

# 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 [Click] SHOW.
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 [Click] 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.

# Microsoft Excel 2010 Quick Reference Cheat Sheet

**Beezix Software Services, Inc, Beezix,  
Inc Staff**

## **Microsoft Excel 2010 Quick Reference Cheat Sheet:**

*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 training handout or simply an easy to use reference guide for any type of user The following topics are covered Creating Workbooks Entering and Editing Data Undo and Redo Resizing Column Width and Row Height Inserting and Deleting Rows Columns and Cells Clearing Cells Clearing Formatting Formatting Numbers and Cells Aligning and Merging Cell Contents Borders and Grids Viewing the Worksheet as it will Print Entering Dates Entering Sequences Entering Formulas Cut Copy Paste Drag Excel 2010 Tables PivotTables Sorting Advanced Charts Functions Formulas

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