Full Circle
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MICROSOFT OFFICE EXCEL 2016
FUNCTIONS, MACROS, TEMPLATES & LINKED WORKBOOKS

Quick Guide to New 2016 Excel Interface

H- & V-Lookup, If & Rounding Functions

- Using Lookup Functions
- Using VLOOKUP
- Using the HLOOKUP Functions
- Using the IF Function
- Working with Nested IFs
- Using the ISERROR Function
- Putting AND/OR Conditions in an IF
- Using the ROUND Function
- Limiting the Precision of Numbers

What-if Analysis with Scenario Manager

- Using the Scenario Manager
- Creating & Displaying Scenarios
- Editing Scenarios
- Creating a Scenario Summary Report
- Using Goal Seek

Creating & Using Templates

- Working with Templates
- Saving a Workbook as a Template
- Editing & Deleting Template
- Inserting a New Worksheet
- Creating Default Templates
- Finding Online Templates

Protecting a Worksheet

- Unlocking Cells in a Worksheet
- Protecting & Unprotecting a Worksheet
- Creating/Deleting Allow-Editing Ranges
- Protecting/Unprotecting Workbook Windows
- Assigning/Removing a Password
- Opening a Password-protected File

Linking Multiple Workbooks

- Opening Multiple Workbook Windows
- Cascading/Tiling Open Workbook Windows
- Activating Cascaded/Tiled Workbook Windows
- Comparing Workbooks Side by Side
- Copying Data between Workbooks
- Saving/Opening a Workspace
- Closing All Open Workbooks
- Linking Workbooks
- Opening Linked Workbooks

Using Macros

- Defining a Macro
- Running a Macro
- Changing Macro Security Settings
- Adding a Folder as a Trusted Location
- Opening a Workbook Containing Macros
- Using a Shortcut Key
- Displaying the Developer Tab
- Opening/Using the Visual Basic Editor Window

Recording Macros

- Recording a Macro
- Assigning a Shortcut Key
- Using Relative References
- Deleting a Macro

Editing Macros

- Writing a New Macro
- Entering Macro Commands
- Copying Macro Commands
- Editing Macro Comments
- Typing Macro Commands
- Running a Macro from the Code Window

Creating A Macro Button

- Using a Macro Button
- Creating a Macro Button
- Copying a Macro Button
- Formatting a Macro Button
- Moving/Sizing a Macro Button
- Deleting a Macro Button
- Adding a Macro to the Quick Access Toolbar
- Changing a QAT Macro Button Image
- Deleting a Macro Button from the QAT

Auditing Tools

- Showing Formulas
- Displaying/Removing Dependent Arrows
- Displaying/Removing Precedent Arrows
- Using the Trace Error Button
- Tracing Cells Causing Errors
- Using the Evaluate Formula Button
- Using the Error Checking Button
- Using the Watch Window