

## Microsoft Excel – Power User Options

These topics give an overview of the more advanced options available in Excel and that might be useful to anyone who uses Excel extensively.

- A range of 'what if' options including:
  - Create different scenarios by storing different values that might be applied to an Excel model and then viewing a summary of the effect of each of the different scenarios.
  - Use 'Goal Seek' to find a value which will set a calculated result to the required value.
  - Use 'Solver' to investigate the effect of changing values in a spreadsheet model based on a required outcome and constraints.
  - Create data tables to list the different outcomes for a calculation based on different inputs.
- Create range names to refer to cell ranges or values – use range names in formulae
- Conditional formatting
- Data validation
- Set up named views of a spreadsheet to simplify printing different layouts of the same worksheet.
- Use the 'Formula Auditing' toolbar
  - Tracing precedents/dependents/errors
  - Use comments to annotate data on a worksheet
  - Use the Watch Window to watch what is happening in different locations on a spreadsheet
  - Use the Evaluate feature to step through complex formulae
- Use the consolidation tool to summarise data across a range of worksheets.
- Create subtotals in lists (databases)
- Use pivot tables to analyse lists (databases)
- Use cell styles to improve formatting
- Set up workbook templates
- Use macros to automate tasks in Excel