

# Excel® 2010 Advanced & Macros

## Goal Seek

Do you know what you want the answer of a formula to be, but not sure what one of the variables needs to be?

- Select the formula cell.
- Choose DATA, then WHAT-IF ANALYSIS 
- In the SET CELL box, ensure the formula cell is specified.
- In the TO VALUE box, specify what you would like the result of the formula to be.
- In the BY CHANGING CELL box, specify which variable to change. [Click] OK.
- 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.

- Set up the worksheet in the way that you would like the view defined.
- Choose VIEW, then CUSTOM VIEWS 
- Name the view, and specify options. [Click] ADD.
- To share or delete a view:
- Choose VIEW, then CUSTOM VIEWS 
- Select the view, [Click] SHOW or DELETE.

## Defining Scenarios

Store sets of variables for different scenarios (e.g. best case, worst case) for quick input.

- Choose DATA, then WHAT-IF ANALYSIS 
- [Click] ADD. Name the scenario, specify which cells will change, and add comments. [Click] OK.
- Enter values for the changing cells.
- [Click] OK. Or to define more scenarios, [Click] ADD. Previous CHANGING CELLS are retained; change if desired. [Click] CLOSE to close the Scenario Manager.

To display a scenario:

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

## Hiding Columns, Rows or Sheets

- Select the columns, rows or sheets to hide.
- Choose HOME, then FORMAT  HIDE is UNHIDDEN, then select an option.

To make the columns, rows or sheets visible again:

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

## Restricting Cell Entry with Data Validation

- Select the range you wish to restrict.
- Choose DATA,  then DATA VALIDATION.
- On the SETTINGS tab, specify which values to allow into the cell by choosing the VALIDATION CRITERIA.
- INPUT MESSAGE tab (optional): specify a message to appear when a cell with restrictions is selected.
- 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,  then DATA VALIDATION, then CIRCLE INVALID DATA.

## Clearing Data Validation Circles

Choose DATA,  then CLEAR VALIDATION CIRCLES.

## Data Consolidation

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

- [Click] in the top left corner of the area where the consolidated results are to be placed. Data in this area will be overwritten.
- Choose DATA, CONSOLIDATE 
- Specify which calculation to perform on the data by choosing from the FUNCTION list.
- [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 
- [Click] ADD.
- Select the next range of data, and [Click] ADD. Repeat this step for additional ranges as required.
- 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 workbooks.)
- [Click] OK.
- To match data in different areas by headings:

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

## Conditional Formatting



- Select the cells to format.
- Choose HOME, then CONDITIONAL FORMATTING 
- 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 ICONE 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.
- If prompted, fill in specific settings, then [Click] OK.
- To add more conditions and formats, repeat steps 1 to 4.

## Clearing Conditional Formatting

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

## Conditional Formatting Rules Manager

- Choose HOME, then CONDITIONAL FORMATTING 
- To see all conditional formatting on a worksheet, select the worksheet then SHOW FORMATTING RULES FOR.
- Select a rule and [Click] EDIT or DELETE RULE as needed, or [Click] ↓ or ↑ to change the order in which the rules are applied.
- 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:

- Open and arrange each workbook.
- Choose VIEW, SAVE WORKSPACE 
- 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:

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

## Password Protecting Specific Cells

- Choose REVIEW, then  then enter a cell range.
- [Click] NEW.
- Enter a TITLE, select the (locked) cells to protect, and type a RANGE PASSWORD.
- To allow/deny specific users access to modify cells:
  - [Click] PERMISSIONS, then ADD.
  - Type in a user or group, [Click] CHECK NAMES.
  - 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)
- [Click] OK twice.
- To add additional ranges, repeat steps 2-5, then [Click] OK when done.

To 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 FIRST COLUMN. Or,

- 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.
- Choose VIEW, FREEZE PANES 

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

## ... Split Panes

To create separate scrollable areas, use split panes.

- Select a cell that will be below and to the right of the split lines, then choose VIEW,  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 
- [Drag] the split bar to reposition.
- 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, 

# Microsoft Excel 2010 Advanced Student Manual

**J Dewey**

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## **Table of Contents Microsoft Excel 2010 Advanced Student Manual**

1. Understanding the eBook Microsoft Excel 2010 Advanced Student Manual
  - The Rise of Digital Reading Microsoft Excel 2010 Advanced Student Manual
  - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Excel 2010 Advanced Student Manual
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Microsoft Excel 2010 Advanced Student Manual
  - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Excel 2010 Advanced Student Manual
  - Personalized Recommendations
  - Microsoft Excel 2010 Advanced Student Manual User Reviews and Ratings
  - Microsoft Excel 2010 Advanced Student Manual and Bestseller Lists
5. Accessing Microsoft Excel 2010 Advanced Student Manual Free and Paid eBooks
  - Microsoft Excel 2010 Advanced Student Manual Public Domain eBooks
  - Microsoft Excel 2010 Advanced Student Manual eBook Subscription Services
  - Microsoft Excel 2010 Advanced Student Manual Budget-Friendly Options
6. Navigating Microsoft Excel 2010 Advanced Student Manual eBook Formats
  - ePUB, PDF, MOBI, and More
  - Microsoft Excel 2010 Advanced Student Manual Compatibility with Devices
  - Microsoft Excel 2010 Advanced Student Manual Enhanced eBook Features
7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Microsoft Excel 2010 Advanced Student Manual
  - Highlighting and Note-Taking Microsoft Excel 2010 Advanced Student Manual
  - Interactive Elements Microsoft Excel 2010 Advanced Student Manual
8. Staying Engaged with Microsoft Excel 2010 Advanced Student Manual

- Joining Online Reading Communities
- Participating in Virtual Book Clubs
- Following Authors and Publishers Microsoft Excel 2010 Advanced Student Manual

9. Balancing eBooks and Physical Books Microsoft Excel 2010 Advanced Student Manual

- Benefits of a Digital Library
- Creating a Diverse Reading Collection Microsoft Excel 2010 Advanced Student Manual

10. Overcoming Reading Challenges

- Dealing with Digital Eye Strain
- Minimizing Distractions
- Managing Screen Time

11. Cultivating a Reading Routine Microsoft Excel 2010 Advanced Student Manual

- Setting Reading Goals Microsoft Excel 2010 Advanced Student Manual
- Carving Out Dedicated Reading Time

12. Sourcing Reliable Information of Microsoft Excel 2010 Advanced Student Manual

- Fact-Checking eBook Content of Microsoft Excel 2010 Advanced Student Manual
- Distinguishing Credible Sources

13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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