Inserting Cells Deleting Rows Columns or Cells Column Width and Row Height Changing Column Width to Fit Entering Dates Copying to Adjacent Cells Entering a Sequence of Numbers Excel Formulas Entering a Formula Commonly Used Functions Entering a SUM Function Quickly Using the Formula Builder Absolute vs Relative Cell References Moving or Copying Data

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